**Help Notes**

**Project Title:** Your project title must be no longer than 15 words and should be something unique to your project (do not call it ‘name of the funding program’). This will make it stand out from other projects. Remember that this name will stay with your project for its duration and will be used in press releases and on our website.

**Grant Request:** The minimum grant request is £500, and the maximum is £5,000. Your project should be deliverable within a 6-month timescale (*from the date you receive funding*) and completed no later than 31 March 2023.

Exceptional projects up to £10,000 will be considered. Your total project can cost more than £10,000, but if this were the case, we would need to see that your match funding is in place by the time you submit your application to us.

**Name of organisation:** Please ensure that the name on the application form is the same as that on your constitution and bank account. If it is different, please contact us to explain why.

**Main project contact:** This is the person who has been formally appointed by your organisation to act on its behalf. We will contact this person if we have any questions regarding your application. They must, therefore, know about this project and your organisation.

**Position held within the organisation:**

**Main contact Tel. No.:**

**Main Contact Email:**

**Organisation website/social media page:**

**Organisation address (including postcode):** This is the main address for your organisation, and where any postal contact would be sent. (Correspondence will be sent electronically).

**Address where the activities will take place:** We understand that many outdoor spaces do not have a specific postcode. If this is the case, please provide us with one for a nearby site (e.g., a local shop). We require this information to enable us to carry out a mapping exercise to show where all our funded project activities have been carried out.

**What kind of organisation are you (please select one):**

Registered charity

Voluntary community group

Social Enterprise

Community Interest Company

**Are you VAT registered:** If your organisation is VAT registered, we will NOT be able to pay VAT on your project costs as you will be able to claim these back elsewhere.

If you are not VAT registered, then you must ensure that you include VAT costs (where applicable) as our funding will cover this.

**Who will be responsible for delivering your activities:** We want to know that someone with the appropriate skills and experience will be delivering project activities. Professional fees can, therefore, be included in your project costs. However, we would like to see members of your organisation, volunteers and in some cases, project participants, being trained to enable them to deliver activities, so training costs should also be included.

**Who will be responsible for managing your project:** This might be someone from within your organisation with the relevant skills and experience (please note that this does not need to be the same person as your main project contact). You may feel that you need to work with someone from outside your organisation who would help you to manage your project. If this is the case, please provide us something in writing from them advising that they have entered into this agreement with you. Should they require payment for this project management support, then this can be included in your project costs.

**Have you received any funding from Sport England during the Covid-19 pandemic?**

***(If yes, please speak to us before completing application)***

This does not automatically exclude you from the Together Fund, however the application must not duplicate funding already received from Sport England.

**Have you updated your policies and procedures, particularly your safeguarding policy and risk assessments, considering COVID-19?**

This must take into account current government guidance and participant safety.

**Do you have public liability insurance? (at least £10million cover)**

**If you currently do not have this level of cover, please commit to the increase, and build it into your application**

Please provide evidence of insurance.

**1. Tell us about your organisation:** Please give a brief overview of the kind of work that your organisation currently does, and the kinds of activities (if any) that you provide.

**2. Which of the Sport England four priority audiences will this project support?**

The fund will have a continued focus on the four key audiences:

* People with long term health conditions
* People with disabilities
* Lower socio-economic groups
* Culturally diverse communities

Which of these do you engage with and by what percentage amount?

You may be working with the same audiences that you currently engage with, which is acceptable. However, you may anticipate working with new audiences too. If this is the case, please tell us how you will go about engaging them.

**3. Please tell us how the Covid-19 pandemic has impacted your organisation?**

**4. How does your project aim to keep your members active?** This is where you will tell us all about the things that you will do in your project. This could include recruiting a trainer, delivering an activity etc. Remember that we need to see figures e.g., number of activities, numbers of people engaged with each activity, as this will help both us and you to evaluate the success of your project.

**5. If your project targets children and young people, have you completed ‘Child Protection in Sport and Physical Activity? *(Please share certificates).*** <https://mylearning.nspcc.org.uk/ProductDetails.aspx?ProductID=289>

**If not, please commit to project delivery staff completing this training and build it into your application.**

The blue link takes you to a webpage where cost of online course is outlined.

This is essential to the successful progression of the project, so if not already completed, build cost into application.

**6. If you project targets Adults at Risk, have you completed ‘Safeguarding Adults in Sport & Activity Training: Level 2’? *(Please share certificates).***

[**https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-2/**](https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-2/)

**If not, please commit to project delivery staff completing this training and build it into your application**

The blue link takes you to a webpage where cost of online course is outlined.

This is essential to the successful progression of the project, so if not already completed, build cost into application.

**7. How will you continue to deliver these activities once the project is complete?** This might be that you have staff or volunteers that have been trained to deliver activities; you may have purchased equipment to allow activities to continue; you may look at delivering these activities to wider audiences etc.

**8. Planned project start and finish date? *(Max 6 months funding, funded period ends 31 March 2023)***

**What are the costs for the project:**

All project costs should include VAT (unless you are VAT registered and can, therefore, reclaim it from elsewhere).

When completing the project costs table, please note the following:

* It is not necessary for you to include costs under all of these headings.
* Under Description, please give us a short description (no more than 30 words) of what that cost will include.
* Project cost is the amount including VAT (or excluding VAT if you are VAT registered and will, therefore, claim it back from elsewhere)

**Staff costs** This could cover costs of freelancers brought in to help deliver the project or staff costs relating to your organisation where the project will require additional funding. For example, you may have a member of staff who currently works two days a week. You wish to increase their hours so they will work an additional day a week for the duration of this project. Our funding can, therefore, cover the costs for this additional day.

**Equipment and materials** This will include anything that you need to purchase to deliver your project.

**Training costs** This could include the cost of a trainer; accreditation costs for courses etc.

**Travel costs** This cost is for staff and volunteers to travel to and from sites. We recommend using a cost of .45p per mile

**Insurance/licences:** To deliver some project activities, you may need to increase your organisation’s insurance, or take out a separate policy. You may also be required to seek a licence to carry out your activity. These costs can be included in your application, but you must state clearly why they are required.

**Other** Please include anything that does not fit into any of these other headings e.g. Hire of a minibus to take project participants to and from the site; the cost of a translator if you are working with audiences where English is not their first language.

**Other project income:** We would only expect to see other project income if your total project costs exceeded £10,000. However, you may wish to include funding from elsewhere as a contribution to the project, meaning you would be asking us for a smaller amount. For example, your total project is £8,000, you are asking us for £7,500, and have a contribution from a local business of £500 which they would like to use to support this project.

Please tell us whether this additional funding is secured (i.e. the money is in your bank account) when you submit your application to us.

**Non-cash contributions:** Non-cash contributions are things that you don’t have to pay for, but which will benefit your project. For example, your local community centre will give you use of their main hall which you can use for training. They would normally hire it out at £30 a day, and you will use it for two days. This is therefore a non-cash contribution of £60.

**When will your project start and finish:**

There is a limited pot of funding and not all applicants will be successful, therefore we would advise that you do not proceed with delivery of any elements of your proposal until you have received notification on the outcome of your application.

How we would like to you to measure the success of your project:

**We strongly encourage all projects as best practice to survey all their participants** via an end of project survey (Recognising that not all participants will complete the survey). This will help us try and understand the collective impact projects are having on individuals. We will provide template questions/survey to support you in doing this. We aim to include elements of monitoring and evaluation which include:

**Impact:**

* To understand the benefits participants have received from participating in the project. E.g., improved mental health, physical health etc.
* **Partway/end** of project survey for community partners in order to measure:
	+ Actual participant reach and demographic makeup
	+ Organisation impact
	+ Community impact
	+ Demographic makeup of community organisation
* **Feedback on the project:**

To gather feedback on the activities delivered and the overall experience of the participants. e.g., the activities

**Supporting documents:**

* **A copy of your constitution/set of rules** Please ensure that you have the following clauses in your constitution (these do not apply if you are a CIC/CIO):
	+ A statement showing that no income or property is distributed to any members of your organisation (apart from salaries and expenses)
	+ A statement that shows that should your organisation dissolve, that any assets would go to an organisation with similar charitable aims

Our funders, Sport England, have some very useful information on their website about constitutions which can be found by following this link/clicking [here](https://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/constitutions/)

* **Bank account details:** Evidence 2 signatories required for withdrawal (could be detailed in constitution, a letter from Bank, screenshot of online banking showing 2-step authorisation)
* Safeguarding Children & Vulnerable Adults policy
* Constitution
* Risk assessment of Together Fund project activities (happy to accept a draft document)
* Copy of Public Liability Insurance Certificate
* **A partnership agreement:** You will only need to submit a partnership agreement if you are entering a formal partnership with another organisation to help you run or manage this project. For example, you might not have a bank account so your local Council for Voluntary Service has agreed to work in partnership with you, which means funds can be paid into their bank account, and they will be responsible for managing the budget.