Sport Unites Fund: Frequently Asked Questions (FAQs)

These FAQs are provided in addition to the [Sport Unites Fund guidance notes](#). They're intended as a further source of information that might help you – but if there are areas we haven't covered, or you can't find what you need, please get in touch. Not only will that allow us to answer your question, it will also inform our grant-giving in the future to be as accessible as possible as we learn from your feedback.

Contents:

1. How do you define sport and physical activity?

We're flexible about how we define sport and physical activity, recognising the importance of many different types of active participation to bring people together and improve their lives.

Your project does not need to include traditional sport but might engage people through various kinds of activities such as dance, yoga and running. However, when making your case for funding, you should consider whether the activity you deliver will involve people in 'moderate intensity' exercise, at the minimum raising their heart rate and making them feel a little out of breath. This of course may depend on such factors as their age, general state of health and level of ability or disability, and we will take this into account as long as you provide sufficient information in your application for us to assess.

As an example, we would not generally fund gardening projects – but if you work with elderly people or people with particular health conditions you may make a case for this. Darts projects are unlikely to be funded; nor are games-based projects such as chess (although if combined with other types of moderate intensity activity, such a project may fall under the 'sport WITH' model, for example a dance session followed by a tea, cake and chess club).

If you're unsure if your sport or physical activity is suitable, we encourage you to contact us before starting your application.

To be funded, the focus of your project MUST be sport or physical activity; additional non-sport activities that form part of your project design should complement and add value for beneficiaries and should not use the majority of the money you are requesting from us.

Can I apply for in-person/online delivery?

We're able to fund project delivery taking place both online and in-person and are open to projects that use both. However, we'd like to see the majority of the funding being used to

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deliver in-person activities that follow the latest government guidelines and restrictions for Covid-19. If you feel that you have exceptional circumstances so that in-person delivery is not suitable or manageable for your participants, we encourage you to contact us to discuss your proposed project and we'll be as flexible as we can to take this into account.

2. Do you target particular participants or groups?

Does my organisation/project need to work with specific groups of people?

The Sport Unites Fund is not limited to any particular group(s), although you'll need to show you're benefiting Londoners (not tourists or short-term visitors to the city).

We ask that you select from the five priority areas our support is directed to, according to which one(s) best fit your work. You'll then need to show how your project will engage people in your local area who are especially in need of that type of support.

We particularly encourage applications for projects that seek to support specific groups of Londoners who have faced, and continue to face, additional barriers to sport/physical activity as a result of Covid-19. This might be because they rely on external support, or because they've been advised to take extra steps – or shield – to avoid contracting Covid-19, because they're considered more at-risk.

It's important that you show you know your participants, the challenges they face, and how your project will benefit them. We'd like to know about your knowledge of **local need**. We're interested in the evidence you have built through your own relationships and networks, rather than publicly available evidence on a national or borough level. Your explanation will help us to understand the need for your project.

In your application you should demonstrate how your project has been designed to reach, engage and address the needs of your target audience, and whether these will be new or existing participants.

Is this funding aimed at adults or children?

There are no age restrictions as long as you have the necessary safeguarding policies and procedures in place by the time you deliver your project.

I'm working in a school – is that okay?

Yes, schools can apply to the Sport Unites Fund, but we're not able to fund activity that is happening as part of statutory PE lessons. We're able to fund extra-curricular morning/lunchtime/after-school or weekend sessions.

I'm worried that I won't hit participant number targets – what can I do?

We appreciate that if you're running a project which targets people who face particular challenges or who may struggle with consistent attendance, it may be more difficult for you to be sure of reaching a set number of participants. We'll be as flexible as we can to take this into account. If you have questions, do contact us to discuss this.

3. Which types of organisation are eligible?

The Sport Unites Fund has two different types of grant available – Tried & Tested grants (of between £10,000 and £50,000) and New Ideas grants (of up to £10,000). You can read more about these in our fund guidance.

In order to apply for a Tried & Tested grant, you'll need to be a constituted organisation. You might be incorporated, but it's not a requirement. Our New Ideas grants are open to constituted organisations, incorporated organisations, as well as informal groups (not

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constituted) and individuals. For all of our grants, you need to be working on a not-for-profit basis.

What do you mean by constituted?

The first stage in becoming a formal organisation is often to adopt a constitution. A constitution is a simple set of rules which help make it clear to everyone involved what you intend to do and how you operate. If you want some examples of a constituted group, there's information here: https://mycommunity.org.uk/resources/types-of-organisational-structure/

What do you mean by incorporated?

An incorporated group is when an organisation is formally set up as a company. This usually happens when an organisation begins to trade, manage a significant amount of money, employs staff and enters into contracts. There are four types of incorporated legal structure most commonly adopted by community organisations and community enterprises:

- Community Ltd by Guarantee with charitable status (CLG)
- Community Interest Company (CIC)
- Community Benefit Society
- Charitable Incorporated Organisations (CIO)

We're able to fund the following types of group/organisation:

- Registered Charity
- Sports Club / Association
- Local Authority / Council
- Housing Association
- National Governing Body (NGB)
- Educational Organisation
- Faith Group
- Social Enterprise
- Voluntary / Community Group
- Coalition (applying in partnership)
- Other (not for profit)

And we're able to fund these types of legal structure:

- Community Interest Company (CIC)
- Community Ltd by Guarantee with charitable status (CLG)
- Community Benefit Society
- Charitable Incorporated Organisations (CIO)

If you're unsure or need further guidance on eligibility, do contact us to check.

4. What costs are you able to cover in a budget?

What will we pay for – and what won't we?

If your project involves costs for the following, we're able to cover these as long as the total is within the maximum limit of your grant, and you can show how the various things are needed to deliver your project well.

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We will fund:

- **Staffing costs:** related to the running of your project. This includes costs to pay staff to support the <u>management and coordination</u> of the project, such as a project coordinator or manager; or staff to support engagement; or monitoring, evaluation and learning activities. Staffing costs might also include 'direct project' costs, such as for sessional staff (coaches/instructors) or volunteer expenses. We strongly encourage staffing costs to be calculated at real living wage rates or above – visit https://www.livingwage.org.uk for current rates.
- **Staff training costs:** to equip your workforce with skills, confidence and knowledge <u>that benefits the project</u> – for example, mental health awareness training or Level 1 Award in Coaching Football.
- **Equipment:** the hire or purchase of items of equipment or clothing you may need to run your project – including specially adapted items to ensure equal access and opportunity; and personal protective equipment for Covid-19 safeguarding (PPE).
- **Venue hire costs:** for example, what it costs you to rent a pitch or other type of space for your project.
- **Transport:** to help staff, volunteers and your participants get to your project and back (excluding the purchase of vehicles, which counts as a capital cost – see below).
- **Refreshments:** for your staff/volunteers, and the people coming to your project (food and soft drinks only).
- **Marketing information:** so that you can spread the word and make sure people know to come.
- **Accessibility costs:** we're aware that making a project inclusive can incur additional costs – for example, when meeting the access needs of deaf and disabled people. We encourage you to include any reasonable accessibility costs within your project budget.
- **Monitoring and evaluation costs:** to ensure you can sufficiently monitor and report on the difference your project makes. Please note that we expect all projects to put 5% (or more) towards monitoring, evaluation and learning so that you, and we, can understand your project's impact and learn from it. If, for example you're requesting £10,000 total funding you should budget at least £500 towards monitoring, evaluation and learning; and be able to tell us how you will carry this out.
- **Contribution to overheads/core costs:** these are the indirect costs you might need to support you in running your project (such as office rent, telephone and internet access). We're able to make a contribution to your organisation's overhead or core costs in addition to your project costs, as long as they're reasonable and essential to the effective delivery of your project. Please make clear what your core costs are and how you've worked these out. The maximum that we'll contribute is 12% of your overall budget proposal and we'll review overhead costs in relation to the scale of your project and your organisation.

We <u>won't</u> fund:

- Grants that are more than your annual turnover.
- Capital costs such as building works, furnishings, or substantial equipment (for example a minibus).
- Projects where sport and physical activity are not the focus.
- Management and/or admin salaries that aren't related to your project.
- General office costs and overheads/core costs that aren't related to your project.

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What's a good budget?

If you're applying for a Tried & Tested grant (of between £10,000 and £50,000) you should put in as much detail as you can at this stage to help us understand how you came to your costs and total budget. We assess budgets on a case-by-case basis in relation to your proposed project, so make sure your requests are backed up by your project description.

To complete your budget you'll need to download our budget template, which is available through the application. Do use the budget headings provided and please make sure your sessional or delivery costs are separate from your project management costs.

If you're applying for a New Ideas grant (of up to £10,000) you should list your top three (i.e. largest) costs in your Expression of Interest form. Do describe these costs and make sure that they make sense in relation to your project description.

Do I need 'match funding' for my project?

We encourage applicants to bring in an additional 20% (approximately) of the total award requested. This might be cash support you've received or are expecting towards the project from other funders or sources. Or it might be non-cash support – things that you need, but you either don't have to pay for or which add extra value to your project: for example, free/reduced cost venue hire; equipment that you already own or have free access to; or volunteer support. You don't have to have this contribution secured at the time of your application.

If you quote volunteer support as part of your non-cash support, please use the Living Wage rate or above to calculate this non-cash support.

5. What supporting information will I need?

You'll be responsible for meeting all statutory regulations. This can include protecting children, young people and adults at risk, health and safety and maintaining relevant insurances. If you're successful, we'll request copies of relevant documents before we release funding to you.

To be funded you need to have these essential policies and measures in place by the time your project starts.

- Project risk assessment, including a Covid-19 risk assessment
- Public liability insurance
- Employer's liability insurance – if you're an employer
- Children and young people safeguarding policy – if you're working with children and young people
- Adult safeguarding policy – if you're working with adults at risk
- DBS (Disclosure & Barring Service) checks for staff/volunteers – if you'll have roles which are eligible https://www.gov.uk/government/collections/dbs-eligibility-guidance

If you apply as an individual or non-constituted (informal) group for a New Ideas grant, you'll need a constituted organisation in your area to vouch for you and your work. You'll be asked to enter their details in the Expression of Interest, and if you're successful the organisation vouching for you will be asked to provide a letter of support and receive the funding on your behalf.

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6. What happens if my application is successful?

If your application is successful, the actual award is subject to passing a number of checks that will be undertaken by our grant management company, Rocket Science. You'll be asked to supply further information at this point on your organisation (or the organisation receiving the funds) as part of those checks. This includes:

- VAT registration number (if you have one)
- Evidence of public liability and employer's liability insurance (if you're an employer)
- A copy of your most recent audited accounts. Where this information is not available in audited form, you may share a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations
- A statement of the organisation's cash flow forecast for the current year
- The organisation's budget for the current year
- Financial regulations (where available; this is your organisation's internal financial policies, processes and procedures).

You'll be contacted by Rocket Science with a grant acceptance offer outlining the terms and conditions of the grant.

When will I receive my grant?

On passing our checks, and on receipt of your signed terms and conditions of the grant, you'll receive your first grant payment in advance of your project start date. The grant must be used exclusively for the Sport Unites funded project and you must keep an itemised record of your spending, with receipts, to show how your grant has been spent.

7. What will I need to monitor and report on?

Sport Unites has five priority areas, and projects that we fund will address these. Project monitoring and reporting carried out by grantees helps us to understand the positive difference you're making in your communities and in relation to our priorities. We measure this difference made using the Sport Unites Theory of Change and our priority pathways. We provide grantees with guidance, support, and tools to help you measure your project impact.

Monitoring and evaluation of your project and activities is a requirement of receiving a grant from us. We want to understand your project learning and achievements – what went well and why, and lessons learnt that are useful both to you and to others. All grantees will need to complete a form at the end of project to share learning and report on the project funded. You can see an example of our end of project report template here: https://www.london.gov.uk/sites/default/files/sport_unites_end_of_project_report_example.pdf

At a minimum you'll need to gather reporting information at the beginning and end of your project, but you might collect information during the project too, depending on what you want to measure and find out. End of project reporting is due two weeks after your project end date.

8. Covid-19 considerations

We appreciate that project delivery could be affected by changing government guidelines around the Covid-19 pandemic. We'll regularly assess and adapt decisions on funding within these guidelines if necessary. We'll also liaise with grantees about this to be as flexible as possible.

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Is there any support for organisations delivering socially distanced physical activity and sport?

Applicants will need to show how they'll deliver against the latest government guidelines, and what robust Safeguarding measures they have in place. A number of resources are available to help you develop your project:

- [Sport England 'Return to Play' resources](#) including inclusion and accessibility guidelines
- [Public Health England (PHE)](#) COVID-19 guidance
- Mayor of London's [toolkit for socially distanced sport](#)
- [London Sport](#) Covid-19 sport-specific guidance published by National Governing Bodies (NGBs)
- Mayor of London/London Sport 'Talking COVID-19 and Sport' webinar on [Socially Distanced Sport](#)

9. Where can I find more help?

You'll find more information on the Sport Unites Fund here: https://www.london.gov.uk/what-we-do/sports/sport-unites/sport-unites-fund

If you'd like more information about Sport Unites, you can visit the Mayor of London's sports pages here: www.london.gov.uk/sport

London Sport offer a free check and challenge service to support people with funding bids: https://londonsport.org/our-work/funding/

If we don't cover what you need to know here or in our [fund guidance](#), we encourage you to please contact our grant management provider, Rocket Science.

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