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**Community Grants Programme, supported by the players of Peoples Postcode Lottery**

**Applicant Guidance Notes**

**We will not accept applications by email unless previously approved.**

We encourage you to [read the criteria](https://sported.org.uk/peoples-postcode-lottery/) thoroughly for the best chance of success.

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| **Question** | **Supporting Notes** |
| Tell us about your organisation and the community you serve, highlighting any issues or challenges.  | Focus: Organisational context and community needThis question asks applicants to provide background information on who they are and who they support:* What is the purpose or mission of your organisation?
* Who are the main people or communities you work with?
* What activities do you run? How often?
* What barriers or challenges does your community face (e.g. cost, access, discrimination, lack of facilities)?

📌 It’s about giving the funder a clear picture of the organisation’s identity, values, and the needs of the people they serve — to help explain why the work is important and relevant. |
| Tell us about the people you work with, highlighting any issues or challenges they may face.  | Focus: Understanding your participants and their needsThis question is about who you support and the barriers or disadvantages they face:* Who are your participants? (age range, background, location)
* What social, economic, health, or community challenges affect them?
* Are they from underrepresented groups or facing barriers to sport?

📌 It’s about giving a clear picture of your participants so the funder understands why they need support. |
| What do you plan to do with this grant? Please explain how this funding will support your activities and reach people most in need.  | Focus: Activities and deliveryThis question is asking for a practical explanation of the project:* What will you actually do with the funding?
* What sessions, events, services, or resources will be delivered?
* How will the funding help you reach the people who need it most?

📌 It’s about the "what" and the "how" of your planned work. |
| How will you spend the funding? Please provide a financial breakdown of how the funding will be spent e.g. item/activity and amount. | Focus: Budget and allocation of resourcesThis question is about where the money will go:* How much will you spend on each element of delivery?
* Give accurate examples of how the funding will be spent and share links if available to show cost.
	+ £90 for Coaching fees (£15 = 1 x level 2 coach - 1.5 hours x 1 pw x 6 months)
	+ £100 for facility hire (£100 = 1.5 hours x 1 pw x 6 months)
	+ £94.95 for equipment (£94.95 on 12 mitre balls and bags – the link is here ‘example link’)
* Are there any one-off costs or ongoing expenses?
* How will each cost help you deliver the project?

📌 It’s about showing you’ve thought through your budget and can link spending directly to your project’s impact. |
| Why are these activities needed? Please tell us if you've consulted with your participants or community, and what they told you.  | Focus: Justification and evidence of needThis question asks for the rationale behind the project:* Why is this work important?
* What problems or gaps are you trying to address?
* Have you asked your community or participants, and what did they say?

📌 It’s about the "why" — and ideally shows that the project is community-informed or evidence-based |
| What do you hope to achieve with this funding? Think about what will change or improve for your participants, your organisation, or your wider community. | Focus: Outcomes and intended impactThis question asks applicants to describe the positive changes they hope will happen as a result of the project:* What will improve for your participants, organisation, or community?
* What are the goals or intended results of your activities?
* How will this funding help you make a difference?

📌 It’s about the "what" — what the project is aiming to change, improve, or achieve through the grant. |
| How will you measure the positive difference this grant makes? What tools or methods will you use to understand if the grant has made a positive difference. | Focus: Evaluation methods and evidence of impactThis question asks applicants to share how they will collect information to understand whether the grant or project has worked:* Will you use feedback forms, surveys, interviews, or informal conversations?
* Will you track participation, attendance, or personal progress?
* Do you plan to collect stories, quotes, photos, or observations?

📌 It’s about the tools and methods they’ll use to gather evidence — showing that they’ve thought about how to assess change in a way that suits their project and capacity. |