

# Active Southwark Legacy Grant Guidance

**Guidance notes: Please read this document carefully as it will help you to fill in this application form.**

## **Section A.**

Q1-Q10 Please complete all of the questions about your organisation. Your organisation address is the place that address you have registered for official correspondence, e.g. bank statements, governing body communication etc.

**Q11. Please state the specific location(s) or address(es) where your project will take place.**

We can only fund projects for Southwark residents, e.g. capital projects in Southwark venues or equipment for organisations based in Southwark attracting local residents. Please indicate which ward area(s) your project will benefit most. For example, your activity may have a focus on a particular location in Southwark, or it can cover a number of areas. If your activity benefits residents in more than one ward area please mention all areas that you are delivering in for example Peckham, Walworth, Bermondsey – give the full address of where you intend to deliver your activity (e.g. name of the building, sports centre, school, field, MUGA building number, street name and postcode).

**Q12. Please briefly tell us about the core purpose(s) of your organisation?**

Please outline the main service your organisation provides and your with any long term and short term goals.

**Q13. Are you able to provide your latest yearly independently examined or audited accounts?**

This is to ensure you are a sustainable organisation with appropriate financial and accounting policies and processes.

**Q14. Does your organisation work with vulnerable adults or children?**

A vulnerable adult is a person who is or may be for any reason unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation. Vulnerable children are assessed as being in need under section 17 of the children Act 1989.

- Including children and young people who have a child in need plan, a child protection plan or who are a looked after child.
- Have an Education, health care plan
- Have been assessed as otherwise vulnerable by educational providers or local authorities.

## **Section B.**

### **Contact Details**

**Q1-8 Project Contact details**

Please give your name and contact details, including your daytime telephone or mobile number and email address, as we may need to speak to you to discuss the application.

### **Project Details**

**Q1. What grant are you applying for?**

The amount of money you are asking from this grant determines what level of detail you will need to provide in the application process. Please select an amount from the drop down list provided in the application. The table below will give you an idea of what type of things can be funded.

- Micro £0 - £500
- Small Over £500 -£10,000
- Medium Over £10,000 - £50,000
- Large Over £50,000 -£150,000

Grant Size	Amount	Types of projects	Target Participants
Micro	£0 - £500	<ul style="list-style-type: none"> <li>• Club equipment costs to help with a return to play for Southwark residents</li> </ul>	10+
Small	Over £500 - £10,000	<ul style="list-style-type: none"> <li>• Equipment to aid social distancing and Covid-19 mitigations</li> <li>• Equipment to help increase participant numbers</li> <li>• Adapted equipment to increase inclusion in activity.</li> <li>• IT equipment to support online delivered activity sessions for shielding/isolated residents</li> </ul>	25-50
Medium	Over £10,000 - £50,000	<ul style="list-style-type: none"> <li>• Installation of adapted equipment or improved access for Deaf and disabled people – ramps, hoists, signs, pool pod</li> <li>• Improving playgrounds / games court areas for organised community activity</li> <li>• Changes to schools building that create better community access – e.g. new entrances to the site</li> <li>• Changes to open spaces for physical activity – example installing a large screen showing workouts</li> <li>• Painting communal spaces to aid in physical activity.</li> </ul>	50-250
Large	Over £50,000 - £150,000	<ul style="list-style-type: none"> <li>• Large scale facility development that will bring residents together</li> <li>• Building enhancements that benefit whole communities</li> <li>• Building development that will benefit whole communities.</li> <li>• Innovative improvements to spaces for physical activity</li> </ul>	250+

## Q2: Project Name

This is what we will refer to the project as in our communication.

## Q3. Are there any Southwark Council officers/ senior officer (Corporate Directors/Directors) or Councillors involved in your organisation or on your governing boards?

This includes any roles within your organisation structure, e.g. treasurer, chair, secretary, Directors, Trustees – please note this does not include Southwark Council officers that are simply parents of your participants.

## Q4. What are you proposing to use the funding for? (500 words maximum)

Please include a description of the idea behind the project and what the funding will be used for. If you are asking to purchase equipment, please explain who will benefit from the use it, what activities you will be delivering with it whether they are new or existing, youth or adult participants, in one place or at a range of venues.

If you are applying for larger grants and building development, please mention the type of building work involved - for example renovation or new build, and how this will enable the development of sport / physical activity within the community – provide as much detail as you can.

**Q5. Describe why your project is needed – set out the evidence that demonstrates how it is going to benefit local residents.**

What is the overall aim of your application and what benefits do you expect to see if you are successful – explain the benefits to people, place(s), communities – try to be as specific as you can. You will need to outline why your application is needed/wanted in the community – do you have some supporting evidence, e.g. consultation, data, statistics. In order to demonstrate the extent of the 'need', it is often useful to cite statistics from a recognised source.

**Q6. How will your project help to increase participation in sport / physical activity for local residents – especially for people that are currently doing less activity less than 30 minutes of heart raising physical activity a week?**

The Active Southwark strategy seeks to help all residents increase their activity levels, but especially those that do less than 30 minutes a week regularly. Explain how your application, if funded, could help people to increase their activity – does it make it easier or more attractive? What barriers to participation will your project help to overcome? What measures will you put in place to encourage those that are inactive are encouraged to take part in physical activity; this can include promotion, behavioural change methods, and marketing.

**Q7. How many people do you expect to benefit if this application is funded? Please distinguish between people that you are already working with, and people that you expect to engage for the first time because of funding.**

This section has a table – the first column is how many participants your organisation currently delivers to that will benefit if successful, and the second column is how many new participants you think it is possible to engage if successful. (Please note the second column is only the additional numbers not the current plus the additional.)

**Q8. Briefly describe how your project will be inclusive of Deaf and Disabled people with details on how this will be achieved, please include what past experience have you had in delivering inclusive sessions, what inclusive awareness training have your staff had or plan to have. (Max word 500)**

An inclusive session is a sport or physical activity designed with the specific needs of people with disability but which allows participation of people without disability. Please explain what measure you will put in place to make your activities/ building development as inclusive as possible.

**Q9. Please list any previous experience you have had in running sport and physical activity sessions.**

What have you run or been involved in previously related to the delivery of sport and physical activity, and how long have/were you doing this for?

**Q10. If your application is to address the implications of the Covid-19 pandemic, please explain what difference the grant would make and how.**

This section is for those organisations that are specifically applying for support because Covid 19 has affected their programme and they need additional capital support to help bridge the gap. You will need to explain how Covid has affected your organisation.

**Q11. Are you working in partnership with another group to deliver this project? Please explain who the partners are and the nature of the relationship.**

We want to know if you are working with any other organisations to help deliver this programme, for example, another group that will be leasing space for a building development, or an organisation that you are delivering activities with including schools, youth organisations, and charities. Briefly explain who they are and what their role in the project will be.

**Q12. Activities that are created as a result of this grant should be free, or charged at an affordable prices, and have no limitations on access. For example there should be no discriminatory or membership policies which prevents people from across the community accessing activities. Please outline the charging policy for the activities resulting from this grant.**

We understand that projects will need to cover costs but we are looking at appropriate pricing policies so that local residents are able to access the services. We will not fund a project that is to support a commercial project. Some applicants may not know the exact pricing policy at this stage, especially if it is for the larger grants, but we would like to see what measures are put in place to make this a project the whole community.

### **Section B Project Medium/ large grant questions only** **[Small & Micro grants can leave these questions blank]**

Please note you only need to fill this section in if you are applying for Medium and large grants Micro and small grants can skip to 'Section B- Outcomes that your project aims to deliver' question 26.

**Q 13. Who owns the premises where the activities will take place?**

If you are applying for funding for grant funding towards a facility development then we need to have a bit more background about the proposed site. Who owns the site is it Southwark Council, a school, a trust ? if you know who owns the site please tell us here who it is.

**Q 14. Do you have a lease / licence for the venue?**

If someone else owns the site do you have a lease? if no please state any organisation you are aware of that has the lease.

**Q.14a. If yes to Q.21, how long is it for and are you up to date with your payments and service charges.** This is important to any facility development as the length of time a lease if for may affect match funding or facility development please state the length of lease and how long you have remaining on the lease and any information on payments missed ( if any) and the reason why.

**Q15. Have you got written permission from the owner for potential capital refurbishments to go ahead?**

Do you have a letter of support from the site owner? If you have not please outline if you have support from them or have been consulting them about the application.

**Q.16. Do you know if your project will need planning permission?**

If you are unaware of whether the project needs planning permission, please select 'Don't know' from the drop down box and officers can follow this up with you at a later stage if the project is successful.

**Q16a. If yes to Q.24, has planning permission been awarded yet?**

If you are unsure please select 'No'.

**Section B**  
**Sustainability**

**Q1. Tell us about how you will ensure that the project developed through this funding is sustainable for the future?**

We have a responsibility to make decisions that provide value for money and can benefit people for a period of time, therefore we need to consider the sustainability of projects in receipt of funding. Grants should not be considered an ongoing funding source and consideration of whether a successful application is going to create new obligations or need for resources.

Please demonstrate how you will maintain a renovated or new premises / space that is identified in the application (who will have responsibility for opening and closing, will it need a booking system, who will remove litter and do on-site maintenance checks etc.) Please identify how you will manage this space who will be responsible for ongoing maintenance, taking bookings if necessary, opening and closing, health and safety, safeguarding etc.

**Section B- Project Outcomes that your project aims to deliver - (All)**

**Q1. Please choose which commitments from the Southwark sport and Physical activity Strategy 2019- 2023 that your project aims to meet and how you will deliver against them.**

Every applicant will need to fill out this section whether you are applying for Micro, small, medium or large grant. Each box identifies one commitment and your project will need to meet one of these commitments.

- Micro and small grants must demonstrate they meet at least one commitment
- Medium and Large grants must demonstrate how they meet as many commitments as possible

An indicator is a qualitative or quantitative factor or variable that provides a simple and reliable means to measure achievements to reflect the changes connected to an intervention or help assess the performance below is an example.

Commitment	Indicator examples
<ul style="list-style-type: none"> <li>• Increasing activity levels amongst our older residents, helping to improve their quality of life, and contributing to reducing social isolation and frailty</li> </ul>	<p><b>The project has specific sessions for older adults and they are adapted to accommodate all levels of ability. This will be measured by</b></p> <p><b>Numbers of clients accessing the service</b></p> <ul style="list-style-type: none"> <li>• Numbers of new clients taking up services</li> <li>• Numbers of people who report being less lonely as a result of engaging with our services</li> <li>• Numbers of clients who report improved wellbeing / positivity.</li> <li>• Numbers of clients volunteering</li> </ul>

## **Section B- Expenditure (All)**

### **Q.1 How much funding are you applying for?**

If you are asking for funding from the council for £25K and over then you will need to provide 20% match funding for example a £50,000 project will need £10,000 match funding from yourself taking your total project cost to £60,000. If you are applying for a smaller grant then this condition is not as relevant, but match funding will be taken into consideration by the panel.

### **Q2. Please give the details on any match funding (please note 20% match funding is only an essential required for grant applications over £25k).**

Please state what part of the application will be match funded and what the source of the funding is, e.g. is it a grant organisation, crowd funding, club reserves etc.

Confirmed means your organisation either has the funds in the club bank account or has had written confirmation that it has been granted. You can also provide information on unconfirmed match funding, just please make this clear in the application. This is only relevant to medium and large grants unless a smaller grant as identified match funding towards the project.

### **Q3. Please provide break down of how you will spend the grant adding more rows as necessary, giving a separate breakdown for each item/stage.**

For all grants over £1,000, you will be asked to seek three quotations for sourcing equipment / works to ensure the best value for money if the application is successful.

### **Q4. Have you applied to any other groups for funding for this project?**

We need to know if you have applied to any other organisations / groups for funding for your proposed idea. If yes, who did you apply to and were you successful? We welcome projects that might have part funding from elsewhere. Please note this is desirable but not essential only for grants over 25K. We also need to know if you or your organisation has received any funding from Southwark Council or elsewhere in the last 12 months. Failure to provide this information may result in a withdrawal of Southwark Council funding.

### **Q5. Where did you hear about this grant funding?**

**Council Newsletter**

**Networking Group**

**Email from Council Sports Department**

**Councillor**

**Web Search**

**Word of mouth**

**School**

**Sports club**

**Leaflet**

**Poster**

**Other**

### **Q6-9 Bank Details**

Please provide the bank details of the organisation/club leading the project as stated at the beginning of this application form. **Grants cannot be paid to individuals.** Grants are only payable to constituted organisations. You will need to find an organisation that will apply for and manage the

grant on your behalf if you are an individual. This must be organised in advance of the application and be a single organisation. Grants cannot be split between multiple organisations.

Groups who submit a grant application will be asked to provide more information on their organisation before a decision is made (Section C).

### **Uploaded documents**

Groups will need to provide an upload the following documents.

### **All Grants need to submit the following where applicable:**

- Constitution/ Memorandum, Articles of association.
- Safeguarding policy,
- Code of conduct,
- Public liability Insurance,
- Activity Risk assessment
- Equity statement,
- DBS policy

### **Section C Equalities**

**Q1.** Can you fill out the below monitoring sheet regarding the demographics of your committee board

As part of the Southwark Stands Together agenda the Council is keen to understand the diversity of organisations that are applying and receiving funding. This question is being introduced across all third sector grants.

If awarded a grant, groups will need to meet our monitoring requirements and upload the relevant documents. The list of requirements is available under the 'Applications' section of our web page

If you need more help with your application, please contact the sport and leisure team by:

Email [sports@southwark.gov.uk](mailto:sports@southwark.gov.uk)

## Funding eligibility and criteria

Applying sports or physical activity organisations should meet the council 'minimum requirements' standard, as currently required by organisations booking council facilities (must have a constitution, safeguarding policy, insurance - see point 15).

Grants are only payable to constituted groups with the correct governance and structure (for example, Tenants and Residents Associations, community interest groups, sports clubs, schools, local charities, and limited companies by guarantee which demonstrate they are non for profit). A set of accounts will be required to show solvency and income/expenditure for that financial year demonstrating a record of sustainability.

Applications must be able to meet all of the following criteria:

1. All funded projects must be delivered in the London Borough of Southwark
2. Applications must show a clear demand / need for the investment, with some evidence to back this up (e.g. survey of residents)
3. Applications must have a strong commitment to being more inclusive of D/deaf and disabled people with specific details on how this will be achieved
4. All funded projects will be required to record participation data and supply this information showing the engagement and impact with the funding
5. Applications must address one of the Active Southwark strategy themes and have a clear stated outcome(s) for residents (contact an officer if this needs more explanation)
6. COVID-19 related projects will have to demonstrate how the government guidance on return to sport and recreation has affected their ability to deliver, and what difference the grant would make to help people return to activity
7. Evidence of or a specific plan to obtain match funding for larger grant applications
8. The project must help to grow the number of residents being physically active as a core aim, with a proportion being people that are not being active regularly.
9. Activities that are created because of a grant should be free or charged to local residents at an affordable price, have no limitations on access including discriminatory or membership policies
10. Applications must support the commitments made by the council through the Southwark Stands Together agenda
11. Applications must demonstrate a sustainable delivery model that will not require ongoing/regular funding for maintenance or other costs
12. Applications must be from a non-profit making club/organisation and re-invest any surplus revenue back into the sports club/organisation
13. Applicants must declare any other funding grants received and provide evidence of up to date accounts
14. If applying for larger grants for capital building costs applicants must demonstrate how they will maintain a space receiving investment (opening and closing, community use, litter pick, safety etc)
15. It is recommended that any sports or physical activity organisation should meet the council's minimum requirements for organisations using council facilities (has a constitution, safeguarding policy, health and safety policy, equity statement, code of conduct, insurance, bank account, national governing body affiliation and coaching qualification where relevant). All applications must submit all additional documents as evidence of this as mentioned in the additional documents attachment
16. Medium and large sized grants if successful at the initial stage will need to submit a development plan and business plan.
17. Please note an organisation can only apply for one project in each round, and is not able to apply again if already in receipt of a successful application in the previous 12 months.



## WHAT IS CAPITAL FUNDING?

Capital funding is the purchase of or improvement of assets, for example this might be new equipment or the refurbishment of a space or facility for 'sporty' activities. These purchases are expected to create "community benefit" with a lifespan of at least 5 years to help increase the participation of physical activity beyond one season / year. See specific examples for capital funding below:

- Building of new community spaces, e.g. sports pavilion / sport hall, that can demonstrate can increase physical activity and target residents that are less active.
- Re-surfacing a community sports space to provide a better / safer experience for residents to participate in physical activity.
- Refurbishment of ancillary facilities, e.g. toilets and changing rooms, where improved accessibility allows growth of activity for new participants (this is especially true of improving access for D/deaf and disabled users and other less active residents)
- Increasing active play in playgrounds (for example, implementing specific sports and physical activity equipment – goals, backboard/rings, skate ramps, outdoor gyms). This grant will not fund traditional play equipment such as slides and swings.
- New or replacement safety surfacing e.g. under climbing walls ramps etc.
- Substantial items of outdoor leisure equipment such as floodlights, goal posts, gym equipment, artificial wickets, line markings, tennis nets, cricket nets – should have an expected lifespan of at least 5 years.
- Purchase of a lawn mower, grounds maintenance equipment to enable greater use of sports and physical activity spaces for wider community benefit.
- Adaptation to buildings to cater for disability access in order for them to access physical activity sessions e.g ramp to sports pavilion.
- PA and audio/visual systems – new projectors, screens, IT screens, sound systems and their installation where the use of this equipment can grow participation of in person or on-line activities.
- Creation of new websites (to further promote your organisation or benefit wider community)
- Substantial items of indoor leisure equipment such as bowls mats, gym equipment, tennis/badminton nets, snooker tables,
- Purchase of marquees or other outdoor equipment that might enable or protect activities from poor weather, seasonal environmental changes, where this enables growth and extension of activities and has an expected lifespan of at least 5 years.
- Professional fees for creation of documents, e.g. feasibility studies, business plans, architect's drawing/plans, etc. that will be used by and benefit an organisation's development and improve the service they give.

## PLEASE NOTE – This grant will not cover revenue funding.

Revenue funding is used put on events, performances and activities, by paying for the running costs of an organisation or trips and excursions. Please see the list of item that can come under revenue costs but **ARE NOT** eligible through this fund:

- Costs towards putting on events; coaching delivery, venue hire, office/printing costs, transport, staff costs coordinator costs, project management fees.
- Helping to fund access to activities – e.g. lesson fees, pitch / court hire, equipment hire.
- Funding of training for a group or individual, e.g. access to training such as safeguarding, First aid, coaching courses etc.
- Creating social opportunities that help to prevent isolation and loneliness e.g. food or entertainment at a lunch club or day centre.



## Applications that will not be funded

We will **not** fund the following:

- More than one request from the same applicant within the same financial year, where a grant has already been awarded. (Note - Applicants that were unsuccessful during a previous round are welcome to apply again with a different or amended project idea).
- Activities that do not benefit people residing in the area.
- Commercial activities (e.g., where there is no public benefit).
- Religious activities.
- Statutory duties or medical or academic research.
- A school whose projects are solely targeted at their own pupils or students; funded projects must benefit the wider community (a guideline of 50% external participants is deemed acceptable).
- Political parties or lobbying groups.
- Grant-making bodies to distribute grants through a different process.
- Projects that do not link to the Active Southwark Sport and Physical Activity Strategy and its intentions.
- Projects that do not relate to physical activity.
- Individuals as opposed to organisations. (Any individuals with an idea must work with a local community organisation to make an application).
- Organisations not established in the UK.
- Projects that have already received substantial funding from the council (this excludes any awards of match funding towards a larger project cost).
- Revenue costs - there are others grants available to help support these items (direct link to neighbourhood fund). Revenue costs include items such as staff costs, management fees, venue hire, utilities and bills. (Please see document on what is capital funding and what is revenue).