



Community Sport Fund

Barclays Community Sport Fund £1000 Access Grant

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 below 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 cricket, football and tennis for wider social purpose.

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 women and girls 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, event or services will be delivered? • How funding will be used to deliver?
<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>Please tell us more about these participants, including any issues or challenges they may face.</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

	<ul style="list-style-type: none"> ○ 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 women and girls 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>

2. Supporting Documents Guide

In this section you will find guidance on what supporting documents you need to include along with your application.

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

Supporting documents	What you need to provide?	Please ensure you have the following:
Bank details	A bank account statement in the name of your group, dated in the past 3 months	<p>The bank statement uploaded must:</p> <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 A company number or charity number</p> <p>If you are a constituted club A governing document e.g. constitution in the name of the group</p>	<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.
You will also need to declare that you have the following documentation in place:		
A Safeguarding policy which is up-to-date and regularly reviewed	Tick box declaration	<p>Declare that you have a safeguarding policy in place, signed and dated, and updated within the past two years (best practice is annual review).</p> <p>Your organisation must have a named Designated Safeguarding Lead (DSL). Their details should be clearly communicated to staff, volunteers, participants, parents and carers.</p> <p>Appropriate safeguarding training must be provided for all staff and volunteers.</p> <p>DBS / PVG / Access NI checks must be carried out for staff and volunteers working directly with young people and/or vulnerable adults.</p> <p>Your organisation must have a clear reporting and case management process in place for safeguarding concerns and incidents.</p>
A Health and Safety policy, including risk assessments	Tick box declaration	<p>Declare that you have a Health and Safety policy in place. 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
An Equal Opportunities policy	Tick box declaration	<p>Declare that you have an Equal Opportunities policy in place. This should include:</p> <ul style="list-style-type: none"> • Clear commitment statement • Reference to Equality Act 2010 • Protected characteristics listed

		<ul style="list-style-type: none"> • Reporting process • Named responsibility for oversight • Evidence of regular review
Relevant insurance to cover your people and activities	Tick box declaration	<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>