

Application for Funding: Small Grants

Download version – V241018

Please find enclosed a hard copy of the new Small Grants application form.

This version of the form is for reference only and gives potential applicants a preview of the questions that they will be required to answer during the application process. It should not be used to submit an application - all applications must be submitted online. If you do not have access to the Internet, or you require any other assistance, please call our funding helpline on 03458 508 508.

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. Information on the Small Grants programme can be found on our website www.sportengland.org/funding/small-grants.

If you are unsure whether you are eligible for Small Grants, or wish to discuss your project prior to applying, please contact the funding helpline on 0345 8508 508 or email funding@sportengland.org.

[Back to My Application Form](#)[Log Out](#)

Before You Start

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us. **Advice and guidance on applying can be found here.**

You can also contact the funding helpline on **03458 508 508** or email funding@sportengland.org to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

Guidance Information *

You can find out about our funding programmes by visiting our **Funding Guidelines web pages**. This information will help you with your application. If you have already read our guidance, please confirm this by ticking the box.

Freedom of Information *

As Sport England is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders
- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box to confirm your understanding.

Data Protection *

As Sport England is a Public Body, we must comply with the Data Protection Act 2018. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants
- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other lottery distributors, government departments
- Other organisations and individuals with a legitimate interest in lottery applications and grants,
- Other organisations for the prevention and detection of fraud.

Please tick the box above to confirm your understanding of Data Protection.

Counter Fraud *

Sport England takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud, theft, corruption or bribery against us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes seeking both criminal and civil prosecutions. More information about our Counter Fraud Strategy can be found on our website.


Please tick the box above to confirm your understanding of Counter Fraud.

Please click on the button below to continue with your application.

Continue



About Your Organisation

Which of the following categories best describes your organisation? * 

Are you a registered charity? * Yes No

Please enter your Charity Registration Number: *

If 'Yes' selected

Are you a company? * Yes No

If you are a company, are you : *

Please enter your Company Registration Number: *

If 'Yes' selected

Is your organisation VAT registered? *  Yes No


Please enter your VAT Registration Number. *

If 'Yes' selected

Tell us a little about your organisation. What is your organisation set up to achieve and how many people are involved? *






Project Contact Details

Who should we contact about this project idea? 

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

	<input type="button" value="Find Address"/>
Organisation Name	<input type="text"/>
Building Name	<input type="text"/>
Building Number / Street	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline)* 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number 	<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):

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.

Find Address

Organisation Name	<input type="text"/>
Building Name	<input type="text"/>
Building Number / Street	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Daytime Telephone number (landline) * 	<input type="text"/>
Evening Telephone number (landline) 	<input type="text"/>
Mobile phone number 	<input type="text"/>

Referee

Title *	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Position in Organisation *	<input type="text"/>
Email Address *	<input type="text"/>

How long has your referee known your organisation?

Years *	<input type="text" value="0"/>
Months *	<input type="text" value="0"/>


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.


[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

Your Project Description

What is the title of your project? * 

In up to 100 words, please describe your project. * 

0 words

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. If your sport is not listed, please call 03458 508 508 (please note that Football is listed as 'Association Football', Tennis is listed as 'Lawn Tennis' and any adapted versions of specific sports please use 'Adapted Sport')

NB: If your sport is deemed a "high risk" sport you will need to provide evidence of affiliation to the relevant national governing body.

Select a sport from the list:


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

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

Add Sport

Sport	Affiliated NGB	Affiliation No
-------	----------------	----------------

There are currently no sports in the table.

Where will your project happen? * 

Find Address

Building Number / Street

Postcode *

Add Site/Venue

Building Number / Street

Postcode

There are currently no venues in the table.

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)


 Awarding funds from
The National Lottery®

Tell Us More About Your Project


The following questions ask for more detail about your project. Your answers are very important to our assessment of your application.

Why is your project needed? * 


0 words

What difference will your project make? * 

0 words

How will you make your project happen? * 


0 words

What will happen after your project ends? * 

0 words


People Taking Part

Do people currently take part in sport at your project?

If this project will involve entirely new sporting activities with new participants (rather than the expansion of sporting activities including existing participants) then you should answer 'No' to this question. * 

Yes No

[Click here to expand the Baselines Measure *](#)

How many people have taken part in sport at your project in the last 12 months, counting each person only once? * 

If 'Yes' selected.


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




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




[Click here to expand the Participants Measure *](#)

How many people will take part in your project overall, counting each person only once? * 

Background:

Please tell us a bit more about the background of these people by entering the number or the % of the people from the groups below. **Mandatory groups are indicated with a *** 

You can amend your preferred method of providing these figures below; the individual number of people or the approximate % of people for each background group. **If you select the % option, please make sure that the 'Total' within each group is 100%** 

Number

%

%

Aged 0-13*

Aged 14-25*

Aged 26+*

Total

%

Male*

Female*

Total

%

Disability / Limiting long term illness

No disability / No Limiting long term illness

Total


%

Black / Other Minority Ethnic background

White


Total

Accompanying notes

Please use the space provided below to tell us how you have calculated these Participants figures 

If 'Yes' selected.


Collecting Information

How will you know if your project is successful? Tell us how you will collect information about your project and how you will evaluate its success.* 

[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)

 Awarding funds from
The National Lottery®

Your Project Budget


Please provide a detailed breakdown of the total cost of your project. * 

Item or Activity	Description	How have you calculated this?	Total Amount (£)	Amount requested from Sport England (£)
eg. <input type="text" value="Coaching Fees"/>	<input type="text" value="Taster session coaching"/>	<input type="text" value="2 coaches x 10hrs x £25per hr"/>	<input type="text" value="500"/>	<input type="text" value="400"/>
<input type="text" value="Please select..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Click Here to Add](#)

There is currently no breakdown of costs in the table.

Partnership or Other Funding

Do you have any other cash funding for your project ?* 

- Yes
 No

Organisation Name	Organisation Type	Amount (£)	Confirmed?
<input type="text"/>	<input type="text" value="Please choose:"/>	<input type="text"/>	<input type="text" value="Please choose:"/>

[Click Here to Add](#)

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

If 'Yes' selected.

Non-cash or In-kind Funding

Do you have any non-cash or in-kind funding for your project ?* 

- Yes
 No

Organisation Name	Organisation Type	Amount (£)	Description of contribution and how the value was calculated	Confirmed?
-------------------	-------------------	------------	--	------------

<input type="text"/>	<input type="text" value="Please choose"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please choose"/>	Click Here to Add
----------------------	--	----------------------	----------------------	--	-----------------------------------

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

If 'Yes' selected.

Total Project Cost	Amount (£)
--------------------	------------

Amount requested from Sport England	(£) 0
-------------------------------------	-------

Amount of Other Funding	(£) 0
-------------------------	-------

Total Project Cost	(£) 0
---------------------------	--------------

How has VAT been addressed within your project costs ? *





[Previous](#) | [Save](#) | [Home](#) | [Exit](#) | [Continue](#)



Application Review

Essential supporting documents

For organisations other than Local Authorities, County Sports Partnership and National Governing Bodies, you will need to submit supporting documents before we can make a final decision on your application. These are:

	Uploaded	Posted/Send by Email
1. A copy of your organisation's governing documents – for example, constitution or memorandum and articles of association 	<input type="radio"/>	<input type="radio"/>
2. A copy of your organisation's most recent annual accounts or an income and expenditure projection for new organisations 	<input type="radio"/>	<input type="radio"/>
3. A copy of the last three months' bank statements 	<input type="radio"/>	<input type="radio"/>
4. A copy of your organisation's Child Protection Policy and / or Safeguarding Vulnerable Adults Policy (if relevant to your project) 	<input type="radio"/>	<input type="radio"/>

It would also help to include the following:

- Evidence of partnership funding if secured
- A copy of affiliation to a National Governing Body (please note, this is mandatory for any high risk sport such as Boxing, Chinese Martial Arts and Rugby – please [click here](#) to see our website for more information)

You can also upload photographs, project delivery plans or any other document you think would help explain your project.

Upload Project Documentation

You can upload any document from the list above that you have indicated is an 'uploaded file' or any other document you wish to upload to support your application.

Please provide any documentation that is relevant to your project. Any documentation held in digital form should be uploaded using the form below: (Maximum file size for each uploaded document is 10 MB approx.)

	Browse...
<input type="button" value="Upload File"/>	

There are currently no files uploaded.

Thank you for entering the information required 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.

[Advice and Guidance](#)

[Printable Version Of Application](#)

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

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

Summary

Page Name	Status
Organisation	Completed
Contacts	Completed
Project	Completed
Description	Completed
Visits	Completed
Budget	Completed
Summary	Not Yet Started

