



Community Grants Programme, supported by the players of Peoples Postcode Lottery (2026)

Grant Applicant Guidance Notes

Please note this is not an application form, and we will not accept applications by email unless previously approved.

We encourage you to [read the criteria](#) thoroughly for the best chance of success. You will find a detailed funding guide to determine whether your organisation meets the criteria to be eligible for funding.

The funding is being distributed by Sported to community organisations delivering sport and physical activity for wider social purpose.

Remember!






The amount of information we expect you to include in your application should be relative to the amount of funding you are applying for. We're looking for a clear picture of the difference your work will make in your community. If you can, throughout include what has changed as a result of your activities, rather than just what activities you deliver.


This document includes:

1. Grant application question guide
2. Supporting documents guide

1. Grant application question guide

Question	Helping you understand how to answer
<p>Tell us a little bit about your organisation and what you do</p>	<p>✦ It's about giving the funder a clear picture of the organisation's identity, values, and the needs of the people you serve – to help explain why the work is important and relevant.</p> <ul style="list-style-type: none"> • Who you are? • What's your mission and purpose? • Why you exist? • What you deliver? What activities you run and how often. • Where you deliver? • Your connection to sport and physical activity.
<p>What do you plan to do with this grant? Please explain how this funding will support your activities and reach people most in need.</p>	<p>✦ It's about the "what" and the "how" of your work.</p> <ul style="list-style-type: none"> • What will you do with the funding? <ul style="list-style-type: none"> ○ What sessions, events, services, or resources will be delivered? • How funding will be delivered?
<p>Why are these activities needed? Please tell us if you've consulted with your participants or community, and what they told you.</p>	<p>✦ It's about the "why" – and ideally shows that your work is community-informed or evidence-based</p> <ul style="list-style-type: none"> • Evidence of need and community voice • When you asked your community or participants, what did they say? • How will the funding help you reach the people who need it most? • What problems or gaps are you trying to address?
<p>What difference will this make? Think about what will change or improve for your participants, your organisation, or your wider community.</p>	<p>✦ It's about the "what" – what your organisation is aiming to change, improve, or achieve through the grant.</p> <ul style="list-style-type: none"> • Clear link between barriers and how the funding is designed to overcome them • What are the goals or intended results of your activities? • How will this funding help you make a difference?


	<ul style="list-style-type: none"> • What will improve for your participants, organisation, or community? <p>Remember </p> <ul style="list-style-type: none"> • Be realistic to the size of grant and the time you have
<p>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.</p>	<p> It's about the tools and methods you will use to gather evidence – showing that you have thought about how to assess change in a way that suits the grant size and your capacity.</p> <ul style="list-style-type: none"> • How will you know the grant 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? <p>You can see our reporting guidance here.</p>
<p>Please tell us more about these participants.</p>	<p> It's about giving a clear picture of your participants so the funder understands why they and your organisation need support.</p> <ul style="list-style-type: none"> • Depth of understanding of participant need and barriers <ul style="list-style-type: none"> ○ Age ranges ○ Background ○ Lived or community challenges • Are they from underrepresented groups facing barriers to sport? <p>Remember </p> <ul style="list-style-type: none"> • Avoid selecting all options unless you are able to evidence this
<p>Approximately how many people do you plan to reach with this grant funding?</p>	<p>The number of people reached is the total number of people exposed to the activities/support funded by the programme, and therefore with the opportunity to benefit from it.</p>
<p>Please provide a financial breakdown of how the funding will be spent e.g. item/activity and amount.</p>	<p> It's about showing you've thought through your budget and can link spending directly to your impact.</p>

	<ul style="list-style-type: none">• How much will you spend on each element of delivery?• Give examples of how the funding will be spent. Here are some examples of how you could explain your costs:<ul style="list-style-type: none">○ £94.95 for equipment (12 balls and bags)○ £350 on training○ £90 for coaching fees (£15 x 1 level 2 coach x 1.5 hours pw x 6 months)○ £100 for facility hire (1.5 hours pw x 6 months)• Are there any one-off costs or ongoing expenses?• How will each cost help you deliver the funding? <p>Remember </p> <ul style="list-style-type: none">• Ensure there is a clear link between what you plan to spend the grant on and delivery / outcomes• Ensure spending is realistic and well planned
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2. Supporting Documents Guide

In this section you will find guidance on what you have to include along with your application. You will need to provide additional supporting documents depending on the amount of money you apply for. Below is an outline of what is needed for:

- Grants up to £2000
- Grants over £2000
- Grants supporting capital development e.g. facility upgrades/refurbishments

 If you do not have some of the documents but would like to apply for a grant, please [contact us here on our Sported website](#). We will be able to support you in how to become 'Investment ready' so that you have the opportunity to apply in future rounds.

Before you upload, please check your documents contain everything required. Failure to upload the correct documents will render your application ineligible.

Grants up to £2000

Supporting documents	What you need to provide?	Please ensure you have the follow
Bank details	A bank account statement in the name of your group, dated in the past 3 months	The bank statement uploaded must: <ul style="list-style-type: none">• Match the name of the organisation applying.• Be dated within the last 3 months.• Clearly show account name, sort code and account number.• We do not need to see any transaction or balance details.• We do not fund/accept personal bank accounts or accounts named 'Community'.• Screenshots from online banking must still show the above information and be dated.

<p>Governing document</p> <p>Please note you will only be asked to provide one document depending on the type of organisation you are e.g. if you are a CIC, we will ask you to provide your company number.</p>	<p>If you are a company, CIC or charity</p> <ul style="list-style-type: none"> • A company number or charity number <p>If you are a constituted club</p> <ul style="list-style-type: none"> • A governing document e.g. constitution in the name of the group 	<ul style="list-style-type: none"> • Governing document is in the name of the organisation applying • Document is appropriate to the organisation type and activities • If you are sending a template document e.g. from a National Governing Body, it should be in the name of your organisation with a date of adoption. • Must have an asset lock / dissolution clause in place. • Companies or charities must have at least three directors/trustees, majority unrelated. • Companies or charities must show more than one person with significant control. • The organisation must be not-for-profit. We cannot fund companies limited by shares, Community Interest Companies (CIC Schedule 3), sole traders or individuals.
<p>A safeguarding policy which is up-to-date and regularly reviewed</p>	<p>Tick box to declare you have documentation and provide information</p>	<p>You must confirm that your organisation meets the following safeguarding requirements:</p> <ul style="list-style-type: none"> • A safeguarding policy is in place, signed and dated, and updated within the past two years (best practice is annual review). • A named Designated Safeguarding Lead (DSL) is appointed, with name, role title, email address and contact number provided. • Safeguarding information, including the DSL's details, is clearly communicated to staff, volunteers, participants, parents and carers. • Appropriate safeguarding training is provided for all staff and volunteers. • DBS / Disclosure Scotland checks are carried out for staff and volunteers working directly with

		<p>young people and/or vulnerable adults.</p> <ul style="list-style-type: none"> • A clear reporting and case management process is in place for safeguarding concerns and incidents. • Awareness of the relevant Local Authority Designated Officer (LADO) and/or National Governing Body (NGB) safeguarding lead. • A code of conduct is in place for staff and volunteers.
Health and Safety policy, including risk assessments	Tick box to declare you have documentation	<p>Declare that you have a Health and Safety policy, including risk assessments.</p> <p>This should include:</p> <ul style="list-style-type: none"> • Accidents and first aid • Training • Reporting concerns • Named responsibility • Written, activity-specific risk assessments • Evidence of regular review
Relevant insurance cover	Tick box to declare you have documentation	<p>Declare that you have a relevant insurance to cover your people and activities. Insurance must be valid (in date) for the full period of the funding.</p> <p>It is the responsibility of the organisation to determine what type and level of insurance cover is needed.</p>
Equal Opportunities policy	Tick box to declare you have documentation	<p>Declare that you have an Equal Opportunities policy</p> <p>This should include:</p> <ul style="list-style-type: none"> • Clear commitment statement • Reference to Equality Act 2010 • Protected characteristics listed • Reporting process • Named responsibility for oversight • Evidence of regular review

Grants over £2000

You will need all the above documents as well as below.

Supporting documents	What you need to provide?	Please ensure you have the follow
<p>Organisational accounts</p> <p>Please note the type of accounts you need to provide will depend on your organisation type.</p>	<p>Latest accounts or a projection for the first year if new organisation.</p>	<ul style="list-style-type: none"> • If you are registered with Companies House or the Charity Commission, you must upload your most recent year end accounts, including a profit and loss page and balance sheet. • If you are not a registered organisation, please provide the latest income and expenditure statement presented at your last AGM, including details of any assets and liabilities. • For new organisations operating for less than 12 months, please provide income and expenditure to date along with projected figures to cover a full 12-month period. • Please note that bank transaction lists are not accepted as accounts. • If you have negative reserves or have made a loss for the past two years, we will ask you to also upload any draft accounts and/or provide an explanation of how you will turn this around.

Grants supporting capital developments e.g. facility upgrades/refurbishments

You will need all the above documents, as well as the additional below document.

Supporting documents	What you need to provide?	Please ensure it shows the following
<p>Evidence of ownership or lease of facility</p> <p>Please note you will only be asked to provide one document depending on your facility arrangement.</p>	<ul style="list-style-type: none"> • A signed lease agreement • Title deed or Land Registry document 	<ul style="list-style-type: none"> • Name of the organisation • Address of the facility • Evidence of ownership or duration of the lease • Signatures of relevant parties <p>We need to see this to ensure:</p>

	<p>confirming ownership</p> <ul style="list-style-type: none">• A tenancy agreement• A licence to occupy• A formal hire agreement (if long-term or regular use)• Mortgage statement	<ul style="list-style-type: none">• The organisation has permissions to carry out the intended works• The agreement covers the full funding period• There are no obvious restrictions preventing the proposed use
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