SPORT ENGLAND

Small Grants Programme
Pre-application Checklist

Please complete this checklist before beginning your Small Grants application.

If you are in doubt about anything, please call us on 08458 508 508.

1. Are you…	Yes	No
A registered charity	☐	☐
A formally constituted club or association	☐	☐
A parish, Town, District, County or Unitary Authority	☐	☐
A School, Further Education establishment or Primary Care Trust	☐	☐

If you answered YES to ANY of the above, please CONTINUE…

2. Has your organisation…	Yes	No
Already received a Small Grant in the last 12 months	☐	☐

If you answered YES, please note that the maximum allowed is £10k in a 12-month period.

2. Does your organisation…	Yes	No
Have no unmanaged debts or liabilities	☐	☐
Have at least three unrelated or non-cohabiting members of the management committee	☐	☐
Have suitable governance controls to manage a grant from Sport England (e.g. regular committee meetings, financial reporting etc.)	☐	☐

If you answered YES to ALL of the above, please CONTINUE…

3. Are you looking for funding for…	Yes	No
General running costs of your organisation (e.g. rent, heating etc.)	☐	☐
An annual or previously run event	☐	☐
A single individual	☐	☐
Salaries for existing posts	☐	☐
Activities that the state is legally obliged to provide (e.g. as part of the school curriculum)	☐	☐
A used road vehicle	☐	☐
Building, construction, refurbishment or land improvement	☐	☐
A project that requires planning permission that is not yet in place	☐	☐
A project that has already started	☐	☐
A higher risk sport, where you are NOT affiliated to an appropriate National Governing Body (e.g. Boxing, Chinese Martial Arts)	☐	☐

If you answered YES to ANY of the above, your project may NOT be eligible for a Small Grant. Please contact us before applying. Otherwise, please CONTINUE…

4. Does your project…	Yes	No
Require a Small Grant of between £300 and £10,000	☐	☐
Cost less than £50,000 in TOTAL	☐	☐
Have a timescale of less than 12 months	☐	☐
Aim to increase or sustain participation in Sport	☐	☐
Focus on at least one recognised sport	☐	☐

If you answered YES to ALL of the above, please CONTINUE…

5. Can you…	Yes	No
Describe how many people will access your project and how they will benefit	☐	☐
Monitor the numbers of participants to show how successful the project is	☐	☐
Provide evidence that the project is needed	☐	☐
Provide a clear and detailed project budget	☐	☐
Monitor expenditure to show that any grant is spent correctly	☐	☐

If you answered YES to ALL of the above, please APPLY FOR A GRANT*

* Please note: Completing this form does NOT mean that your application will necessarily be successful.