**Stronger Communities Fund**

**Application form guidance**

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**Introduction**

The Mayor of London wants to make London the most active and socially integrated city in the world. To help achieve this goal, the Mayor launched Sport Unites, his multi-million-pound community sport investment programme.

This final round of Stronger Communities funding will support organisations in England’s most deprived areas to restart or create new football activity. Funding is also available for projects that engage under-represented groups as outlined in the Funding Aims below.

1. Increase the proportion of 14-25’s playing sport once a week

2. Increase employability of young people aged 14-25

3. Increase participation in under-represented groups (girls, people with a disability, religious groups, LGBT+ community)

4. Grow regular participation for those aged 14+

5. Reduce drop-off in participation

**Applications are open from 24th January 2022 until 25th September 2022.**

To apply please submit your completed application form to the myUniHub dropbox online.

Together with the fund guide provided, these application guidance notes are intended to give you clear information about the fund; help you decide if your project or idea is a good fit; and support you in applying for a grant if you decide to go ahead.

**How to use these guidance notes**

These notes will help you to complete your application form online. We’ll explain how to start using our online system as well as providing a guide to what information you must give us about your project. We’ll also tell you why we’re asking about particular things and how we’ll use the information you give us.

Please note, these guidance notes cover applications by both individuals and organisations, and in Section 1 there is a separate guidance depending on if you are applying as an individual or an organisation. Section 2 onwards is the same for both types of application.

These notes should be read alongside our background document to the Stronger Communities Fund.

**Demand for funding**

We are expecting a lot of demand for the Stronger Communities Fund. That means we will not be able to fund all projects that apply. We will make our decisions on the information you provide in your application, the programme criteria and priorities.

A grant decision making panel will use its professional judgement to decide which projects to fund. We can’t support everything, so when planning your project, you should think about what you’ll do if your application is unsuccessful.

**Applying online**

**When you’re working on your application, it’s useful to remember:**

* You can complete your application in one go or save it and work on it at different times.
* You can fill in the sections of the form in whichever order you prefer, but you should only submit your application when all the sections are finished.
* Make sure you save your work regularly as you go along.
* We’ve also received feedback that there have been issues when using tablet computers. Please try to complete any applications, and if you are successful, any grant monitoring, on a different kind of device to avoid any issues.
* With any attachments you are adding to your application, please ensure they are added onto the same document and it is uploaded together as one single submission.
* Please also ensure that your submission is either a .doc, or .pdf document, otherwise these are not readable when reviewing your application.

**Getting started checklist**

Make sure you have read the background to the Stronger Communities Fund before starting your application form.

**Have you got everything you need to complete your application form?**

* Your organisation’s contact details and information
* Your project proposal
* Your project location and postcode
* Your project budget
* (If applying as an organisation) Your organisation’s UK bank account details and governing documents

**Section 1a: About your organisation**

***Please read if you’re applying as an organisation.***

In this section we are asking for some basic information about you.

* 1. **Organisation name**

We need to know the name of the organisation applying for funding. It should match with the information on your bank statements and governing documents if you have them – that means on your Constitution, or Memorandum and Articles of Association. The name on your application form should be the same as the bank account name too.

* 1. **Main contact**

This should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important that you give us the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

The environment is important to us and we aim to save paper wherever possible by communicating through email. It is therefore very important your email addresses are correct, and the email account is active and checked regularly.

If your application succeeds, the offer of a grant will be emailed to the main contact listed in your application. They’ll be responsible for sending us an update once the project is over. If your contacts change during the project lifetime, it is your responsibility to confirm any changes. We cannot discuss the application with anyone who is not a named contact on the application form.

* 1. **Secondary contact**

If we can’t get in touch with the main contact, we will need a second person we can contact who represents the group.

You should also make sure that the name, surname and email address for the alternative contact is not the same as the main contact.

**1.4 Type of organisation (please tick one)**

For monitoring purposes, please tell us what type your group is. If your group is a registered charity or company, please give your charity number/company number. We are only able to fund not-for-profit organisations.

**1.4a. If you have selected 'other', please describe/specify below:**

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**1.4b If you are a company, what is your company registration number?**

If you are a registered company then please insert it here so we can check it against Companies House records.

**1.4c If you are a charity, what is your Charity Registration Number?**

If you are a registered charity, then please insert it here so we can check it against Charity Commission records.

**1.5 What does your organisation do?**

Please provide a short summary of what your organisation does. This will help us to understand the work of the different types of organisations that are applying.

**1.6 Is sport and physical activity the focus of your organisation?**

Please select yes or no. This question is for monitoring purposes as we are interested in supporting grassroots community groups from both the sport and non-sport sector.

**Section 2: About Your Project**

**Project Details**

In this section, we’re looking for:

* A clear description of what activities you want to do, how often, and when
* A good understanding of the community you want to work with and the changes you are seeking to bring about
* how your project aligns with the Stronger Communities Fund outcomes

**2.1. Project name**

We will need a project name. You can change it later for publicity purposes if you want to. Your project name should be relevant to your proposed activities and be memorable.

**2.2. Where will your project take place?**

Please give us a full address including the borough and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. If your project happens in more than one place, please add the address of all locations you’ll be working in, with the main location first.

**2.2a If your project is happening in more than one place, please provide any other addresses below.**

Please provide the full address and include the borough and postcode.

**2.3. Type of physical activity** (short text answer)

Please tell us what type of sport or physical activity you will be delivering in your proposal.

**2.4. When will your project start?**

Please tell us when your project will start and finish. At this point, these dates can of course be estimations..

**2.5. When will your project finish?**

Your project must be completed by 14th February 2023 latest and final reports submitted by 1 March 2023. Projects should last for at least 4 weeks (these do not need to be consecutive weeks).

**2.6. How many sessions will take place overall?**

Please outline how many individual sessions you expect to deliver within the delivery period. This should be the total number of sessions over the length of the project.

**2.6a How regular will your sessions be?**

Please outline the frequency of the sessions i.e. daily, weekly, monthly etc. and how the number of sessions during this time frame in necessary. For example, ‘2 sessions per week’.

**2.7 How many people will be at each individual session**

Please provide an estimate on the number of participants you expect to attend each session.

**2.8. Are you working with anyone else on this project? If yes – please tell us who they are and what they will be doing?**

Select yes or no. There is no expectation for partnership working, however, please let us know if you are working with any other organisations or groups to run your project and what they will be doing. Will they be making any contributions to the project (in cash or in-kind)? Describe what discussions you have had with them so far.

**2.9 Please explain how your project meets the aims of the grant:**

To support organisations in England’s most deprived areas to restart or create new football activity. Funding is also available for projects that engage under-represented groups as outlined in the Funding Aims below.

1. Increase the proportion of 14-25’s playing sport once a week

2. Increase employability of young people aged 14-25

3. Increase participation in under-represented groups (girls, people with a disability, religious groups, LGBT+ community)

4. Grow regular participation for those aged 14+

5. Reduce drop-off in participation

**2.10 Please tell us about your project and what you will be doing? Describe the activities which will be delivered and what your participants will be doing.**

Please tell us in detail what the project is and what you want to do.

The main focus of your project delivery should be sport or physical activity, but it needs to show intentional use of sport to meet one or more of the above aims.

**2.11 How will your sport or physical activity project be used to deliver the changes you are seeking to bring about?** You must work towards and clearly demonstrate how it will meet the fund’s main aims.

Please outline how your sport or physical activity will help you bring about change. You should explain why you have chosen your particular activity, and what value sport brings to the work. If you have research or supporting evidence, you should include it here.

**2.12 Please provide a project timeline including key events and milestones.**

If you are applying for funds over £5,000 you’ll need to set out the timeline of activities showing what you are doing, when and for how long. You might also want to include marketing and preparation time at the beginning of the project and evaluation and reporting time at the end of the project.

**2.13 Please describe how will you measure the impact of your project?** Describe your method of monitoring and evaluation.

If you are applying for funds over £5,000 you’ll need to demonstrate that you have thought about what measures you will put in place to monitor and evaluate the project.

**2.14 Please describe the top three risks to your project, how you aim to mitigate against them and how they would affect the success of the project.**

This should set out the three main risks that you think might have a negative impact on your project, such as COVID-19, and what actions you will carry out to reduce the chance of those risks occurring or impacting on your project. We want to see that you have thought about changing circumstances and how you will mitigate against them to ensure the successful delivery of your project.

**Project Participants**

**2.15 Which of the following groups will take part in the project? (tick as many that apply)**

Please tell us who your project is for by ticking as many groups as applicable. We will use this information to report against and may, at times, prioritise those applications that reach groups we’ve not funded before.

**2.15a. If other, please detail this here:**

**2.16 Why have you chosen to undertake this project with this group? Describe the problems these people face in their lives, and what your project will do to help them address these problems.**

We are keen to hear who will benefit from your activities and how your project is suitable for your local community. Tell us where they live and what problems or challenges they face. You should demonstrate a good understanding of the context of the location(s) and people where the work will take place.

**2.17 How will you ensure your project reaches your target audience(s)?**

Please outline how you will spread the word about your project and make sure people know to come. It is likely you will be working with hard to reach groups – how will you encourage them to engage with your project and attend the activities?

**2.18 What is the total number of unique participants you expect to attend your project?**

Please estimate how many people you expect to attend your project overall. This should be an estimate of unique participants (i.e. over the course of the whole programme rather than individual sessions).

**2.19 How will the project link to wider work done by you, your organisation or partners and how will positive long term engagement and impact be encouraged beyond the life of your project?**

We are interested in projects which have a long-term vision. Please tell us about any existing work you have done in the community, if you intend for your project to last beyond the funding period and what you would like to do after. We would like you to show consideration of what will happen to your project participants/beneficiaries after your sessions come to an end.

**Section 3: Finance**

**3.1 How much funding are you requesting from Stronger Communities Fund?**

All costs should be based on a grant award of between £5,000 – £10,000 from us. The minimum amount you can apply for is £5,000 and the maximum is £10,000.

**3.2 How will you spend your grant?**

Please list how you will spend your grant in the table below. Be sure to break down your budget into the key headings, include a clear description of each and show your workings where appropriate i.e. ‘venue hire (£100 x 12 sessions)’, ‘marketing costs (flyers/advertising)’, ‘sessional workers fees (3x staff x £20 per hour x 100 hours)’, ‘equipment (20 balls/20 pairs of gloves)’ etc. The cost should be the amount that will be covered by Stronger Communities Fund and not the total item cost.

**Typical costs could include:**

* **Venue hire costs:** for example, what it costs you to rent a hall or other type of space for your project
* **Coaching fees:** and other costs directly related to the running of your project. This could include sessional coaches or instructors which have been created specifically for your project.
* **Equipment:** the hire or purchase of any items of equipment or clothing you may need to run your project – including specially adapted items to ensure equal access and opportunity
* **Transport:** to help you, your staff and volunteers get to your project and back
* **Refreshments:** for you, your staff and volunteers, and people coming to your project (limit of 10% and not for supplements such as energy gels, high protein recovery drinks etc.)
* **Marketing information:** so, you can spread the word and make sure people know to come

**We won’t fund:**

* Normal management and admin salaries
* General office costs and overheads that aren’t directly related to your project
* Core capital costs such as building works or large fixed items of equipment.

Please read our background document to the Stronger Communities Fund on what we will fund.

**Section 4: Permissions, Policies and Risks**

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and vulnerable adults; and maintaining relevant insurances. If you are successful, we may request copies of documents before we release any funds to you.

**4.1 Your project may need certain authorisations/insurance, such as public liability insurance, DBS checks etc. If it does, what steps have you taken to identify these and/or make sure these will be in place for when your project starts?**

Some projects may require you to have certain authorisations or insurances to run your project. If you are working with children or vulnerable people you will need the appropriate level of DBS checks for those leading sessions. For many sports activities you will need appropriate insurance so should research what you will need.

You need to set out at what stage in the process of securing those authorisations and insurances, and if you do not already have them you will need to describe how you will make sure that these will be in place for when your activities and project start.

**4.2 Your project may need you to consider health and safety and risk management of events, activities etc. If it does, what steps have you taken to identify these and/or make sure adequate policies/measures will be in place for when your project starts?**

This should include policies or procedures relating to risk assessment, COVID-19, health and safety, or any other relevant procedures which affect your project. You will be expected to follow the latest government guidelines at all times whilst delivering your project.

As your project will involve sport or physical activity in some way it is important that you have the necessary management tools and procedures to ensure health and safety requirements are met.

**4.3 What safeguarding procedures will you put in place to ensure all participants and people at risk of harm are protected?**

This should include safeguarding policies or procedures relating to children, young people and vulnerable adults in different settings, including online if applicable. It should also consider who is at greater risk of harm from COVID-19 and how you will mitigate against those risks.

When working with children, young people and vulnerable adults you will need to explain how you will put measures in place to protect them from harm in a face-to-face environment and also an online environment. This would typically be in the form of a set of safeguarding policies.

You also will need to consider who is at a greater risk of harm from COVID-19 from a variety of factors, such as complex health needs, and detail your plan to mitigate against these risks.

Again, you will need to set out what stage in the process of finalising these you are at, and if they are not already in place you should describe how you will ensure that these are in place for when your activities and project start.

**Section 5: Privacy Information**

**Data Protection**

In this section of the application form we’re asking you to read some important information about our data protection responsibilities.

It’s important that you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential.

**How we will use your personal data**

In this section of the application form we are asking you to read some important information about who we are and our responsibilities around the data you provide to us. It is important that you understand how the information you submit will be used and stored by us, including in wider Greater London Authority teams, London Sport and evaluators engaged by the Greater London Authority. You need to know what to do if you believe that any of your information is commercially sensitive or confidential. We ask you to tick the box to confirm you have read and understood the Privacy Information, know your rights and how your data will be used.

**Freedom of Information Act (2000)**

In this section of the application form we’re asking you to read some important information about our responsibilities around the Freedom of Information legislation and how we will consider the information you provide in your application if we were to receive a request for its disclosure.

**Monitoring and Evaluation**

We always welcome feedback on our application and grant monitoring processes and, whether your application is successful or unsuccessful, we would like to hear your thoughts about the application process.

**Sharing other Information with you**

If you would like to receive it, we would like to share information with you on potential sources of future funding and information on other areas of Groundwork’s charitable work.  We offer you a number of choices about additional information you might like to receive, and we will only contact where you have provided your consent for us to do so.

**Section 6: Declaration**

We’re asking you to confirm some statements. And by ticking the box you’re signing the application form electronically on behalf of your organisation.

**Good luck with your application!**