SMALL GRANTS GUIDE

Cornwall Sports Partnership has produced this guide to support organisations in applying for the Small Grants fund. Below are some key hints and tips to help you when completing your application. The ultimate aim of this guide is to encourage more resource into Cornwall for the benefit of sport and physical activity. This guide should be used in conjunction with the information available at: http://www.sportengland.org/funding/our-different-funds/small-grants/

Overview:
Small Grants uses Lottery funding to make awards of £300 to £10,000 to not for-profit organisations. Sport England’s mission is to get more people playing more sport more often and all applicants should show how they will help deliver the following:

- More people playing sport once a week
- An increase in the number of 14-25s playing sport once a week
- A reduction in drop off at ages 16, 18, 21 & 24
- Growth in the number of disabled people playing sport

The application form asks 4 key questions, our guidance for each of these is summarised below:

1. Why is your project needed?
   - A strong application will clearly state why the project is needed and evidence this
   - A good application will use a combination of very local evidence – e.g. gained through club user surveys, forums or formal meetings – and strategic evidence (either from Sport England or Cornwall Sports Partnership)

Example answer:

“We know from the Sport England Active People Survey that girls do not participate in the village/town of X as much as boys, and that the rate is X. Although we have recently set up a popular female-only weeknight session, it is full. We asked the girls attending to take forms to friends and other local people they thought may be interested, and we started a waiting list. The waiting list now has 23 people listed, so we know if we had another session we would fill it”

   - Provide evidence of support for your project from your NGB or Cornwall Sports Partnership

Example answer:

“XXX Academy successfully applied for funding in 2011 to set up an after school rowing club. When the original application was submitted, 55 out of 200 students introduced to the idea of the rowing club expressed an interest. Since the creation of the club, the number of students who have participated in rowing has been much greater than anticipated (during the past 12 months, over 100 students have taken part in the sport). However, the current provision is not great enough to allow these children to access rowing on the river. This grant would allow the Academy to provide water sessions to the students who have not been able to participate due to lack of capacity, as well as allowing other students who have not yet been introduced to take part……”

2. What difference will your project make?
   - You should ensure that your answer to this question fully explains what you want your project to achieve. Small Grants will support projects that provide clear sporting benefit
• Strong applications will be very clear about what will be achieved and the difference that funding will make to people's participation in sport
• Evidence provided must be relevant and show cause and effect – i.e. by making a direct contribution to X then Y will change

Example answer:

“With 7 additional kayaks and equipment the club will have increased capacity and resources to run more sessions/trips thereby increasing weekly participation and building connections across different communities. This will enable the club to run at least two sessions on the Fal each week and an additional session on weekends every other week (i.e. over and above existing sessions). These additional sessions will enable new participants to the club to come out and be trained in the nuances of tidal paddling and gear them up for expeditions further afield…..”

3. How will you make your project happen?

• Detailed information is needed here about how your activity will be successful
• The level of detail you need to provide will vary depending on the complexity of the activity you are planning. Sport England want to gain a full picture of what will happen and have assurance that everything has been planned thoroughly
• If you’d like to provide a detailed plan you can attach one to your application. Sport England have published a project planning template that is available for you to use
• In order to establish how, use the 5 W’s to check you have everything considered – who, what, when, where, why?

4. What will happen after the project ends? (Often referred to as sustainability)

• Small Grants wants to support projects that will have a lasting impact on sports participation
• Consider three forms of sustainability in the answer – participant sustainability, project sustainability, and organisational sustainability (ticks all boxes)
• Sustainability does not necessarily mean funding it yourselves afterwards. However your project will tackle this challenge, this section is your chance to describe your approach
• Using a grant to achieve further financial sustainability is thought of highly. Other classic models include starting something that is free or low cost and then increasing the charge to participants once established, or funding volunteer training to establish a volunteer workforce as part of the project

Key tips:
In terms of approaching Cornwall Sports Partnership, do this from the beginning. Don’t just wait until you’ve completed everything and you need a token letter. Take advantage of the support to make it the best project possible. Make use of their ‘useful documents’ guides available on the website: http://www.cornwallsportspartnership.co.uk/funding/useful-documents

Core messages:
• A Small Grants’ application should strongly support Sport England and the programme’s strategic aims
• To stand the greatest chance of success the applicant should provide evidence of need, impact, deliverability, and sustainability

For more information, please speak to your National Governing Body, or email: info@cornwallsportspartnership.co.uk