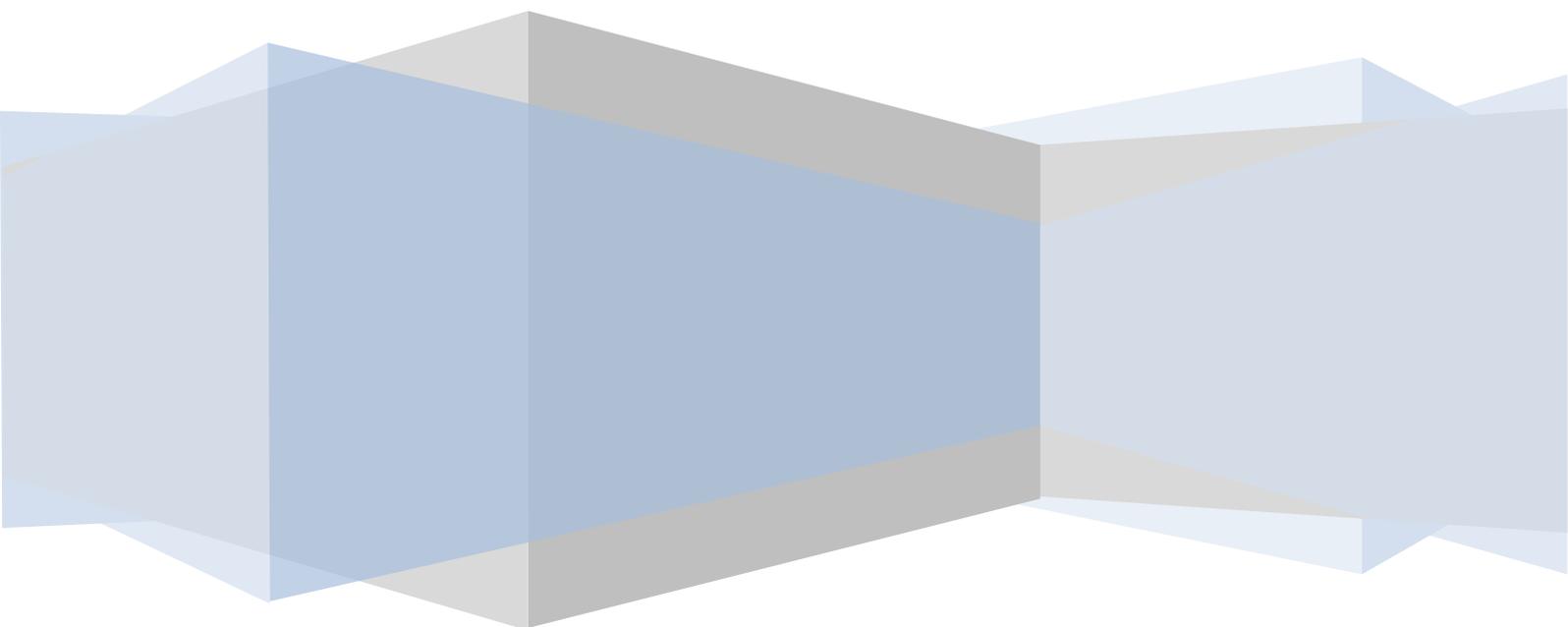


# LONDON MARATHON CHARITABLE TRUST



INSPIRING ACTIVITY

## Facilities Grants Programme Major Grants Application Guide



## Major Grants Application Guide

<b>Contents</b>	
About this guide	2
About The London Marathon Charitable Trust	2
Our current funding priorities	2
Our Facilities Grants Programme	3
About our Major Grants	3
Are you eligible to receive a Major Grant?	3
About the Major Grants application process	4
Using the online application form	5
Completing the online application form	7
Section 1: You and Your organisation	7
Section 2: Your Project	9
Section 3: Your Impact	14
Section 4: Your Budget	16
Section 5: Supporting Documents	20
Section 6: Declaration	21
After you submit your application	22

## About this guide

This application guide has been created to help applicants to complete the Facilities Grants Programme – Major Grants online application form.

This application guide, in conjunction with the '(i)' buttons in the online application form and the Frequently Asked Questions (FAQs) on our website, will provide all the information required to make applying for a Major Grant from The London Marathon Charitable Trust (LMCT) a straightforward process.

Please read this application guide carefully before beginning to complete the online application form. We would advise that you have a copy of this application guide handy when completing the online application form.

## About The London Marathon Charitable Trust

The Trust provides funding to inspire thousands of children and adults across the UK to become and remain active for life. Physical activity contributes to individual physical and mental wellbeing and has positive outcomes for society as a whole. The Trust wants to help create a society in which everyone is physically active, contributing to their health and wellbeing.

The Trust supports initiatives that enable people to become and remain physically active regardless of age, gender, ability, race or background and challenge inequality of access to physical activity.

Since its founding in 1981, The Trust has awarded in excess of £88 million to more than 1,400 projects in London and beyond.

## Our current funding priorities

Our current priorities are to maintain and increase participation in physical activity by:

- **Improving facilities in London and Surrey** to encourage and support all members of the local community to become and remain physically active.
- Identifying and supporting ambitious projects across the UK that will **challenge inequality of access to physical activity** and deliver the greatest possible impact for our target audiences: children and young people and groups we know are less likely to be active, such as women and girls, BAME communities, people from lower socio-economic groups, older people and disabled people.
- Reflecting the **spirit of the London Marathon** in our grantmaking.

**For more information on The Trust and its funding priorities, please visit [www.lmct.org.uk](http://www.lmct.org.uk)**

## Our Facilities Grants Programme

Our Facilities Grants Programme focuses on building, renovating and modernising facilities in London and Surrey which enable people to become and remain physically active regardless of age, gender, ability, race or background.

We support organisations which share this aim by funding inspirational and sustainable facilities projects which will have a lasting impact on physical activity levels amongst the communities they serve.

## About Major Grants

Through the Facilities Grants Programme we provide Major Grants between £50,001 and £250,000 for the renovation, modernisation or creation of significant facilities for organisations with a strong commitment to encouraging and supporting people to become and remain physically active.

Successful applications will provide evidence of:

- Effective strategies for encouraging and supporting all members of the local community to become and remain physically active.
- A clear commitment to getting children and young people more physically active, and challenging inequality of access to physical activity.
- Robust outreach and marketing plans to ensure the long term sustainability of the facilities.
- Realistic and achievable outcomes as well as a clear plan to monitor and evaluate the impact of the project.

## Are you eligible to receive a Major Grant?

### Location

The facilities you want to improve must be located at a site in one of the areas in which our trading company, London Marathon Events Limited, organises mass-participation sporting events. The areas currently eligible to receive funding through the Facilities Grants Programme are:

- One or more of the 32 London Boroughs and the City of London
- Surrey

### Security of tenure

To be eligible for funding, your organisation must hold appropriate security of tenure over the land and/or property where the project will take place. You will need to provide evidence of your organisation's security of tenure over the project site for the required period (for example, a lease or freehold title documents). More information on our security of tenure requirements is provided on pages 13 under 'Ownership of Your Facility' and in the FAQs on our website (Q24 & Q25).

## Governance

Eligible organisations must be formally constituted through an appropriate governing document (such as a constitution or articles of association) which sets out the organisation's aims and how it operates. Whilst a large proportion of the organisations we fund are not-for-profit, we may on occasion fund for-profit organisations where it is clear that no private gain is being obtained and the organisation is particularly well placed to deliver against our charitable objectives.

We do not fund individuals or any organisation that cannot demonstrate appropriate governance and financial management. For example, to be eligible for funding your organisation must:

- Have a functioning governing committee of three or more non-related and non-cohabiting members.
- Have a governing document which includes a dissolution clause with a charitable or benevolent aim to show what will happen to your organisation's assets if it ceases to exist.

## About the Major Grants application process

We have a two-stage online application process for a Major Grant and we make funding decisions four times a year.

Your Stage 1 application will be considered at the next Grants Committee meeting after the application deadline to which you submit. We will let you know as soon as possible - no more than 12 weeks after your Stage 1 application deadline date - whether you will be invited to Stage 2, i.e. to submit more detailed information. For our upcoming application deadlines and decision dates, please visit <http://www.lmct.org.uk/apply-funding/applying-major-grant/>

If you are unsuccessful, you may reapply for funding from The Trust, but you may only reapply once for the same project. It is therefore important to make the best case you can at Stage 1.

## What information do we ask for at Stage 1?

- A brief description of your organisation, its objectives, governance, partnerships and achievements.
- A brief description of the project you are applying for funding towards and how the facility improvements will enable people to become and remain physically active regardless of age, gender, ability, race or background.
- An initial budget for the project and a partnership funding breakdown showing where other funding to support the project is coming from.
- An explanation of the **need** for the project, including information on how you have identified demand for the facilities, details of any consultation you have undertaken and support for the proposals from strategic partners (such as the Local Authority and/or relevant NGBs) and the local community.

- An explanation of the **impact** the project will have on encouraging and supporting people to become and remain physically active, including information on how the facility improvements will support your work with children and young people and/or underrepresented groups.
- An explanation of how you will ensure the long term **sustainability** of your facilities and the activity programmes they support, including information on how you will manage, maintain and market the facilities to ensure they are financially sustainable and well used for years to come.
- Evidence of your organisation's track record of encouraging and supporting people to become and remain physically active, particularly children and young people and/or underrepresented groups.
- A list of outcomes the project will help you achieve and an explanation of how you will do this.
- An estimate of how many people were physically active at your facilities in the past 12 months.
- An estimate of how many people you realistically expect to be physically active at your facilities in the 12 months following the improvement works.
- A description of how you will monitor, measure and evaluate the impact of the project against the outcomes you have identified.
- Confirmation of whether you are also requesting revenue funding from The Trust, and if so, information about the revenue funding you require. For more information about the revenue funding that is available from The Trust please see Section 4: Your Budget (pages 18-20).

## Using the online application form

Our online application form is straightforward and easy to use. You will be asked to upload supporting information alongside the online application form. By requesting all the information online, we are able to process applications and respond to funding requests on a quarterly rather than annual basis. We hope this flexibility allows our applicants to better plan their fundraising efforts.



Where we are asking for something specific or need to let you know something about a particular question, we have included an 'i' button which provides specific guidance about the question. We encourage you to click on the button and review the guidance before answering the question.

If you have any technical questions whilst completing the application form, please do not hesitate to contact us at [info@lmct.org.uk](mailto:info@lmct.org.uk).

## Logging on



### Please Sign In

Welcome to the London Marathon Charitable Trust.

If you have never applied to us before and do not have an account with us already, please set up a new account here.

If you tried to set up a new account and received the message "invalid e-mail or password", it means that an account with this email address already exists.

Please return to this login page and click on the "Forgot password?" button below. Follow the prompt to have a temporary password sent to you. Once logged in to your account you can use the "Change E-mail/Password" button to reset this to your preferred password.

The screenshot shows a login form with two input fields: 'E-mail' and 'Password'. Below the 'E-mail' field is a link labeled 'New Applicant?' which is circled in red. Below the 'Password' field is a link labeled 'Forgot Password?'. A 'Login' button is centered below the fields. An arrow from the text on the right points to the 'New Applicant?' link.

When you first click on the link for your application form, you will need to create an LMCT grant account, by clicking on 'New Applicant'. You will be required to provide an email and password. This account will provide access to all your application forms going forward, so make sure you make your password something you can easily remember. Once you have created an account, an email will be sent to you with your personalised link to access the application form.

Once you have logged on, as shown below, you will see a list of your active grants, their tracking numbers and the dates they were last accessed.

<a href="#">Small Capital Grants</a>	20133	20/05/2015
<a href="#">Small Capital Grants</a>	20129	19/05/2015
<a href="#">Major Capital Grants</a>	20126	19/05/2015
<a href="#">Major Capital Grants</a>	20105	18/05/2015

## Managing your application



### Transferring Ownership of application

This button allows you to transfer editing rights for your application to another person.



### Manage viewers of your application

This button allows you to add viewers to your application, who will be able to view (but not edit) a formatted copy of your draft application form.



### Delete your application

Please note that once an application is deleted, it cannot be retrieved from the system.



### Email a copy of the application

This button allows you to send a draft, non-editable copy of your application form to up to 10 email addresses, accompanied by a personalised message.

## Completing the online application form

The following pages relate directly to sections within the online application form, which are shown at the top of every page of your application (see below). Should you not find the information you require within this Application Guide, please check our list of application FAQs at <http://www.lmct.org.uk/apply-funding/faqs/> or contact us at [info@lmct.org.uk](mailto:info@lmct.org.uk).



### Eligibility Quiz

Before starting the online application form for a Major Grant you will need to complete a short questionnaire which will help us determine whether your organisation and project are eligible to receive funding from The Trust. If you meet all of our initial eligibility criteria, you will then be able to begin filling in your online application form.

## 1: You & Your Organisation

This section asks for information about your organisation and the people who will be managing your proposed project.

### Applicant Organisation Name

Please note that the Applicant Organisation must hold security of tenure over the site where the facility improvements are taking place. This organisation will be the legal recipient of any grant that is made by The Trust.

### Organisation Type: Schools

Schools that are majority state funded should select Local Education Authority from the dropdown menu. Schools that are funded independently should select Independent School or College. Academies (including Free Schools) should select Academy School. Please note that all schools that are not funded by the Local Education Authority, including Academies, must provide copies of their governing document, bank statements or financial accounts like any other non-statutory organisation.

### VAT Registration Number / Planning to be VAT registered

If your organisation will not be VAT registered when the project takes place and will therefore be unable to recover VAT costs, you must account for all VAT costs within the project budget provided in the 'Your Budget' section of the online application form and the Project Budget Document uploaded alongside your online application form. For more information please see the FAQs on our website (Q26).

## Primary Contact – at Applicant Organisation

This is the lead contact for the project who is responsible for management of the application and day to day contact with The Trust. The Primary Contact will receive all official correspondence related to the application for funding from The Trust. The Primary Contact should be a representative of the Applicant Organisation (which holds security of tenure over the site where the facility improvements are taking place) who must have the authority to act on behalf of the organisation.

## Secondary Contact – at Applicant Organisation

This should be another representative of the Applicant Organisation (which holds security of tenure over the site where the facility improvements are taking place) who has the authority to make decisions over the application if the Primary Contact is unavailable. The Secondary Contact will not be contacted on a day to day basis about the application or receive official correspondence unless the Primary Contact is unavailable.

## We want to support organisations that are well-run, aspirational and inspirational (Word Limit: 300)

The Trust wants to fund strong, sustainable and resilient organisations. Your response to this question should focus on the work that your organisation does and why it is well placed to deliver the proposed project. Please refer to your organisation's strategic plans and outline any relevant partnerships, affiliations and memberships which demonstrate why your organisation is well placed to deliver the proposed project. If you are making a joint application, please provide information on the different organisations involved in the project

## Finances

All applicants, including statutory bodies, must provide this high level financial summary based on their most recent annual accounts. We are particularly interested in explanations for instances where expenditure has been higher than income and where profits have been retained and not utilised for charitable purposes. Please also explain debts that the organisation has.

## 2: Your Project

This section asks for information about the facility improvements you are requesting funding towards and how this will support the work of your organisation. You should explain clearly what facility improvements the funding will go towards and show how this will enable your organisation to encourage and support people to become and remain physically active, particularly children and young people and/or underrepresented groups.

### Please tell us about the project you are seeking funding for (Word Limit: 250)

Your response to this question should focus on the **proposed facility improvements**. Please provide a short narrative description of the improvements you wish to make. The facility improvements should be consistent with the Project Budget Document uploaded alongside your online application form. If the proposed improvements for which you are seeking funding from The Trust form part of a wider project please explain this here.

### Please explain how the facility improvements will enable you to encourage and support people to become and remain physically active at the site (Word Limit: 250)

Your response to this question should focus on the **activity programme** that the improved facilities will support and who the **beneficiaries** will be. Please provide a brief summary of the **physical activity, sport and/or play participation opportunities** that will be offered at the site, with a particular focus on how you intend to encourage and support people to become and remain physically active. You will have the chance to provide more information on your plans for activating the site and ensuring the facilities have an impact on activity levels within the 'Impact of your project' section later in the application form.

### **More about your project**

The Trust is interested in facility improvement projects which focus on encouraging and supporting all members of the local community to become and remain physically active.

We are particularly interested in projects which:

- Are being driven by organisations with a successful track record of offering engaging physical activity opportunities and working with children and young people and/or underrepresented groups.
- Involve improvements to existing facilities or the development of new facilities which will enable people to become and remain physically active regardless of age, gender, ability, race or background.
- Can demonstrate robust, deliverable and sustainable plans to encourage and support people to become and remain physically active, particularly children and young people and/or underrepresented groups

The three questions within the 'More about your project' section of the online application form are a very important part of your application for funding from The Trust. We strongly encourage you to read all of the information below before answering these questions.

## [Need for your project](#) (Word Limit: 500)

This is your opportunity to tell us why your project needs to happen. Whilst it may be simple to answer this question, a strong application will provide evidence to back up your answer. Key information that can support your answer to this question includes:

- An up-to-date needs case for the project, including use of supporting research, insight and consultation.
- Evidence of support for the proposals and demand for use of the improved facilities from members, users and the wider community (identified through consultation, surveys, commitments to use the facilities etc.).
- Evidence that the project responds to the particular needs of the local community.
- Evidence of ongoing support for your project from local and strategic partners such as relevant Local Authorities, Public Health specialists, Clinical Commissioning Groups (CCGs), National Governing Bodies of Sport (NGBs), County Sports Partnerships (CSPs), funders and other organisations with an interest in the project, and recognition of the project's contribution to their strategic priorities.
- Evidence of the project's alignment with relevant strategic priorities and needs identified in published research, policies and plans (such as formally adopted Sports Facilities Strategies and Playing Pitch Strategies).
- A clear explanation of how the project will contribute to the wider picture of physical activity, sport and/or play provision within your local area and address identified gaps in facility provision.
- Evidence that the project will protect an important facility/site from closure and/or loss and safeguard its future as a community resource.

If the facility is at risk of being lost as a community sports facility, please provide details here. For example, we would like to know if facilities are being lost due to a lease expiring, a loss of funding or the facility no longer being safe to use.

## [Impact of your project](#) (Word Limit: 500)

This is your opportunity to tell us about the impact that the project will have and the outcomes it will help you to achieve. A strong application will explain clearly how the proposed facility improvements link to the wider work of your organisation to encourage and support people to become and remain physically active. We are particularly interested in projects which will deliver significant impact against our charitable objectives and funding priorities. Key information that can support your answer to this question includes:

- Evidence of clear, robust and innovative plans for making your facilities more accessible and increasing participation in healthy physical activity, sport and/or play amongst:

- Groups we know are less likely to be active, such as women and girls, BAME communities, people from lower socio-economic groups, older people and disabled people
- Children and young people.
- Evidence that the facilities will support a range of appropriate participation opportunities suitable for people of different ages and abilities.
- Evidence of ongoing local community involvement in the project through appropriate participation opportunities (e.g. targeted sessions, open days, volunteering opportunities etc.).
- Evidence of your organisation's track record of encouraging and supporting people to become and remain physically active, particularly children and young people and/or underrepresented groups.
- Evidence that your organisation has the capacity and expertise to successfully deliver the proposed project and deliver against The Trust's charitable objectives and funding priorities.

### Sustainability of your project (Word Limit: 500)

This is your opportunity to tell us about the long term sustainability of the project, both in terms of the facilities being provided and the activities that they support. We want to fund projects that have been developed with longevity in mind and will have a lasting impact on participation in physical activity, sport and/or play, particularly amongst children and young people and groups we know are less likely to be active, such as women and girls, BAME communities, people from lower socio-economic groups, older people and disabled people. We want to know how The Trust's funding will help to make your facilities, and your organisation, more sustainable. For example, what steps are you taking to ensure they are well managed, appropriately maintained and will benefit a wide range of users for years to come? Key information that can support your answer to this question includes:

- Evidence that the project will have a sustainable impact on encouraging and supporting people to become and remain physically active and achieving long term positive outcomes.
- Evidence that appropriate governance and management arrangements are in place to deliver the facility improvements and associated activity programmes, including internal structures, staff and expertise.
- Evidence of appropriate, realistic and achievable plans to manage, maintain, market and sustain the facilities in the future.
- Evidence of appropriate long term revenue planning to ensure the sustainable financial operation of the facilities, including staffing, maintenance, marketing and sinking fund costs.
- Evidence that your organisation has sustainable partnerships in place which will help to ensure that the project is successfully delivered and the facilities are well-run and well-used for years to come.

### Other considerations in assessing your application

There are also additional things that we take into account when assessing your application for funding from The Trust. Whilst we do not ask specific questions on these issues, the strongest applications will also be able to demonstrate the following:

- Capacity and expertise within the organisation to deliver a successful facility improvement project.
- Partnership funding has been secured towards the project or is in the process of being secured.
- The proposed works represent good value for money and are a cost effective solution.
- The proposed facilities will be as energy efficient and environmentally friendly as possible.

### Project Start Date

This is the estimated date that the facility improvements will begin. When do you expect your appointed contractor to begin work on-site? Please note that The Trust cannot award funding towards work that has already started or been completed, and expects applicants to be able to begin their projects on-site within 6 months of a grant offer being made. Your project start date must be after the date you expect to receive a final funding decision from The Trust. More information on application deadline dates and when your project can start can be found here: <http://www.lmct.org.uk/apply-funding/applying-major-grant/>

### Project End Date

This is the estimated date that the facility improvements will be completed. Please note that The Trust expects projects to be completed within 2 years of a grant offer being made.

### Has Work Started?

We would like to know what project development work has been completed to date, including planning applications, fundraising, consultation and feasibility testing. Please briefly describe the progress you have made with the project. Please note that The Trust cannot award funding towards projects where the facility improvement works have already started or been completed.

### Local Authority Area

The facilities you want to improve must be located at a site in one of the areas in which our trading company, London Marathon Events Limited, organises mass-participation sporting events. The areas currently eligible for a Major Grant through the Facilities Grants Programme are:

- One or more of the 32 London Boroughs and the City of London
- Surrey

### Sports and Physical Activities

We would like to know about all of the sport and physical activities that will be on offer at the site where the project will take place. If this is a single sport/physical activity project, or focuses on one sport/physical activity in particular, please ensure that you make this your first selection.

### Map Showing Project Location

As part of your application, we require a URL of a map clearly showing the **exact** location of the site where your project will take place. There are a number of websites that allow you to do this but we have found the site Map Fling ([www.mapfling.com](http://www.mapfling.com)) very easy to use. It allows you to:

- Input names of places or postcodes to find the location of your project.
- Drag and drop the pin to the exact location.

- Name the pin to show your project title.
- Obtain a customised URL for your project site map.

## Project Address and Postcode

It is important that you provide the correct address and postcode for the site where the facility improvements will take place.

## **Ownership of Your Facility**

The questions in this section are about the legal ownership of the site where the proposed facilities project will take place. For more information please see the FAQs on our website (Q24 & Q25).

### Ownership

We can only provide funding towards organisations which hold security of tenure over the project site for the period of the grant. If the planned project is to acquire or develop a sport, recreation facility or play facility, the Applicant Organisation must have legal security of tenure over the project site prior to the project starting. If you do not currently own the freehold or have a lease, but are in the process of working towards this, we would like to see a draft lease or a Heads of Terms document provided with the application. Please note that a licence to occupy or tenancy at will are not acceptable forms of security of tenure.

### Years remaining on current leasehold

We do not require you to own the site where the project is taking place, but we do expect you to have a secure lease in place with no break clause prior to the project starting. Please note that the Trustees are unlikely to offer a grant for which the lease does not fulfil the requirements in the table below.

<b>Award Amount</b>	<b>Minimum Length of Lease</b>	<b>Grant Security</b>
£5,000 to £ 50,000	5 years	None
£50,001 to £100,000	10 years	None
£100,001 to £150,000	15 years	None
£150,001 to £250,000	25 years	In some cases for at least 25 years
Certain Major Grants where the site requires protection	99 years	Normally for a minimum of 99 years

### Ownership Likely to Change

If the ownership or lease arrangement at the project site is likely to change in the near future you must let us know here so we can ensure the correct organisation is applying for funding. Selecting the correct organisation to be the applicant is very important because if you are unable to finalise the ownership or enter into the lease, any award offer made will be withdrawn. If you have any

concerns about the legal ownership of the site or whether you are the right applicant, please contact us for further advice at [info@lmct.org.uk](mailto:info@lmct.org.uk)

### 3: Your Impact

We are interested in funding facilities projects which can clearly demonstrate how the proposed facility improvements will encourage and support people to become and remain physically active. If your organisation is awarded a grant by The Trust you will be required to report back on progress made towards achieving the outcomes and targets included within this section of the application form.

#### Outcomes

We would like you to identify the outcomes which your organisation is trying to achieve and which this project will contribute towards. Whilst we expect every project we fund to have an impact on increasing and/or sustaining participation in physical activity, sport and/or play, we do not have a standard set of outcomes that we expect every project to contribute towards. We do however expect some of your outcomes to be aligned with The Trust's vision and current funding priorities.

Whether your organisation is aiming to improve the physical and mental health and wellbeing of your members and users, to develop community participation and cohesion, to tackle inequalities in access to participation opportunities, or something else, we would like to know about it here. We expect the facility improvements that you are proposing to be able to contribute to the delivery of the outcomes that you identify.

The outcomes should be realistic, achievable and measurable. We expect you to explain exactly how you will measure the impact of the facility improvements on each outcome. You can use qualitative or quantitative measures as indicators to monitor progress made in achieving each of the outcomes. If you receive funding from The Trust you will be required to provide an Annual Project Impact Report (APIR) which summarises progress made in achieving these outcomes for 3 years after the completion of the project.

#### EXAMPLE

Outcome 1: Increase physical inactivity levels amongst older people from the local community.

#### How will you work towards this outcome and how will you measure impact?

Offer a range of weekly 're-introduction to physical activity' sessions aimed at the 55+ age group, including chair-based exercise, yoga, tai-chi, pilates and dance. Impact to be measured through uptake of sessions, physical activity levels of participants, Body Mass Index (BMI) of participants and mental wellbeing of participants.

#### Beneficiaries

This section of the application form asks about the impact that the facility improvements will have on the number of people participating in physical activity, sport and/or play at the project site, and who the beneficiaries of the project will be.

## Current Activity Levels

We would like you to estimate the number of people who have been physically active at the facility in the past 12 months. If the facilities have not been used for physical activity in the past 12 months please enter '0' here. Please be re-assured that we can support new as well as existing facilities. We just want to get an idea of how many people use the facilities currently.

## Future Activity Levels

We would like you to estimate the number of people you realistically expect to be physically active at the project site in the first 12 months after the facility improvements have been completed.

In calculating your future physical activity targets, please take into account the full range of physical activities, sport and/or play opportunities that will be offered at the site and the capacity of the facilities to cater for additional participants.

## Underrepresented Groups Targeted

We would like to know about who will benefit from your project. We know that particular population segments are less likely to be physically active than others. If the facility improvements will benefit any of the following underrepresented groups – older people, people with disabilities, people with long-term health conditions, people from lower socio-economic groups, people from BAME communities, women and girls – please let us know here.

## Working with Target Groups (Word Limit: 250)

This question focuses on the beneficiaries of the project and how you will engage and support them to be physically active as a result of the project. We are particularly interested in projects which target children and young people and/or underrepresented groups.

Please tell us more about your organisation's plans to work with children and young people and underrepresented groups such as older people, people with disabilities, people with long-term health conditions, people from lower socio-economic groups, people from certain BAME communities and women and girls. Research shows that these population segments are less likely to be physically active and require additional support if they are to become regular participants in physical activity, sport and/or play.

## Monitoring and Evaluating Impact (Word Limit: 250)

We want you to set realistic, achievable and measurable targets for future use of the facilities at your site for physical activity, sport and/or play. This question focuses on the plans you have for monitoring, measuring and evaluating use of the facilities once the improvements have been completed. Please explain what steps you will take to ensure you can report back to The Trust on use of the improved facilities and what mechanisms you will use to do this. As mentioned above, you will be expected to report back against these targets on an annual basis once your project is completed. You should therefore ensure you have a robust plan for how you will monitor facility use.

If you think you lack the capacity, capability and expertise to effectively monitor and evaluate the impact of your project, please explain why here. The Trust has some **revenue funding** available to support applicants with the monitoring and evaluation of the impact of their projects. Please see the 'Your budget' section of this Application Guide for more information on eligible revenue costs.

## 4: Your Budget

This section of the online application form asks for details about the cost of your project and the other sources of funding you have secured or are in the process of securing. In addition to completing this section of the application form, you are required to upload a Project Budget Document.

Please remember that the minimum amount you may request from The Trust through a Major Grant is £50,001 and the maximum is £250,000. Whilst The Trust primarily provides funding towards capital costs, projects that receive funding for facility improvements from The Trust are also eligible to apply for revenue funding equivalent to a maximum of 10% of your total capital funding request. *Your total request for funding from The Trust, both capital and revenue, cannot exceed our funding limit of £250,000 for a Major Grant.*

### Total Project Cost

This is the total cost of delivering the project, including both capital and revenue costs.

### Total Requested Amount

This is the total amount of funding you are requesting from The Trust, including both capital and revenue funding.

## Your Capital Funding Request

### Total Project Capital Cost

This is the total capital cost of the project and should exclude any associated revenue costs. By capital costs we mean fixed, one-off expenses incurred when improving the facilities at the site (for example construction costs).

### Requested Capital Amount

This is the amount of capital funding you are requesting from The Trust. You can request up to a maximum of £250,000 in capital funding through a Major Grant.

## Revenue Funding

### Total Project Revenue Cost

This is the total revenue cost of the project and should exclude any capital costs. By revenue costs we mean one-off costs associated with activities which are essential to ensuring encouragement and support of the local community to become and remain physically active at the project site. Eligible one off revenue costs include taster sessions, marketing campaigns and monitoring and

evaluation. Please do not include the ongoing revenue costs of running your organisation and/or operating and maintaining the facilities.

## Requested Revenue Amount

This is the amount of revenue funding you are requesting from The Trust. Whilst The Trust primarily provides funding towards capital costs, projects that receive capital funding from The Trust are also eligible to apply for revenue funding up to a maximum of 10% of your capital funding request. This is an **optional** revenue funding request. Revenue funding will be awarded at the Trustees' discretion to the strongest proposals. The Trustees may choose to support the capital component of a project, but not the revenue component. They will not support the revenue component alone. Here are some examples of how our capital/revenue funding formula works in practice:

- If you are requesting £250,000 in capital funding, you cannot request any revenue funding.
- If you are requesting £240,000 in capital funding, the maximum amount of revenue funding you can request is £10,000 (4% of the total capital funding request).
- If you are requesting £60,000 in capital funding, the maximum amount of revenue funding you can request is £6,000 (10% of the total capital funding request).

The revenue funding must go towards activities which you identify as being essential to ensuring engagement and support of those who are currently inactive and for which you have no other means of securing funding. The aim of this revenue funding is to make the facility improvement projects we fund more sustainable and able to effectively encourage and support the local community to become and remain physically active at the project site. The table below shows some examples of the revenue costs that The Trust can and cannot fund:

<b>What revenue costs we will fund?</b>	<b>What revenue costs we will <u>not</u> fund?</b>
Design and delivery of a targeted marketing/promotion campaigns to increase awareness of the facilities/activity programme (e.g. 'This Girl Can' inspired campaign targeting local females).	Ongoing marketing costs (e.g. hosting of existing website, regular advertisements).
Hosting launch events to engage the local community and raise the profile of the project (e.g. using inspirational individuals).	Ongoing revenue projects and events (e.g. the cost of delivering weekly 'Back to Netball' sessions, ongoing coaching courses etc.).
Delivering open days which welcome people to the facilities and target priority groups (e.g. 'Older People Swim for Free' day).	
Offering one-off taster/drop-in sessions which introduce people to new physical activities, sports and/or play opportunities (e.g. a free 'Introduction to Boccia' session).	
Purchasing software which will enable effective monitoring and evaluation of the impact of the project (e.g. Upshot, Views).	Employment of permanent staff to undertake monitoring and evaluation (e.g. a part-time Monitoring and Evaluation Officer).
Commissioning a suitably qualified third party organisation to undertake monitoring and evaluation of the impact of the project for a fixed period of time (e.g. appointing a University to undertake a defined study).	
Full cost recovery for time spent by staff on eligible activities (where this is clearly evidenced). Eligible one off revenue costs include taster sessions, marketing campaigns and monitoring and evaluation.	Ongoing staff salaries (e.g. Centre Manager).

## Your Revenue Funding Proposal

If you are requesting revenue funding from The Trust, we would like to know more about why you require revenue funding and how you would spend it. Please confirm the amount of revenue funding you are requesting from The Trust and what proportion of the capital funding request this represents. Please note that (a) *you can request revenue funding of up to a maximum of 10% of your capital funding request*; and (b) *the combined capital and revenue funding request cannot exceed our funding limit of £250,000 for a Major Grant*.

We are interested to know more about the following:

- [How would you spend the revenue grant from LMCT? \(Word Limit: 200\)](#)

As the maximum amount of revenue funding that can be requested is just over £22,500, we would expect you to be able to provide us with a clear and detailed plan and breakdown of what the revenue funding will be spent on. In some cases, you may be able to provide us with specific items and amounts such as '£640 towards an exercise instructor to show people how to use a newly installed outdoor gym for 16 hours over 4 days/evenings in its first month of installation'. We would expect you to be able to break it down broadly into categories such as 'leaflet or newspaper marketing', 'monitoring and evaluation study' or 'covering costs to provide a number of free taster sessions at the facility'.

- [How will the activities described above enhance the impact of the facility improvement project and improve your ability to monitor and evaluate this impact \(Word Limit: 200\)](#)

The Trustees will only consider providing revenue funding where a strong case has been made that it will add significant value to the ongoing project. Revenue funding will only be granted where there is a clear link to the project and it will be used to enhance the impact of the facility improvements.

- [Why does your organisation require additional revenue funding to cover these costs?](#)

(Word Limit: 200)

The Trustees will only consider providing revenue funding where a convincing case is made for additional support from The Trust on top of the revenue funding you already have in place or have secured from other sources.

## **Funding Overview**

This section focuses on how you intend to fund the capital and revenue costs associated with the project.

### Partnership or Other Funding

This is the **total** amount of partnership funding that you need to secure in order to deliver the project. We would like you to break this down by whether it is cash or 'in-kind' funding, and whether it will cover capital and/or revenue costs. By 'in-kind' we mean goods or services pledged towards the project rather than cash to be spent. Examples of 'in-kind' funding include:

- Architectural advice and drawings.
- Building services and/or construction materials provided by a contractor.
- Land provided free of charge.

### Matched Funding Requirements

The Trust's funds are always limited and we are not able to fund projects in full. We are therefore interested in being part of a funding package and keen to see applicants developing partnerships with other funders or using their own funds. Generally, the larger the grant request, the larger the proportion of matched funding we expect you to secure. The Trustees will look favourably on applications with match funding.

### Partnership Funding Breakdown

We would like you to provide details of all sources of partnership funding towards the project (excluding the requested contribution from The Trust). Please let us know the name of the partner funder, the amount of capital and/or revenue funding you expect them to provide, and whether the partnership funding contribution is confirmed or unconfirmed. The total of these partnership funding contributions plus the requested grant from The Trust should equal the total project cost. If you are being invited to make a Stage 2 submission, we will request evidence of partnership funding which has been secured in the form of a letter from the funder.

### VAT Recovery

Please work out your costs and enter these onto the application form. Where costs do not include VAT, please remember to add VAT into the VAT section if, as an organisation, you would normally pay VAT on goods and services and it cannot be recovered from HMRC. You may need to appoint a qualified person such as a quantity or building surveyor to do this. Please send us your survey and cost information in whatever way is easiest for you, but we need to be sure that the numbers are realistic. You will need to enter a short description of the item, how many / much and the total for that item. For more information please see the FAQs on our website (Q26).

## **Section 5: Supporting Documents**

Please upload all your required documentation in this section. We are unfortunately not able to receive documents in Mac file formats. You will be unable to submit your application until all these documents are uploaded. Any application received without all required information and documentation will be deemed incomplete and rejected. For more information please see the FAQs on our website (Q27, Q28 & Q29).

### **What supporting documents do we ask you to provide at Stage 1?**

We require the following documents to be uploaded alongside your online application form:

1. A Project Budget Document detailing the capital and revenue costs associated with your project (LMCT's Project Budget Template Document is available via <http://www.lmct.org.uk/info-hub/guides-templates/>). More information on the project budget is provided below and in the FAQs on our website (Q28).
2. Evidence of your organisation's security of tenure over the project site for the required period in the name of the applicant (for example, a lease or freehold title documents). More information on our security of tenure requirements is provided on page 13 under 'Ownership of Your Facility' and in the FAQs on our website (Q24 & Q25).
3. A copy of your organisation's Governing Document. For example, this may be a constitution, memorandum and articles of association, trust deed or other formal document (not required for statutory bodies; Academy Schools/Trusts should provide this).
4. A copy of your organisation's most recent audited or accountant verified accounts (not required for statutory bodies; Academy Schools/Trusts should provide this).
5. Copies of the organisation's bank statements for the last 3 months (not required for statutory bodies; Academy Schools/Trusts should provide this).
6. Photographs of your organisation's existing facilities and/or the site where the project will take place.

### **LMCT Project Budget Template**

In this section you will be asked to upload a Project Budget Document providing a detailed breakdown of all capital and revenue costs associated with the project. If you already have a budget document detailing all capital and revenue costs, please use this, otherwise please download and complete our LMCT Budget Template, available here: <http://www.lmct.org.uk/info-hub/guides-templates/>. You must ensure that the budget information provided within the 'Your Budget' section of the application form is consistent with the Project Budget Document that you upload. For more information please see the FAQs on our website (Q28).

## Statutory Development Costs

Most capital projects will incur some statutory fees and costs relating to building regulations, planning and health and safety. If these costs have already been identified then please insert them. If they are not known at this stage we recommend a provisional sum of £3,000 (exc. VAT). We have included a sum of £3,000 within the LMCT Budget Template. Please remove this if statutory development costs are already accounted for within your project budget.

## LMCT Signage

If you are successful and receive a grant, it is a requirement that you display a permanent sign at the project site acknowledging The Trust's contribution. An allowance of £150 is made towards this cost which is why we have included this amount within the LMCT Budget Template.

## **Section 6: Declaration**

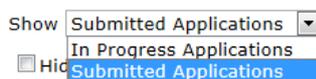
We require a declaration from a person who has the authority to apply for funding on behalf of the applicant organisation.

For more information on how we hold and use your data, please visit

<http://www.lmct.org.uk/privacy-policy/>

## **After you submit your Stage 1 application**

After you submit your application the Primary Contact will receive an automatic email which will acknowledge your submission and contain a copy of your application form. If you have not received an automatic email within 15 minutes, please check your junk or spam folders. If you have not received an email within four hours of your submission, please email us at [info@lmct.org.uk](mailto:info@lmct.org.uk) with the name of the organisation and project and when your application was submitted and we will follow this up and contact you within two working days.



You will also be able to review all applications you have submitted by clicking on 'submitted applications' in the Show drop down, located in the right hand corner of your account page.

We will be in contact with your organisation and others in reference to your project and will let you know within 12 weeks if you are being invited to make a Stage 2 submission. If any of the contact persons or their details change during this period, please inform us as soon as possible with your tracking number, organisation name and the revised details.

## What information do we ask you to provide at Stage 2?

If you are successful at Stage 1, we will invite you to submit more detailed information at Stage 2. At Stage 2 we do not need you to complete another application form, we simply ask you to upload some supporting information. We will also arrange to visit the project site, meet you and find out more about your organisation's work. We aim to make a decision within 12 weeks of receipt of your Stage 2 submission. If our review of your Stage 2 information takes longer, we will be in touch.

The supporting information we will ask for at Stage 2 is listed below:

- Detailed designs for your facilities.
- A detailed budget for the entire project, including an explanation of how you propose to spend any grant from The Trust.
- A detailed timeline for the project.
- A detailed business plan for the sustainability of your facilities once built/renovated (LMCT's Business Planning Guidance Document is available via <http://www.lmct.org.uk/info-hub/guides-templates/>).
- Relevant physical activity and sports development plans (LMCT's Development Plan Template Document is available via <http://www.lmct.org.uk/info-hub/guides-templates/>).
- A detailed proposal for how you will measure the impact of the facilities and your other programmes on encouraging and supporting people to become and remain physically active, particularly children and young people and/or underrepresented groups.
- Evidence of planning permission granted (where applicable).
- Evidence of partnership funding (where already pledged).
- Child Protection Policy (for all projects involving children).
- Safeguarding Vulnerable Adults' Policy (for projects involving vulnerable adults).
- Photocopy of Affiliation to NGB sports where required.
- Three letters of support, including those giving evidence of your organisation's ability to encourage and support people to become and remain physically active, particularly children and young people and/or underrepresented groups.

**We wish you every success with your fundraising efforts and look forward to reading your application.**