



County Durham
Community Foundation

Community Sport & Physical Activity Small Grant Scheme 2023

Fund Guidelines

The aim of the Community Sport & Physical Activity Small Grant Scheme is to support growth and strengthen the sustainability of community sports clubs and grassroots organisations who are providing opportunities for their communities to engage in physical activity on a regular basis.

Outcomes

The fund is open to Sports Clubs and grassroots organisations delivering activities that meet the intended fund outcomes:

- Increasing participation in sport and/or physical activity (participants and volunteers)
- Sustaining participation in sport and/or physical activity

Eligibility

- Applicant Sports Clubs and Community Groups must be registered with Club Durham to be eligible. Please visit the website for details about Club Durham membership and benefits <https://www.clubdurham.co.uk/register-your-club/>
- Organisations must satisfy appropriate due diligence checks as part of the grant assessment process.
- All applicants must be based in County Durham (within the administrative area of Durham County Council) and meet the general funding conditions.
- All applicants must be seeking a grant of between £1,000 and £2,000 for a project which is clearly linked to the intended outcomes.

Sports Clubs & Community Groups that wish to apply for this fund, must contact their local Community Wellbeing Officer to discuss their project and obtain a reference.

<https://www.clubdurham.co.uk/contact-us/>

Size of Grant Available

- Grants of between £1,000 and £2,000 are available
- Organisations should not expect to receive more than £2,000 within a financial year from the Community Sports Club Small Grant Scheme (or the associated Community Arts & Culture Small Grant scheme)
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What type of activities will we fund?

Examples of the types of projects and activities this fund will support include:

- Playing and/or training equipment

- Essential maintenance of equipment or pitches associated with improvements to grow participation
- Facility hire for training (up to £30 per hour and a maximum value of £600)
- One off coaching fees (up to £25 per hour and a maximum value of £500)
- Promotional materials
- Officiating Fees for one-off events
- Competitions, tournaments, and events that demonstrate a clear route into sustained club activity
- Community outreach activities that demonstrate a pathway into sustained club activity.
- Small capital projects that will help grow participation.

This fund will not support:

General running costs including but not limited to:-

- Salaries and coaching fees
- Affiliation (exceptions where it is affiliation to set away a brand new club or organisation)
- Insurance (exceptions where it is insurance to set away a brand new club or organisation)
- Referee fees
- Facility hire for fixtures
- Strips and clothing
- Transport costs
- Competition entry fees
- Trophies, medals, prizes
- General revenue costs for pitches, facilities, pavilions and clubhouses.
- Non-essential enhancements that have no impact on sustainability
- Accommodation
- Overseas transport
- Building or capital works
- Feasibility studies
- Surveyor or planning costs
- IT or technology not directly used in the sport
- Costs associated with supporting talented individuals

Typically, we award grants to:

- constituted voluntary-led organisations with charitable aims,
- registered charities
- charitable incorporated organisations (CIO)
- social enterprises
- community interest companies (CIC) companies limited by guarantee that have charitable aims

Organisations seeking funding must satisfy the following conditions:

Volunteer-led organisations, registered charities and CIOs must: Social enterprises, Community Interest Companies (CIC) and other companies must:

Volunteer-led organisations, registered charities and CIOs must:	Social enterprises, Community Interest Companies (CIC) and other companies must:
Have a management committee with a minimum of four unrelated members	Have a management committee with a minimum of three directors, or four directors if two are related
Have a bank or building society account in the name of the organisation/group, with a minimum of two unrelated cheque signatories	Have a bank or building society account in the name of the organisation/company, with a minimum of two unrelated cheque signatories
Have charitable aims	Have clear charitable purposes and a defined social benefit
Provide evidence of good governance practices and sound financial management (including registering with the Charity Commission, CASC or other governing body, depending on the size of the organisation)	Have a recognised status (e.g. a company limited by guarantee), and be registered with the necessary relevant body (e.g. Companies House)
Usually, you must register with the Charity Commission if your charity is based in England or Wales and has over £5,000 income per year. We may ask for evidence of this in the form of a letter from the Charity Commission confirming receipt of your application for charitable status.	Have a nominated organisation as an asset lock body.

In addition, social enterprises, CICs and other companies must demonstrate within applications that:

- the company has been registered for a minimum of 12 months
- a reasonable percentage of their income has been earned through trading
- the project they wish to fund is not a tradable asset or service
- sessional costs are in line with an appropriate pay spine structure
- the application is made for cost to deliver the project not managing the CIC
- the project or activity for which funding is sought is charitable i.e. it must not be part of the trading services for which they would usually have a charge
- there is clear evidence of need (consultation etc.) from the community and the benefit must also be clear

In managing your organisation, we would expect that the appropriate policies are in place. These should include (if appropriate) but not be restricted to:

- safeguarding policies and procedures for children and vulnerable adults
- public liability insurance
- employer's liability
- equality and diversity
- disclosure and barring service (DBS) checks carried out and in place for all paid and unpaid volunteer staff working with children and vulnerable adults
- suitable planning permissions and/or other regulations approval are in place prior to the commencement of any improvements to building or land as required.

While we may not always ask that these are submitted with all applications, we do anticipate that you hold appropriate assurances and that these can be produced upon request.

We are unable to accept application from groups that:

- have not returned monitoring forms for previous grants
- are subject to an investigation by the Charity Commission, the police or any other organisation in a legal capacity
- are connected to the donor unless a full and independent assessment has taken place to ensure that there is no conflict of interest, and the proposed grant offers value for money
- have restricted membership other than that associated with the objects of the group itself i.e. necessary for the safety/wellbeing of disadvantaged users,
- fail due diligence or do not comply with Charity Commission guidelines i.e. we would not make grants to organisations that had related bank signatories, several related trustees, income well in excess of the threshold for charitable registration etc.

We do not normally fund

- National or regional charities, although we can support local branches of national charities if they are financially independent and locally managed
- organisations whose free reserves include more than 12 months of running costs
- medical research and equipment
- organisations that do not have their own bank account (in exceptional circumstances and through prior agreement with CDCF a group may nominate an organisation to hold the funding on their behalf).

When to apply

- Applications can be submitted at any time. There are no closing dates for applications
- The panel will meet four times a year in March, June, October, January
- You will receive a decision within 2 weeks after the panel meetings

Need more help?

Please contact CDCF if you need to discuss your project before submitting an application.

Tel: 0191 378 6340

Email: info@cdcf.org.uk

Web: www.cdcf.org.uk