

COMMUNITY SPORT ACTIVATION FUND

FREQUENTLY ASKED QUESTIONS

May 2013

Is my organisation eligible to apply?

To be eligible to apply to the Community Sport Activation Fund you must be eligible to apply for Lottery funding. To apply for Lottery funding you must be one of the following:

- Fully constituted club, association or trust - an organisation, generally within the voluntary sector, with its own constitution or memorandum and articles of association.
- Community amateur sports clubs (CASC) - an organisation registered with HMRC as a community amateur sports club.
- 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 such as parish and town councils.
- Community Interest Company (CICs) – a limited company created for the use of people who want to conduct a business or other activity for community benefit, and not purely for private advantage.
- National governing body (NGB) - a recognised governing body for sport
- Private sector company or business – a commercially-run organisation but only when it can demonstrate that any profits are ring fenced and not for private gain
- Industrial Provident Society – an organisation trading for the benefit of their community which is registered with the financial services authority.

If your type of organisation is not listed here but you feel that you might be eligible then please call us on 08458 508 508

What role should County Sport Partnerships (CSPs) and National Governing Bodies (NGBs) play in the Fund?

We anticipate CSPs having an important role in working with potential applicants rather than applying to the fund themselves. We may consider an application from a CSP where all relevant local partners fully support this approach.

There is a clear role for NGBs at the local level to be involved in discussions but again we do not anticipate them applying.

Neither do we anticipate single or individual sports clubs/organisations making an application in isolation. We want applications from new and effective partnerships and applications will score higher where applicants are part of these. We do strongly encourage multi-sport or other types of clubs/organisations to consider applying.

What is the role of national or regional organisations in this fund?

Certain national and regional organisations will be in a strong position to help ensure the success of projects. They can bring relevant expertise, insight and even partnership funding to the project. We do not anticipate nationally focused organisations applying to this fund but instead working in partnership with local partners.

We anticipate that some regionally focused organisations will apply to the fund but they must ensure they select a clear geographical focus for their project and also that they are working in partnership with relevant local partners.

What do you mean when you state that “your project must be focused on a particular local geographical area within England”?

We want to fund projects that are clearly focused on particular areas because the level of awards (up to £250k) are such that if the geographical focus is too wide there is a danger that the project will not create real impact. We have no strict criteria about what constitutes a particular geographical area; it is up to you to show how the geographical area you have selected makes sense by referencing its particular sporting needs. These can vary in size. For example in Round 1 we funded an estate-based project that focused on an area with a total population of 3000 people while we also funded projects that stretched across a complete County Council area (1 million population). However, projects that are viewed as having a regional or national focus are highly unlikely to be funded.

It is possible for applicants to identify multiple locations that are not geographically contiguous but in order to be a strong application these areas should have some clear evidence of a connection i.e. very similar sporting needs identified or a high concentration in each area of a particular target group.

What sports will you fund? What do you mean by the ‘wider definition of sport’?

We will potentially fund any project that includes sport. The wider definition of sport means any sport which is recognised by us (or its variations) and is listed here http://www.sportengland.org/about_us/recognised_sports.aspx

If you are not sure about whether your activity counts as sport please contact our Funding Helpline.

My project includes walking, is it still eligible?

Walking itself is not classed as a sporting activity and any walking-only projects will be ineligible. However, walking can be a component of a project provided the funding received from us is only used to deliver the sporting outcomes of that project. You, or your partners, must be clearly funding the walking aspects of the project.

What do you mean by single sport projects? Why are these a lower priority?

These are projects which propose to only use one sport. We believe that the most successful projects will offer a range of sports which appeal to a wide variety of potential participants. This does not mean single sport projects are unable to apply to CSAF but they will be prioritised below similar projects offering delivery of two or more sports.

What do you mean by 'projects substantially focused on schools'? Why are these a lower priority?

This means projects that are focused on providing activity during school hours and/or for school age children at other times using school sites. The reason for this lower priority is that an alternative Sport England funding stream is being developed to focus on delivering sport to this age group through this setting. Further details will be announced in Summer 2013. Projects which wish to use school sites for delivering wider community activity for any other groups of people are not affected by this requirement.

Some of my partnership funding has come from an organisation that receives regular funding from Sport England such as an NGB. Can this count towards my partnership funding total?

The basic principle is that Sport England will not accept as partnership funding any funding which it has awarded to other organisations.

For example, we will not accept as eligible partner funding any contribution from the Football Foundation. This is because Sport England provides substantial funding directly to this organisation. Likewise, we will not accept as eligible partner funding any contributions from national governing bodies where that funding forms could form part of the NGB's Whole Sport Plan award from Sport England.

My project will generate an income. Can this count towards my partnership funding total?

Speculative funding such as projected future income generated by the project activities is ineligible as evidence of partnership funding. However, if a project generates income this should be reinvested back into the project as part of the desire for sustainability.

What are considered to be ineligible revenue costs?

Please note we will not provide lottery funding towards any of the following revenue costs:

- General running costs e.g. on-going staff costs, council tax, gas, electricity or water bills;
- Items that only benefit an individual, e.g. prizes, scholarships, bursaries, personal clothing or equipment or the purchase of tickets for events;
- Events unless they are part of an overall participation programme;

- Activities promoting religious beliefs;
- Endowments;
- Loan repayments;
- Foreign trips;
- Goods or services bought or ordered prior to an award being confirmed;
- Email and internet access;
- General office and administrative service costs.

We cannot fund any indirect or unaccountable management costs. To be eligible management costs must create **additional costs** that can be **clearly evidenced**. Acceptable examples include the employment of extra staff capacity to backfill any loss caused by a staff member managing your project or the extension of hours to an existing contract in order to provide management capacity.

The prospectus states that an organisation or partnership can't submit more than one application per round. We have a partner that will be involved in more than one project. Is this a problem?

There must only be one application per round from the organisation that is legally responsible for managing the grant in accordance with our terms and conditions. We expect that local partnerships such as Community Sports Networks will only apply or support one application per round. We fully anticipate that some partners such as CSPs or leisure providers will be involved in more than one project. This is acceptable provided the resources of those partners are not stretched.

Do all partners that are supporting an application have to provide funding to the project?

We do not require every partner to contribute either financial or in-kind funding as we know that some partners involved in a project may not be in a position to do this at the time of the application. All we require is that our minimum threshold for partnership funding is met from the overall contributions from the applicant and partners.

I want to apply for a grant of more than £250,000. Can I do this and how do I go about it?

You will require written permission from us to apply for a grant in excess of £250,000. Very few projects will be given permission to do this; these are likely to be those projects designed to drive and test out new partnerships, approaches and innovation as mentioned on page 1 of the prospectus.

If you feel your project should receive permission to apply for more than £250,000 please contact our Funding Helpline who will explain our requirements. The threshold for permission is extremely high so we do advise projects to focus their grant requirements below the £250,000 limit unless you have an exceptionally strong case.

Projects that do receive written permission are not guaranteed to receive funding from us and their application will be assessed in competition with all other applications submitted in that round.

What are my chances of success?

We anticipate there will be a lot of interest in Round 2 given that details of the fund have been available since January 2013. We expect it to be a highly competitive process and will only fund the best applications that reflect strong partnership working which will drive an increase in sports participation locally while offering good value for money. We encourage local partners who are thinking about bidding to talk to each other to ensure plans are joined up. In light of the funding available we are unlikely to fund more than one project per community. If you are thinking of applying please let your local CSP know.

I've got an existing project and want to apply. What are your requirements?

We are very happy to support existing projects that can demonstrate that they have had a significant impact on participation to date, and can deliver new and additional opportunities if we invest further funding in them. The key principle is that our grant must fund something additional. Please see our Additionality statement for more details (http://www.sportengland.org/funding/funding_sport_in_the_community.aspx)

I know Sport England is very keen on increasing participation for 14-25 year olds. My project is aimed at older people. Can I still apply and will it have an equal chance of success?

Yes and yes. This fund has no preference regarding the target age of participants provided they are aged 14 years and above.

My project includes activity that will benefit people under the age of 14, is it still eligible?

Yes, provided the funding received from us is used to benefit those that are 14 years or older. You or your partners must be clearly funding those aspects for under-14s. For example, continuum projects for those aged 11-19 would be acceptable.

If your project is focusing on both under-14s and 14+ then please provide us with an expected age profile for all participants so we can assess whether there will be sufficient participants at 14+ relative to the level of our grant award.

You may be aware that Sport England has recently changed its age eligibility to 11+ for two funding streams focused on young people (Sportivate and Satellite Clubs). Please note there are no plans to follow suit with the Community Sport Activation Fund.

We have recently had capital investment from Sport England, can we still apply?

Yes. Any capital funding received from Sport England will not impact on your eligibility or chances of success.

My project was revenue funded by Sport England in the past (e.g. Community Investment Fund). Can we re-apply?

Yes. You are eligible to reapply provided you are able to demonstrate that your application is about funding something additional (see question above). We may consider your track record with us as part of any assessment.

We can't guarantee our partnership funding for years two & three until our annual budget setting has taken place. Can we apply with confirmed funding for year one and indicative amounts for other years?

Our preference is for a clear commitment for partner funding for the whole life of the project. Projects will still be eligible to apply if they have funding confirmed for at least one year. We will make it a condition of any award that the further partnership funding must be confirmed before payments from us for year two and beyond are released.

Can I apply for coach development/education/apprenticeship/volunteer training as part of my programme?

Yes. You will need to show how these elements of your application are essential to the delivery of the outcomes you have selected. We would like to see as much detail as possible regarding the education and training aspects and how these will relate to sustained and increased participation.

Will you fund items such as website development, marketing, recruitment of staff and purchase of IT equipment?

Yes, where these are essential to the delivery of the programme. You must ensure that costs are kept to a minimum and provide strong evidence as to how these items will lead to the successful delivery of your outcomes. Any expenditure under these headings will be subject to a value for money assessment so applicants are advised to show how they have calculated their costs.

Will we be required to display Sport England branding as a condition of the award?

If you receive funding, you will be required to use our joint "Lottery Funded" Sport England logo. Your Award Agreement will contain the terms and conditions for use of our logo with branding guidelines on how to use the various formats. For example, you must include the logo on all publicity and marketing materials including websites, brochures, posters and leaflets. We will also provide guidance on how we want you to promote your award.

How is an in-kind contribution defined?

To be eligible the in-kind contribution must relate to project costs, which have to meet the relevant eligibility rules set out below:

- costs must be 'additional' i.e. above and beyond any existing provision
- all in-kind contributions must demonstrate they are part of the co-ordinated action plan and must be directly related to interventions and activity within the action plan
- all in-kind contributions must be a direct contribution towards eligible project costs
- partnership funding must be demonstrated up-front and cannot be done retrospectively

An example would be the provision of a facility for sporting activity by a partner to the project for free or at a discount from the normal market rate. The difference between the normal market rate and the actual amount charged would be an in-kind contribution.

How do I apply for Without Prejudice Permission to start work ahead of a final funding decision?

This is the procedure:

- Applicants should first submit their application. Without Prejudice Permission cannot be granted until a full application is received.
- A written request for Without Prejudice Permission should be submitted to the Programme Director, clearly stating the reasons for making an immediate start to the project and highlighting those elements of the project which must be started.

Contact Details for the Programme Director:

Mr Mike Diaper
Director of Community Sport
Sport England
3rd Floor
Victoria House
Bloomsbury Square
London
WC1B 4SE

- At this point, a decision on your Without Prejudice Permission request will be considered. Applicants will receive a letter detailing the decision reached and should note that Without Prejudice Permission does not in any way commit Sport England to award any financial assistance.

Where an applicant has committed itself and Without Prejudice Permission has not been given, the rule will be strictly applied and the application made ineligible.

Our application includes a variety of deliverers and partners and we are coordinating an overall 'portfolio' approach for our area. Is this acceptable?

We encourage the use of delivery partners as part of your application but such organisations must be detailed as part of your application and you should tell us how the partnering arrangements will operate (e.g. a Service Level Agreement or contract with the delivery partner). In these circumstances payments made to those partner organisations for services provided are acceptable.

If Award Recipients use delivery partners then they remain liable to Sport England for any non-delivery.

Will we be able to distribute elements of funding from the grant award to partner organisations as part of the process (e.g. local clubs)?

Sport England is unable for legal reasons to permit a 'Community Chest' approach whereby lottery money is provided to an Award Recipient who then undertakes their own application process with a secondary funding decision to ours.

Can I apply more than once to the CSAF programme?

Yes. You and your partnership may make one application per round. However, we are likely to prioritise those organisations that have not already received funding in future

rounds of CSAF. This means if you are successful in the early rounds, any further applications will have to be very strong in order to be successful.

Can strategic/co-ordinator posts for local partnerships be funded through this programme?

We expect most of the project costs to be clearly focused on direct delivery of activity. Strategic or co-ordinator posts can be very expensive and therefore an exceptionally strong case will need to be made to show the added value and impact of such a post.

Can evaluation costs be included in the overall project costs?

We have deliberately kept the burden of data capture and reporting as light as possible. Any costs of reporting to us on our Participants and Throughput measure should be included in your overall project costs alongside any data collection needed for internal management. There will be no additional financial cost to the applicant for projects selected to take part in the more in-depth national evaluation.

How can my project demonstrate good value for money?

Sport England's overall strategy requires it to invest its resources in a way which will ensure there is the strong increase in sport participation in people aged 14+. Projects are required to deliver new participants through their activities so we often examine the overall cost per new participant by dividing the total number of new participants against the amount of grant requested from Sport England. In order to ensure resources are maximised we are highly unlikely to fund projects that cost many hundreds of pounds per new participant.

We will be working in a very deprived neighbourhood and/or with hard to reach groups of people. How will you take this into account when judging value for money?

We want to fund projects that reflect the particular needs of communities. This means that we accept that some projects are likely to have a higher cost per new participant than others. You must make sure your delivery plan clearly explains the extra barriers you must overcome and how you propose to do this in a way which will ensure success. You should also ensure your detailed cost breakdown does not contain any unjustified or excessive items of expenditure and offers general value for money for the type of activities being provided.

Our PCT colleagues have now moved into the local authority. Do they still count as partners?

Yes. During this transitional period for public health we believe that PCT colleagues will still have a distinct role to the local authority and so should count as a partner.