

Small Grants Application Form

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This version of the application form has been created to give potential applicants a preview of the questions that they will be required to answer during the solicited application process. This form should not be used to submit an application. All applications must be submitted online.

Assistance can be offered by the funding line on 08458 508 508.

Applicants will also have the opportunity to upload any supporting documentation at the end of the form.

Sport England is committed to the creation of a world-leading community sport system. This means focusing our investment on organisations and projects that will grow and sustain participation in grassroots sport and create opportunities for people to excel at their chosen sport.

Our funding guidelines can be found at <http://funding.sportengland.org/default.aspx>

About Your Organisation

Which of the following categories best describes your organisation?

If other, please specify below: *

Are you a registered charity? * Yes No

Are you a company? * Yes No

Please confirm whether or not you are VAT registered, or if you have any plans to become VAT registered. *

Please enter your VAT registration no, if applicable.

Do you have public liability insurance? * Yes No

Sport England is interested in mapping sporting opportunities across England. If you are an organisation delivering sport, please provide the address and postcode where the majority of your sport will be delivered.

Address

Postcode

Please provide the following details from your most recent annual accounts

Account year ending: *

Total (gross) income: £ *

Total expenditure: £ *

Balance at year end: £ *

Savings (reserves, cash, investments): £ *

If your savings are more than your annual expenditure what are they for?

If your accounts are showing a deficit or net current liabilities please provide a brief explanation

Guidance

Sport England will support most organisations that have a written constitution, memorandum and articles of association, or those established by statute or statutory powers.

Sport England does not fund sole traders/proprietors, business partnerships or private individuals.

If you are applying on behalf of several organisations working in partnership please use this page to describe the lead or host organisation.

Please note:

Copies of your constitution, or memorandum and articles of association will be requested to ensure your organisation has the powers and rights to carry out your project idea.

You do not need to enter £ signs or pence. Please round to the nearest whole number.

Organisation types

Fully constituted club, association or trust:

An organisation (generally within the voluntary sector) with its own constitution or memorandum and articles of association.

Local authority: County councils, metropolitan district councils, unitary authorities, district councils and the London boroughs

Local education authority: A local education authority on its own behalf, or on behalf of a community school.

Foundation school or college: Although run by the local education authority, the school retains control over admissions, employment of staff, land and buildings.

Voluntary aided or controlled school: Although financed and maintained by the local education authority, the school's assets are held and administered by trustees.

Independent school or college: A school or college for fee-paying students that does not receive a government grant.

Institute of further education: A college or other institution that provides further education.

Institute of higher education (including universities): A university or college that provides higher education.

Other public sector statutory body: Other public sector organisations established by statute or statutory powers.

National Governing Body: A recognised governing body for sport.

Private sector company or business: A commercially run organisation.

Independent Referee:

Sport England needs you to provide an independent referee who is familiar with the work of your organisation. However, we do not ask statutory bodies, NGBs or CSPs to provide an Independent Referee.

A referee from an NGB is recommended, but not mandatory.

How many people are involved in running your organisation? 

Your Governing body/Committee/Management Board *

Your Volunteers *

Paid Staff *

Independent Referee 

Title *

First Name *

Surname *

Employer *

Job Title *

Email *

Membership of a professional body

Membership no

Correspondence Address *

Daytime Telephone Number (landline) * 

Evening Telephone Number (landline) 

How long has your referee known your organisation?

Years *

Months *

How does your referee know your organisation? * 

Declaration 

I confirm this application has been discussed with the referee detailed above and the referee is happy to be contacted by Sport England about this application.

Your referee will be contacted post-award.
The award will be subject to receipt of a satisfactory reference.

[Pre-application Advice and Guidance](#)

Your Project

What is the title of your project? *

Please describe your project. *

What do you want your project to achieve? (outputs and outcomes) *

Which sport(s) will your project involve?

Select a sport from the list below, then click the Add Sport button. You can add as many sports as required to the Selected Sports table. *

Please note that if you choose a sport that requires affiliation and you do not enter an NGB, the application will automatically be rejected.

1. Select a sport from the list:

2. Select the national governing body (NGB) that you are affiliated to, if applicable:

3. If you are affiliated to the NGB please enter your affiliation number:

4. Will your project have a particular focus on participants with disabilities?

Yes No

(If your sport is not listed above please call 08458 508 508 for advice)

5. Now press "Add Sport" to save this information into the table below.

Add Sport

Repeat steps 1-5 to add more sports into the table below.

Selected Sports:

Sport	Affiliated NGB	Disability Sport	Affiliation No
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There are currently no sports in the table.

Guidance

Sport England is particularly interested in projects that:

- GROW - increase regular participation in sport
- SUSTAIN- sustain current participation in sport
- EXCEL - develop and accelerate talent

You can add as many sports as are covered by your project.

Some of the sports listed are highlighted with the degree sign °. Please note that if your project will involve one or more of these activities, one of the following must apply, for your project to be considered eligible for funding:

- The organisation delivering these sports activities must be affiliated to the recognised national governing body (NGB). In the majority of cases this will be your organisation but where it is another organisation please give details of their affiliations.
- Any individuals delivering these sports activities on behalf of your organisation must be appropriately qualified with the recognised national governing body.

Only applications for projects involving recognised sports are eligible for funding from Sport England. If your sport(s) is not shown on the list, please contact the funding helpline on 08458 508 508.

The nine Sport England regions cover the following areas:

East: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

East Midlands: Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland.

London: The 32 boroughs of London and the City of London.

North East: Durham, Northumberland, Tees Valley, Tyne and Wear.

North West: Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside.

South East: Berkshire, Buckinghamshire, Hampshire, Kent, Oxfordshire, Surrey and Sussex.

South West: Somerset, Cornwall, Devon, Dorset, Gloucestershire, Swindon and Wiltshire and the West (Bristol and Bath, North East Somerset, South Gloucestershire and North Somerset).

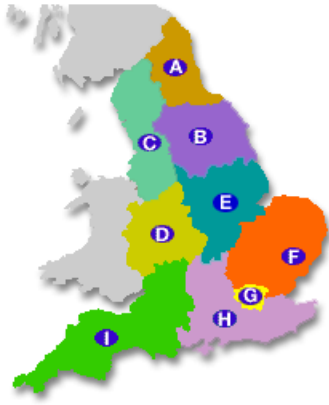
West Midlands: Birmingham, Coventry, Dudley, Herefordshire, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Telford and Wrekin, Walsall, Warwickshire, Wolverhampton and Worcestershire.

Yorkshire: Yorkshire, North Lincolnshire and North East Lincolnshire.

National: If your application is for a project covering several regions.

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Please select the primary region where your project will take place *



- A - North East
- B - Yorkshire
- C - North West
- D - West Midlands
- E - East Midlands
- F - East
- G - London
- H - South East
- I - South West
- J - National

Please provide the name and postcode of the main site(s) or venue(s) where your proposed project will take place, then click Add Site/Venue *

Site or Venue

Postcode

Site or Venue	Postcode
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There are currently no venues in the table.

Your Project Outcomes and Delivery

Which one of the following options is the principle Sport England strategic outcome that your proposed project will achieve? *

Grow

Please enter how many people will benefit from your project. ?

Yr 1

Year 1	Male	Female	Total
Children 5-15	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Young People 16-19	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Adults 20-54	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Adults 55 and over	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

How will your project deliver the principle strategic outcome you have selected above? * ?

How will you know whether your project is successful? * ?

When will your project start ? (dd/mm/yyyy)* ?

When will your project finish ? (dd/mm/yyyy)* ?

Prior Commitments

Other than essential project development work, costs and/or fees, has your organisation begun work, or made any binding commitments to begin work, in respect of your project ? * ?

Yes No

Please tell us about the aspects of the project to which you are committed. Please be aware that Sport England cannot fund any activity that has already started.*

If Yes selected

Guidance

Sport England needs to know the primary strategic outcome of your project.

- GROW - increase regular participation in sport
- SUSTAIN - sustain current participation in sport
- EXCEL - develop and accelerate talent

For further information see Sport England's strategy 2008-2011

Consider which one of the three listed strategic outcomes best reflects the aim of your project and enter the number of people this will benefit for each year of your project.

If your project covers more than one year, the numbers you enter should be cumulative for each subsequent year. For example, if your project increases participation by 50 people each year you would enter 50 in year one, 100 in year two, and 150 in year three.

Sport England cannot fund aspects of a project that an organisation has previously committed itself to.


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Your Project Beneficiaries

The answers you give to the first and second questions on this page are for data collection purposes only. It helps us identify broadly the groups that benefit from our funding. It is not used in the assessment of your application. The third question on sports opportunity asks whether your organisation restricts access / membership. If your organisation restricts access / membership you may not be eligible for funding. There are a few exceptions, but if you restrict access you will be asked to provide details to help us understand whether this is reasonable.

Who will benefit from your project ? *

- Disadvantaged people living in rural areas
- Disadvantaged people living in urban areas
- People on low income
- Disabled people
- Others (please state)

Is your project directed at, or of particular relevance to, a particular group or groups of people from a specific ethnic background? The information gathered is for monitoring purposes and will not be used to assess your application. This question is optional 

Yes No

If yes, please tick the boxes that most accurately describes the particular group(s) of people your project will involve.

A. White:

- English Scottish Welsh Irish Any other White background

B. Black, Black British, Black English, Black Scottish or Black Welsh:

- Caribbean African Any other Black background

C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:

- Indian Pakistani Bangladeshi Any other Asian background


D. Mixed:

- White & Caribbean White & African White & Asian Any other background

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:

- Chinese Any other background

Sports Opportunity

Does your organisation restrict access/membership on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion? * 

Yes No

Please tell us the reasons for restricting access / membership *

If Yes selected

Guidance

Please tell us who will benefit from your project.


You are not obliged to provide data for the second question, but it will help us profile beneficiaries. If you choose not to answer this question it will not impact on our assessment of your application.

We do need to know if your organisation restricts membership / access. If your organisation restricts access you may not be eligible for funding.

The headings listed are ethnic categories used in the 2001 Census, and have not been created by Sport England. We appreciate that some people may prefer to classify ethnicity by reference to a different description. To allow effective and appropriate comparisons with national statistics we encourage you to classify the beneficiaries using these categories.


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The Need For Your Project

How do you know there is a need for your project ? * 

Who have you contacted about your application?

National Governing Body

Have you contacted an NGB?  Yes No

NGB name	Person name	Job title	Email
There are currently no NGBs in the table			
Name of NGB:	<input type="text"/>		
Name of person:	<input type="text"/>		
Their position in organisation:	<input type="text"/>		
Email:	<input type="text"/>		
Please give a summary of advice they gave you:			
<div style="border: 1px solid #ccc; height: 50px;"></div>			
<input type="button" value="Add NGB"/>			

Guidance

Sport England is keen to promote partnership involvement. Therefore it would be helpful to know that you have discussed your project with and gained the support of your NGB(s), your CSP(s) and your Local Authority. Please provide details of your discussions and what level of support you have gained from each organisation.

We may need to contact the NGB(s), CSP(s) and Local Authority in support of our assessment of your application. By submitting this application you agree to this follow-up by Sport England where required.

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County Sports Partnership

Have you contacted the County Sports Partnership ? Yes No

CSP Name	Person name	Job title	Email
There are currently no CSPs in the table			
Name of CSP:	<input type="text"/>		
Name of person:	<input type="text"/>		
Their position in organisation:	<input type="text"/>		
Email:	<input type="text"/>		
Please give a summary of advice they gave you:			
<input type="text"/>			
<input type="button" value="Add CSP"/>			

Local Authority

Have you contacted the Local Authority ? Yes No

LA name	Person name	Job title	Email
There are currently no LAs in the table			
Name of LA:	<input type="text"/>		
Name of person:	<input type="text"/>		
Their position in organisation:	<input type="text"/>		
Email:	<input type="text"/>		
Please give a summary of advice they gave you:			
<input type="text"/>			
<input type="button" value="Add LA"/>			

Please tell us about any partnerships you are entering into or anyone else who will be involved in this project. *

Your Project Budget

Is your project a capital, revenue or combined project? *

- Capital
- Revenue
- Combined

What is the total project cost? *

Cost	Amount (£)
Capital Costs (£)	<input type="text" value="0"/>
Revenue Costs (£)	<input type="text" value="0"/>
Total Project Cost (£):	0

Capital Funding

What is the level of capital funding that you require from Sport England? £ *

What is the level of capital funding that you expect to receive from partners including cash and non-cash / in-kind contributions? Please include your organisation's own contribution where applicable. £ *

Combined Only

Revenue Funding

Please give an approximate breakdown of Sport England Revenue Funding for each year of the project. (Please enter zero for any year that does not apply to your project). *

Yr 1	Yr 2	Yr 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give an approximate breakdown of partner revenue funding, including cash and non-cash / in-kind contributions for each year of the project. Please include your organisation's own contribution where applicable. (Please enter zero for any year that does not apply to your project). *

Yr 1	Yr 2	Yr 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Revenue / Combined Only

Guidance

You do not need to enter £ signs or pence. Please round to the nearest whole number.

The project budget you enter here must balance, demonstrated by the equation below:

$$a + b + c = d$$

(a) Amount of funding requested from Sport England

+

(b) Partnership Funding

+

(c) Non-cash Contributions

=

(d) Total Project Cost

Sport England Funding

- **Small Grants:** You can apply for awards between £300 - £10,000.

[Pre-application Advice and Guidance](#)

Project Cost Breakdown

Please provide a more detailed breakdown of the project costs. * ?

Capital/Revenue	Item or Activity	Total Amount (£)	Amount requested from Sport England (£)
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Please choose: Add New

There is currently no breakdown of costs in the table.

Partnership or Other Funding

Please provide detail of partnership or other funding required. If your project does not have partnership or other funding you do still need to complete the table. Please enter N/A at 'Organisation Name', select None at both 'Organisation Type' and 'Confirmed', and finally 0 at 'Amount.' * ?

Organisation Name	Organisation Type	Amount (£)	Confirmed?
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Please choose: Please choose: Add New

There is currently no other partnership or other funding in the table.

Non-cash or In-kind Contributions

Please provide detail of any non-cash / in-kind contributions towards the total project cost. If your project does not have any non-cash or in-kind contributions you do still need to complete the table. Please enter N/A at 'Organisation Name' and at 'Description of contribution and how the value was calculated', select None at 'Organisation Type' and 'Confirmed', and finally 0 at 'Amount.' * ?


Organisation Name	Organisation Type	Amount (£)	Description of contribution and how the value was calculated	Confirmed?
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Please choose: Please choose: Add New

There are currently no non-cash or in-kind contributions in the table.

How has VAT been addressed within your project costs ? * ?

Project Contact Details and Checklist

Who should we contact about this project idea? 

Tick here if the contact address is the same as the Organisation address you registered with

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

This address will be used for all correspondence and guidance we send to you

Building name or number	<input type="text"/>	
Postcode	<input type="text"/>	<input type="button" value="Get Address"/>
Address line 1 *	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Town/City *	<input type="text"/>	
County	<input type="text"/>	
Postcode *	<input type="text"/>	
Daytime Telephone Number (landline)* 	<input type="text"/>	
Evening Telephone Number (landline) 	<input type="text"/>	



Second Senior Contact and Payment Contact

Please complete the details for a second senior contact for your organisation (for example, Director, CEO, Treasurer, Company Secretary and so on):

Tick here if the contact address is the same as the Organisation address you registered with.

Title *	<input type="text"/>
First name *	<input type="text"/>
Surname *	<input type="text"/>
Position in organisation *	<input type="text"/>
Email address *	<input type="text"/>

Please give the address details for the named contact above.

Building name or number	<input type="text"/>	
Postcode	<input type="text"/>	<input type="button" value="Get Address"/>
Address line 1 *	<input type="text"/>	
Address line 2	<input type="text"/>	
Address line 3	<input type="text"/>	
Town/City *	<input type="text"/>	
County	<input type="text"/>	
Postcode *	<input type="text"/>	
Daytime Telephone number (landline) * 	<input type="text"/>	
Evening Telephone number (landline) 	<input type="text"/>	

Guidance

We have already received your organisation details, we now need to confirm your contact details.

If the address for the named contact is the same as the organisation address, tick the box and the page will update.

To enter an address, type in your building name or number and postcode and select the Get Address button. A search will be performed on all Royal Mail addresses to locate your address.

If you do not know the postcode, select the Get Address button, and then the Street Entry button. You will then be able to perform a search based on your street and county. If your postcode is not recognised please enter the address details manually at Address Line 1, Town / city and Postcode.

[Pre-application Advice and Guidance](#)


I have you or your organisation ever applied for or received funding from Sport England before? If so, enter the details below then click Add Project.

URN:

Project title:

There are currently no projects in the table.




Application Review

These may be the essential documents that will be required before an award will be made. Please ensure that you can provide the appropriate documentation before submitting your application. Please note that your application will not be processed for assessment until all the required documents are received. 







Once you have completed the form, please upload the document to your application. Please note that your application will not be considered complete unless this form has been uploaded and submitted with your application.

If you are sending any documents by post please use the following address and ensure the documents follow within 5 working days of your submitted application: Sport England, 2 Loughborough Park, Oakwood Drive, Loughborough, LE11 3QF.

Essential Documents

	Attached File	Send by Post	N/A
1. A photocopy of the Governing Document. For example, this may be a constitution, memorandum and articles of association, trust deed or other formal document (not required for statutory bodies) 	<input type="radio"/>	<input type="radio"/>	
2. A photocopy of most recent audited or accountant verified accounts (not required for statutory bodies) 	<input type="radio"/>	<input type="radio"/>	
3. Photocopies of last 3 bank statements (not required for statutory bodies)	<input type="radio"/>	<input type="radio"/>	
4. Additional Questions Document (where applicable to the funding programme) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Project-specific Documents

	Attached File	Send by Post	N/A
5. Income/Expenditure forecast for minimum of three years 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Child Protection Policy (for all projects involving children) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Safeguarding vulnerable adults policy (for projects involving vulnerable adults) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Evidence of partnership funding 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Photocopy of Affiliation to NGB sports where required 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Project delivery programme 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any documentation that is relevant to your application.
Any documentation held in digital form should be uploaded using the form below:
(Maximum file size is 7.5 mb approx. 7340032 bytes.)

There are currently no files uploaded.

Thank you for entering the information required for the first stage in applying for Sport England funding.

Please review the answers you have given with reference to the policy documentation and ensure you have provided the information required.

[Pre-application Advice and Guidance](#)

[Printable Version Of Application](#)

When you are ready to submit your stage 1 application please click the submit button below. Note that you will not be able to change your answers after you have submitted your application.

Please tick this box to indicate that the information you have provided is true and correct to the best of your knowledge.