**Together Fund – Application Form**

**Background**

The Canal & River Trust received a grant from Sport England to assist in recovery, alleviating long-term impacts, facilitating emergence from COVID-19, supporting community organisations to reach and engage their audience in movement/physical activity and tackling the widening of the inequalities in sport and physical activity for the communities we work with alongside our waterways.

Data from the Sport England commissioned Physical Activity attitudes and behaviours survey following COVID-19 is highlighting widening gaps in the activity levels across their existing priority audiences. Wider sector intelligence clearly shows that some of these priority audiences are suffering more from the impact of the disease than is the case with the wider population. These groups are people from Lower Socio-Economic Groups, culturally diverse communities, People with Disabilities and People with Long-Term Health Conditions.

We will provide funding for community groups working with Sport England target audiences to remain connected with their participants and keeping active during the COVID-19 recovery stages.

**Your project should include delivery on your local Canal & River Trust waterways, with priority reach to Sport England target audiences.**

Full application forms should be submitted by noon on a Monday, they will be assessed by our internal panel on the Wednesday of that week. All grants must have been awarded by December 2022; you have 6-months to deliver your project from the date you receive your funds. **All projects should be completed by the end of March 2023** and reconciliation concluded a month after project completion.

**Who is eligible to apply:**

* Community organisations with a constitution/set of rules and a bank account
* Social Enterprises
* Community Interest Companies
* Charities
* Sole traders in special circumstances

If you wish to apply to us but do not have a constitution, please talk to us as we can help you look into possible partnership working or identify an organisation that could apply on your behalf.

**Who can’t we fund:**

* Private individuals
* Private businesses
* Profit-making organisations

**What can we fund:**

* Equipment and materials
* Insurance (*i.e., public liability, equipment insurance etc*.)
* IT costs (with restrictions)
* Professional fees (*i.e.,* *instructor/equipment hire*)
* Rent/facility hire
* Staff costs (*i.e., direct delivery staff salary etc.*)
* Training costs *(i.e., accredited sports/physical activity qualification, Mental Health First Aid, Safeguarding etc.)*
* Travel costs
* Utility costs
* Governance support

**What can’t we fund:**

* Activities that promote a certain faith, belief or political views
* Activities or costs which are already covered by other government funding or Sport England’s Community Emergency Fund
* Capital (i.e., building) works
* Projects where there is personal benefit to an individual
* Your organisation’s core running costs (*i.e., printing costs, overheads*)

**We have put together some useful ‘Help Notes’ which to guide you when writing your application form.**

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| Your Project Title |  |
| Grant Request - Funding applications are expected to range from £500 to £5,000, 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 |  |
| Name of your organisation |  |
| Main project contact |  |
| Position held within organisation |  |
| Main contact Tel. No. |  |
| Main contact Email |  |
| Organisation website/social media page |  |
| Organisation address (*including postcode)* |  |
| Address where the activities will take place (if the location doesn’t have a specific postcode, please provide us with one for a site nearby) |  |
| What kind of organisation are you (*Community Group, Charity, Social Enterprise, Community Interest Company*) |  |
| Are you VAT registered?  (*you should not claim for the VAT on items you plan to later reclaim*) |  |
| If Yes, please enter your VAT registration number here |  |
| Who will be responsible for delivering your activities |  |
| Who will be responsible for managing your project |  |
| Have you received any funding from Sport England during the Covid-19 pandemic?  *(If yes, please speak to us before completing application)* |  |
| Have you updated your policies and procedures, particularly your safeguarding policy and risk assessments, considering COVID-19? |  |
| 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** |  |

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| 1. Tell us about your organisation |
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| 1. Which of the Sport England four priority audiences will this project support? |
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| 1. Please tell us how the Covid-19 pandemic has impacted your organisation? |
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| 1. How does your project aim to keep your members active? |
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| 1. 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** |
|  |
| 1. 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/>  **If not, please commit to project delivery staff completing this training and build it into your application** |
|  |
| 1. How will you continue delivering these activities once the project is complete? (*sustainability*) |
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| 1. Planned project start and finish date? *(Max 6 months funding, funded period ends 31 March 2023)* |
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| --- | --- | --- | --- | --- |
| Activity  (*i.e., walking, canoeing, cycling*) | How many sessions will you run? (*approx. dates*) | Estimated overall participant reach (*unique participants that will be supported by the project – counting each person only once*) | How many individuals will attend each session? | Estimated percentage of which demographic background your main target audience will be from? |
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**Tell us about your project activities and which audiences you will engage**

**What are the costs for the project?**

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| --- | --- | --- |
| **Cost Heading** | **Brief Description** | **Cost** |
| **Staff/instructor costs** |  |  |
| **Equipment & Materials** |  |  |
| **Training costs** |  |  |
| **Travel costs** |  |  |
| **Insurance / Licences** |  |  |
| **Other** |  |  |
| **Other Project Income** |  |  |
| **Non-cash contributions** |  |  |

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:**

* Bank Statement
* 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

Email your completed application to:

[Sara.Ponting@canalrivertrust.org.uk](mailto:Samantha.Marine@canalrivertrust.org.uk)

Recognition of Grant funding

Successful applicants should recognise and continue to recognise the contribution made by Sport England and Canal & River Trust to the funded project.

The Partner will acknowledge the Grant publicly including:

* + - * 1. in its annual report;
        2. in media interviews and press releases
        3. on social media (including above and below the line advertising, twitter and facebook), using the appropriate handles (guidance on this use of social media can be found at <https://brandtoolkit.sportengland.org/social-media/>);
        4. at events or competitions and in publications including promotional material, and on-line publications; and
        5. as otherwise reasonably requested by Sport England.