

## Active Sport Grants Guide for Applicants

### Active Sport Grants

#### This is a one off fund:

- Supporting the voluntary sport sector to increase physical activity in the Canterbury District for local residents to help them achieve their aims and aspirations in sport.

#### The Application Process

<b>Read this guide</b>	This guide will help you to understand if we are able to fund your organisation, how we assess your application and what will happen if you are successful.
<b>Check your eligibility</b>	The first page of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant.
<b>Complete and submit your application form</b>	Email your completed application form to <a href="mailto:alison.small@canterbury.gov.uk">alison.small@canterbury.gov.uk</a>  We will confirm receipt within 3 working days.  <b>The deadline for Active Sport Grants is Friday 18th January 2019</b>
<b>We assess your application</b>	We aim to have a decision to you within two weeks of the submission deadline.
<b>We tell you our decision</b>	If your application is successful we will send you a conditional offer letter and our grant agreement detailing our full terms and conditions for you to read, sign and return.  If your application is unsuccessful you will be notified with some initial feedback.
<b>Your payment schedule</b>	Your grant agreement will include your payment schedule.  All payments will be made via BACS so you must provide us with your organisation's bank details (via our BACS form) along with a valid invoice to receive payment.  Payments are usually processed within 28 days.
<b>Starting your project</b>	When planning your project please allow enough time for the decision making process and formal agreements to be

	<p>completed before your expected start date.</p> <p>All projects need to be started by the 1st March and completed by July 2019.</p>
<b>Finishing your project</b>	<p>You must start your project by 1st March and complete by 31st July 2019.</p> <p>You will have to produce an end of grant evaluation report and any other monitoring specified in your agreement.</p> <p>Please note: We may visit you in person, contact you by telephone or ask to see original receipts to check how the grant was spent.</p>

## Further Information & Advice

### Who can apply?

You can apply for this grant stream if you are a not for profit organisation working in the voluntary, and sports sectors in the Canterbury District.

If you are an individual or sole trader, profit-making organisation or an organisation not established in the UK, then we are unable to fund you.

### How much can you apply for?

Grants will award funds of between **£500 - £1500**. The grant aims to help organisations get local residents active and into sports and leisure activities.

### What will we pay for?

Grants will be awarded for new short sporting initiatives that encourage new participants, new sporting equipment and to those organisations that are already delivering against our corporate priorities.

This fund is for new sporting projects and equipment only. You may apply for projects that include staff development but you'll need to clearly identify sustainability plans after the project has ended.

### How will we assess your application?

You must meet all of the eligibility criteria and show that your organisation or project meets local need. The financial section of the application form must also be filled in completely and correctly.

Full details of the support that we offer through the RISE and other programs can be found on our website at [canterbury.gov.uk/rise-grants](http://canterbury.gov.uk/rise-grants)

If you have further questions, or would like additional help or advice, or to see the full terms and conditions, please contact [alison.small@canterbury.gov.uk](mailto:alison.small@canterbury.gov.uk) or 01227 862 386.

We will be looking for well considered ideas that demonstrate a good understanding of the environment in which your organisation is operating, as well as long term planning for sustainability or legacy after the project has concluded.

We would recommend that you read all of the questions on the application before you start completing it as this will help structure your responses. Incomplete applications cannot be assessed.

Each question will be scored and moderated at the end of the funding round. Please note this is a competitive process and not all eligible applications will be successful but we will endeavour to provide feedback to assist with future applications

### **What happens if we offer you a grant?**

Once you have completed your acceptance paperwork i.e. grant agreement and financial information (as described above) you are ready to start your project.

We will keep in touch with you over the duration of the project and ask that you let us know as soon as possible if anything changes from your application.

Please be aware significant changes from your application could lead to the grant offer being withdrawn. Please keep this in mind when planning and implementing your project.

You will be required to produce an evaluation report at the end of the project period. This can be brief but should relate back to the specific aims that you have included on your application form. Help will be provided on this if needed.

If you are applying for a project to work with children, young people or vulnerable adults, you must have a policy that explains how you will make sure they will be safe

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