



## **Small Grants Project and Equipment Fund**

Before you consider applying for a grant, you need to be sure that your organisation and your project meet the criteria for this funding.

The information below explains what organisations and projects the fund can support.

### **What can be funded**

An application is likely to be funded if it meets the following criteria:

- Focused on one or more of the Fund's strategic goals.
- Must benefit the residents of Hatfield.
- Applications must be for between £1,500 and £49,999 and total project costs must not exceed £100,000.
- Projects must be deliverable in a 12 month period from the date of receiving your award letter.<sup>1</sup>
- If successful your project start date must be within 12 weeks from the date of your award letter.<sup>2</sup>
- Your project must be for new activity/equipment and new costs associated with helping more people get active.
- Applications must show evidence that additional funding has either been sourced/guaranteed, has been submitted for approval, unsuccessful efforts have been made to gain additional funding or there is no other funds available for this activity.

### **Examples of things that might be funded are:**

- Projects involving construction or refurbishment of property. Including the erection of temporary buildings or land improvement work (e.g. drainage, resurfacing of playing surfaces, laying of artificial surfaces or installation of irrigation systems).
- Replacement equipment (only where evidence demonstrates current equipment is not fit for purpose and/or potentially dangerous).
- Fixed items of equipment (e.g. goals and nets). Any fixed equipment requiring planning permission is the responsibility of the applicant.
- Coaching costs for new projects.
- One off events/Pilot project that are specific to increasing participation or awareness of your sport.
- Project costs associated to increasing participation.
- Team kits for a newly established team.

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<sup>1</sup> Flexibility on this time frame will be agreed on a case by case basis.

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### **Who can apply?**

The Small Grants Project and Equipment Fund is available to organisations that are formally constituted not-for-profit organisations and statutory bodies. These might include sports clubs, voluntary organisations, local authorities, or schools. You will **not** be eligible for this fund if you are an individual, a sole trader, partnership or organisations established to make profit.

Eligible organisations will have a written constitution or governing document which should contain a clear not-for-profit statement and charitable dissolution clause. Membership (if applicable) of the organization should be open to all sections of the community and its governing committee should include at least three individuals who are not related and who do not live together.

The organisation applying to the fund will be required to show supporting documents highlighting appropriate governance.

If the organisation applying for the fund is part of a larger organisation, documentation should highlight that your organisation is sufficiently independent from them. And/or if your organisation does not have its own committee, bank account and/or constitution written support from your parent organisation is required, which highlights them accepting overall responsibility for this application and the management of the fund if successful.

### **Pre-Submission Checklist**

Before submitting your application make sure that:

- Your organisation meets all the eligibility criteria for the fund
- Your project fits with the one or more of HCSF strategic goals.
- You have provided details of two independent referees.
- Your project is well-planned and you have a robust and realistic budget.
- You have provided evidence of costs for the project including where required/ appropriate three quotes for the work or equipment.
- You can demonstrate that there is a need/demand for your project.
- You have highlighted whether or not the project is subject to a successful planning application, and if required at what stage that application is at.
- You have detailed what success looks like for the project.
- You can measure the results of the project to demonstrate its success.

### **What won't be funded**

- If the project is eligible to be funded by a Sport England's Small Grants application and no application has been made (unsuccessful applications will be considered).
- Projects that do not benefit Hatfield residents
- Projects that are for sports not recognised by Sport England or that do not directly link to getting people physical activity.
- The general running costs of an organisation (e.g. day to day expenses such as rent, gas, electricity, and insurance costs).
- Repeat or regular events.

- Existing activity. This includes repeat funding of projects previously supported by this fund. We would support a project that follows a small-scale pilot or taster sessions. We define a 'pilot' as a small-scale project that evaluates the time, cost, feasibility and effects of running a particular project.
- Items which only benefit an individual e.g. bursaries or kit and equipment that is not shared. We may fund team playing kits for new teams or for teams who have not previously had a kit. We are unlikely to fund training and coaches kits and other items of clothing.
- Salaries - except for coaching costs or fixed term positions needed to meet a specific project requirement. Funding of coaches must be clearly additional to usual club expenditure.
- Used road vehicles.
- Any funding to the same organisation in any 12 month period, from the date of our award letter.
- Projects that take place or incur costs (including deposits and costs associated in submitting the application) before the date of the offer letter.
- Contingency costs and VAT your organization can recover.
- Projects involving travel to another country.
- Sponsorship, endowments or loan repayments.

### **Essential Documents:**

Please ensure the following documents are provided at the point of application:

- Governing document/constitution (if applicable).
- Most recent accounts (past three years of audited and approved accounts) (*if applicable*)
- Last three months bank statements (*if applicable*)
- Children and vulnerable persons policy (*if applicable*)
- Development/Business plan for the project.
- Budget for the proposed project.
- Letters of support from National Governing Body (if applicable).
- If applicable evidence of recent successful, in process or unsuccessful funding applications that are directly linked to this project.
- If applicable a long term delivery plan on how the facility will be upgraded when required (e.g. a sink fund).

Your application will not be considered until all these documents have been provided