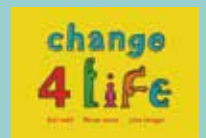


Funding guide for sport and physical activity in Norwich



NORWICH
City Council

Introduction

This funding guide has been produced for clubs, groups and individuals across Norwich that are involved in sport and physical activity.

It is designed to aid the process of obtaining funding by highlighting the key funding opportunities available and by providing some tips on how to complete a high quality application.

The key ongoing sources of funding for sport and physical activity in Norwich are listed in this guide. Please be aware that the information provided is only intended to be a brief overview.

There are many other organisations that offer funding with time constraints, so for further information or advice please contact the sports development team.

Sports development

Norwich City Council
City Hall,
Norwich
NR2 1NH

t: 01603 212123

e: sport@norwich.gov.uk

www.norwich.gov.uk

Helpful tips for completing a funding application

If you have a good project funders will want to support it, but they do have a responsibility in ensuring that applications offer strong and sustainable sporting outcomes. There is no right or wrong way to make a grant application, but it is possible to increase your chances of successfully securing a grant by taking the following aspects into account.

1. Demonstrate a need for your project

- What needs does your target group have?
- How do you know they have such needs?
- Why is it important that these needs are met?
- How will your proposed project fulfil those needs?

To demonstrate the extent of your target group's needs, you should have facts and figures to support your case. You could use statistics from a recognised source or conduct your own survey. Make sure your need is clear to the funder and demonstrate you have done your homework!

2. Show that your project is well planned

- What is it you are going to do? Think about the aims of your project.
- What difference will your project make in terms of benefits to your target group?
- When and where is your project going to happen?
- How are you going to carry out your project? Work out all the things you need to do in order to deliver it (including things like equipment, premises and staff).
- Who will be responsible for conducting the project? Identify all the people who will help with delivering the project.
- How will you measure your project to ensure it has achieved its aims and is making a difference? You will need to identify the project's outputs and outcomes and consider how you will achieve them.

3. Accurately cost your project

- Don't overestimate or underestimate your project costs.
- Be as realistic as possible.
- Make sure you tell potential funders the time period that the project is likely to run for.
- Draw up a budget and include all aspects of your project.

4. Provide evidence of good management by ensuring you have the following:

- a constitution
- bank account
- child protection policy
- club insurance.

Some funders may also require other policies such as:

- health and safety
- equal opportunities policy.

5. Illustrate how the project will make a difference

- Funders will want to know that the grant is making a long term difference.
- Highlight the positive outcomes of the project.
- Look at the impact your project may have on the community/target audience.
- Most funders will expect to see project monitoring and a number of measurable outputs to enable them to assess how successful their investment has been.

6. Get in contact

- Get in touch with the city council's sports development team, who will be happy to help you develop your idea and find the right source of funding for your project.
- Contact your funding provider to discuss your project with them before you start completing the application form.

Remember – an application form is your opportunity to tell the funding provider why it should invest in your project.

Grants

Norwich City Council

- **Small community grants programme** – awards of up to £500 each are available to community and voluntary organisations which operate on a not for profit basis and have an annual income of £10,000 or less. Grants can be for capital or revenue costs.

For more information:

t: 01603 212377

e: community@norwich.gov.uk

www.norwich.gov.org

Norfolk County Council

- **Sports Aid East Grant** – grants will be allocated four times a year. Funding is limited by budget and demand, with maximum awards being in the region of £500. Grants are mainly for individual's aged 11 to 18 with a national ranking of top 10 for their age group or they hold membership of a national squad (no age limits are imposed on disabled athletes).

For more information:

t: (01603) 732333

e: info@activenorfolk.org

www.activenorfolk.org

- **Norfolk Community Foundation** – Norfolk Community Foundation is part of a worldwide charitable network. Numerous grants are available on the website along with free advice and guidance.

For more information:

t: (01603) 623958

e: info@norfolkfoundation.com

www.norfolkfoundation.com

Active Norfolk

Active Norfolk is one of the county's sports partnerships created by Sport England which aims to increase levels of participation in sport and physical activity across Norfolk.

- **Village Games Coach Bursary** – the purpose of the bursary is to get the Village Games project out into small towns and villages. In order to do this, Active Norfolk requires local coaches who are suitably qualified to lead the delivery of various sporting activities.

As a result Active Norfolk is offering to pay 75 per cent of the agreed coaching qualification costs with an understanding that once qualified, the coach will deliver a minimum of two full days coaching as part of the Village Games project. This funding is agreed on a case by case basis.

- **Online funding directory** – a comprehensive list of funding sources relevant to sport and physical activity is available on the Active Norfolk website.
- **GRANTnet** – an online tool to match funding sources to your project, accessed through the Active Norfolk website.

For more information:

t: 01603 732333

e: info@activenorfolk.org

www.activenorfolk.org

School Sport Partnership (SSP) funding

Developing strong links with local schools can be a great way to promote your club and attract more junior members. All schools are part of a SSP and it is their role to help develop strong links between schools and sports clubs.

Each SSP has a partnership development manager (PDM) who can work with clubs to form links with schools and also has access to funding to pay for a variety of sessions including lunchtime and after school coaching session.

If your club would like more information contact:

Norwich School Sport Partnership

Jon Osborne

t: 01603 274951

e: norwichpdm@yahoo.co.uk

www.norwichssp.co.uk

East Norwich School Sport Partnership

Isla McFadyen

t: 07920 765682

e: i-mcfadyen@sky.com

www.norwichestssp.co.uk

West Norwich and Dereham School Sport Partnership

Rob McCombe

t: 07766 952179

e: westnorwichpdm@yahoo.com

www.wndssp.co.uk

Sport England

Sport England is the government agency responsible for developing community sport. It invests funding in organisations and projects that will grow and sustain participation in grassroots sport and create opportunities for people to excel in their chosen sport.

- **Iconic Facilities Fund** – given the importance of strategic facilities for national governing bodies, local authorities and clubs, Sport England’s investment will be in large capital grants. On average, awards will be between £500,000 and £1,500,000. Please note – partnership funding will be required.
- **Inspired Facilities** – this focuses on making it easier for local community and volunteer groups to improve and refurbish sports clubs or transform non-sporting venues into modern grassroots sport facilities.

- **Small Grants Programme** – uses lottery funding to make awards of between £300 and £10,000 to not-for-profit organisations to help more young people (aged 14+) and adults keep up a sporting habit for life.
- **Sportsmatch** – matches commercial sponsorship money pound for pound. Awards of between £1,000 and £100,000 can be made to match funding from no more than five sponsors, with each sponsor contributing a minimum of £1,000.

For more information or to find out about new funding/grants contact:

t: 08458 508508

e: info@sportengland.org

www.sportengland.org

Football foundation

The foundation currently has the below schemes.

- **Premier League and The FA Facilities fund** – the scheme provides money to develop new facilities or improve existing ones for community benefit, with a value of over £100,000. The type of facilities the foundation has helped to fund includes:
 - Grass pitch drainage/improvements.
 - Pavilions, clubhouses and changing rooms.
 - Artificial grass pitches and multi-use games areas.
 - Fixed floodlights for artificial pitches.
- **Build the Game** – the Build the Game scheme provides grants for small facility projects up to the value of £100,000. The scheme has flexible criteria and there are many eligible items, so long as it is the right project for the right applicant. This may be the refurbishment of existing facilities or the replacement of capital items. All projects must demonstrate they can support the growth and retention of grassroots football.

- **9 v 9 Goalposts** – the new 9 v 9 format will become mandatory for junior football from the 2013-14 season. This will result in many clubs and leagues needing to purchase 16' x 7' goals.

In association with The FA, the Football Foundation is introducing a new funding scheme specifically to support this initiative, offering grants at 50 per cent of the cost of British Standard 16'x 7' goalposts, including delivery and VAT (if applicable).

- **Grow the Game** – provides funding of £5,000 to contribute towards a combination of the following essential costs associated with providing new football activity:
 - Facility hire.
 - Hire of FA qualified coaches and referees.
 - CRB checks.
 - Affiliation fees.
 - League entry.
 - First aid kits.
 - Promotion and publicity.
 - FA coaching courses.

For more information on any of the above football foundation grants, please contact the football development team at Norfolk County FA on **01603 704050** or visit **www.footballfoundation.org.uk**.

Think Big – O2 community grant

Awards of up to £300 are focused on helping young people connect with their communities with the aim of 'making things better bit by bit'. Funding can go towards equipment and project costs but it cannot be used for individuals.

For more information:

t: 0800 902 0250

e: hello@o2thinkbig.co.uk

www.o2thinkbig.co.uk/Start-a-project/

Cash 4 Clubs

Cash 4 Clubs has been set up to facilitate fundraising for community sports clubs throughout the country. Cash 4 Clubs offers all sports clubs in the UK the chance to win grants ranging from £250 to £1,000.

It's a simple scheme aimed at giving community clubs a helping hand and provide the opportunity to raise the money they need to invest in their club.

For more information:

e: cash4clubs@beffair.com
www.cash-4-clubs.com/

Voluntary Norfolk

Voluntary Norfolk is the major voluntary organisation in the county. It provides a wide range of help, information, advice and support for locally based voluntary organisations and community groups. Quality advice sessions are provided either free of charge or at an affordable rate.

Experienced staff will be able to help with issues such as:

- Developing a constitution, policies, procedures and standards.
- Deciding whether to register as a charity and/or company and helping you to do so.
- Understanding the requirements of the Charity Commission and/or Registrar of Companies.
- Reviewing your organisation through an organisation health check.
- Assisting with funding applications.

For more information:

t: 01603 614474
e: admin@voluntarynorfolk.org.uk
www.voluntarynorfolk.org.uk

Other useful contacts

Sports development team

City Hall
Norwich
NR2 1NH

t: 01603 212123

e: sport@norwich.gov.uk

Norfolk County Council

t: 0344 800 8020

www.norfolk.gov.uk

Volunteering England

t: 020 7520 8900

volunteering@volunteering.org

Norfolk Playing Fields Association

t: 01362 698216

www.norfolkrcf.org.uk

If your club or group does not meet in Norwich, please contact the appropriate authority:

Breckland

t: 01362 656870

www.breckland.gov.uk

Kings Lynn

t: 01553 616200

www.west-norfolk.gov.uk

Broadland

t: 01603 431133

www.broadland.gov.uk

North Norfolk

t: 01263 513811

www.north-norfolk.gov.uk

Great Yarmouth

t: 01493 856100

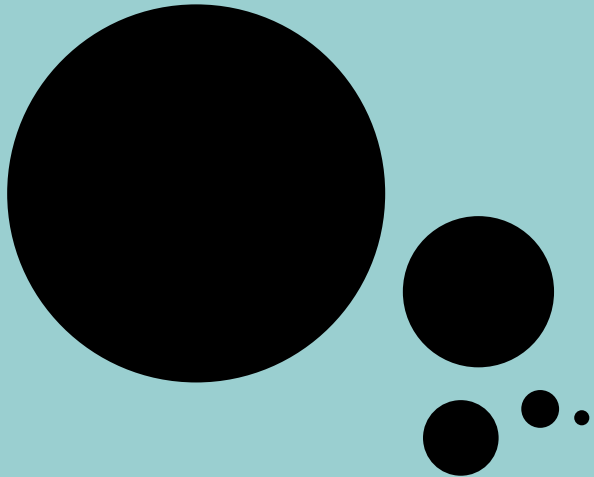
www.great-yarmouth.gov.uk

South Norfolk

t: 01508 533633

www.south-norfolk.gov.uk

Please be aware that the information within this guide is correct at the time of print (March 2014). To check that the information is still relevant please contact a member of the sports development team on 01603 212123.



If you would like this information in another language or format such as large print, Braille or audio cassette please phone 0344 980 3333 or email info@norwich.gov.uk