



Funding Information

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Funding Advice & Guidance

This guide aims to provide you with the key information needed to successfully apply for funding. It also provides an overview to some key funding opportunities available to you.

Before you look at what funding opportunities there are available to you should consider what you need funding for. Each funding opportunity will have been set up to achieve a particular aim or target a specific demographic. Demonstrating that your project will deliver what the funding aims to achieve will give your application a good chance at being successful.

To be eligible for most funding opportunities the application should come from constituted, non profit making organisations. This includes sports clubs, parish councils, schools (both public and private), colleges, universities and charities.

When making an application for funding you will be in competition with lots of other organisations all bidding for the same money. The time and effort put into your application will increase your chances of being successful.

Project Planning

You should be looking at least six months ahead when planning your project. For instance Sport England Small Grant applications take a minimum of 10 weeks to process. If there are queries this period will be longer. Allowing 12 – 14 weeks will provide some time for any queries to be answered without causing delays to your project. This will give you plenty of time to prepare the application and for the application process to reach a conclusion. Big projects, such as facility development, will need much longer.

The application you write will be read and assessed by people that don't know your organisation or circumstances. Your application will be one of many they read. It's important that the application should provide enough detail for the assessment panel to understand your project in full.

There are five key areas that should be explained in detail.

Need - Why is your project needed?

This should be more than a simple statement of need, this should also outline why the need has arisen. Your statement should include details such as local demand for the project, whether there are any local alternatives for what you are proposing and the potential consequences if the project didn't happen.

Impact - What difference will your project make?

You should make it clear what impact your project will have. Most funding opportunities require there to be at least an increase in participation in sport by the local community. You will need to provide realistic estimates on how many people your project will engage during delivery. Other benefits to the community should also be detailed.

Delivery - Who will deliver the project?

Provide details of the team who will be delivering the project and state their role within it.

Sustainability - How will this project sustain itself in the long term?

Your project should aim to continue delivery of the project after the funding you've applied for has been used up. Your bid should show how you aim to achieve this.

Budget - What will it cost?

Clearly state how much it will cost to deliver your project. Most applications require you to show if there is any partnership funding contributing to the costs. Partnership funding can include 'In Kind' support. In Kind support is a calculation of the value placed upon services you may receive from partners working with you. For instance a school site may provide you with a discount on the venue costs. The In Kind support you show on your application would be the value of that discount.

Free Help and Support

There are three sources of help and support that we recommend you make use of when putting together a funding application.

Table Tennis England

You will find that most funding opportunities require the organisation applying to be working with a National Governing Body of Sport. When planning your project you should contact an Area Table Tennis Development Officer to let them know about it.

Your Area Development Officer can provide advice and guidance about funding opportunities, project development and application writing. You can find details of your Area Officer on page 11 of this document.



County Sport Partnerships

County Sport Partnerships are a great source of help and advice. Not only do they manage some funding opportunities, they are happy to support you when putting your project together. Find out who your [County Sports Partnership is by clicking here](#).

Local Sports Development Officers

Some local authorities employ sports development officers. They will be interested in learning about your project and can help to link your activities with local initiatives and partners.

Your Regional Table Tennis Development Officer will know the details of both the County Sport Partnership and Sports Development Officers, which will save you time searching for them.

Funders

It's worth talking to the organisations who are offering the funding when putting together your application. They can provide specific advice and guidance about the application process they operate.

10 steps to a successful funding application

1. Identify an area of development that your organisation can make a positive impact on
2. Assess how your organisation could impact on that area of need
3. Work out how your project will be delivered
4. Project how you can make the long term delivery of your project sustainable
5. Calculate the estimated costs of the delivery
6. Contact your local Table Tennis Development Officer and tell them about your project idea
7. Identify a suitable funding opportunities
8. Ensure that your organisation and project are a good match to the funding opportunities you have shortlisted
9. Write a detailed application based upon need, impact, delivery, sustainability and budget
10. Work with the funding organisation to adjust your application if necessary

Funding Opportunities



There are many opportunities that you could potentially make use of. Some are specifically for sports and others target specific demographics that might be a good match for the project you are developing. This guide provides you with a brief overview of the key opportunities. Much more detail can be found on the funder's web site and we strongly recommend you click through if interested in finding out more.

Sports Specific Funding

The opportunities listed below have been created specifically to support organisations that want to get more people playing sport or improve their playing facilities.

Sport England Small Grants

Small Grants uses Lottery funding to make awards of between £300 and £10,000 to not-for-profit organisations to help more people play sport. Typical uses are the purchase of equipment, coach hire and other costs relating to the delivery of new sporting opportunities

Each application must be unique. Applicants must take complete ownership for their application and be able to answer questions that the small grants team may have. The Small Grants fund seeks to fund new and innovative projects. It will not be suitable for repeat activity. Applicants must be able to demonstrate a clear local need

or demand for the proposed project. This may be drawn from previous year's evaluation, insight work and/or public consultation etc. Without this specific local evidence applications are unlikely to be successful.

Applicant organisations must meet Sport England's eligibility criteria. If unsure please contact the Small Grants team to clarify at funding@sportengland.org.

For applications associated with Ping!, we strongly recommend you allow Table Tennis England to comment on your application before submission.

[Visit the Small Grants Website](#)

Sport England Sportivate

Sportivate is a £56 million Lottery funded London 2012 legacy project that gives more young people the chance to discover a sport that they love.

The programme gives 14-25 year-olds who are not particularly sporty access to six-to-eight weeks' of free or subsidised coaching in a range of sports.

Your County Sports Partnership manages the Sportivate fund.

[Visit the Sportivate Website](#)

Sport England Inspired Facilities

Inspired Facilities is focused on making it easier for local community and volunteer groups to improve and refurbish sports clubs or transform non-sporting venues into modern grassroots sport facilities. Tired, worn out, old facilities make it harder for people to start or keep doing sport. They can also be more expensive to run and difficult to maintain.

The Inspired Facilities fund could help you refurbish or upgrade your sports facility; or convert an existing building into a venue suitable for sport and accessible to the whole community.

Grants are available from £20,000 to £75,000 (up to £150,000 for statutory bodies) for any organisation eligible to receive Lottery funding. Your application should show how your project will keep and, ideally, attract more people to sport and that your project is needed and wanted by the local community.

[Visit the Inspired Facilities Website](#)

Satellite Clubs

This funding is available from Table Tennis England and your County Sports Partnership. The funding is to be used to deliver weekly after fun and social after school table tennis sessions for children aged 11+. The club that applies for the funding will be working with the secondary school where sessions will take place.

The funding can be used to contribute towards coach expenses, some equipment and marketing costs.

To find out more contact your Area Table Tennis Development Officer.

Cash 4 Clubs

Cash 4 Clubs is a sports funding scheme which gives clubs a unique chance to apply for grants to improve facilities, purchase new equipment, gain coaching qualifications, and generally invest in the sustainability of their club. Since 2008 over £291,000 has been given out in grants to 373 community sports clubs across the UK.

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It's a flexible, no-fuss way to get some help for your club or team.

The Cash 4 Clubs scheme is funded by Betfair and is supported by SportsAid, the charity for sports people. Betfair and SportsAid have worked in partnership for a number of years and both organisations understand the importance of community sport in promoting an active lifestyle and stimulating local pride. It's a great time to be involved with sport and Cash 4 Clubs can hopefully play an important role in helping clubs to sustain and develop themselves.

There are four tiers of grants at £250, £500, £750 and £1,000 which are awarded on a discretionary basis available to clubs registered to their National Governing Body or local authority.

[Visit the Cash 4 Clubs website](#)

Boost

Boost Charitable Trust was created in 2005 to Build On Over-looked Sporting Talent, to champion the disabled and disadvantaged and to inspire them to overcome their challenges through the power of sport.

Since inception, Boost has supported a number of organisations, with grants totalling in excess of £1.25 million. The majority has been focussed within the United Kingdom.

Grants of up to £500 are available for the right sporting project.

[Visit the Boost Website](#)



Other Funding Opportunities

These funding opportunities are open to organisations that want to do a community based project, which can include sport and activity.

Awards for All

Awards for All gives groups an easy way to get small Lottery grants of between £300 and £10,000.

The grant aims to fund projects which address the issues, needs and aspirations of local communities and people. It will fund a wide range of community projects aimed at developing skills, improving health, revitalising the local environment and enabling people to become more active citizens.

Projects applying for this funding should be working towards the following outcomes:

- > People to have better chances in life with better access to training and development to improve their life skills.
- > Stronger communities with more active citizens working together to tackle their problems.
- > Improved rural and urban environments which communities are better able to access and enjoy.
- > Healthier and more active people and communities.

[Visit the Awards for All Website](#)

Comic Relief

If your project aims to work with vulnerable or disadvantaged young people you could apply for a grant from the Comic Relief fund. Your project should be aiming to help:

- > Young people lead less chaotic lives and engage in less harmful lifestyles
- > Young people recover, cope and thrive in the face of severe personal, family and social adversity
- > Young people progress into employment, enterprise, training and education opportunities

Delivery of the project should last longer than six months, and require funding of more than £10,000.

[Visit the Comic Relief Website](#)

UK Community Foundations

The UK Community Foundation is an umbrella body for 48 UK wide community foundations. Each of those community foundations manage charitable funding. The funding available is for community based project, sports and activity included. The criteria for receiving an award varies considerably, so it's worth researching what is available.



[Visit the UK Community Foundation Website](#)

[Find your local Community Foundation](#)

Biffa Awards

If you live within ten miles of an active Biffa operation such as a landfill site you could apply for either of their two funding schemes. The Small Grants scheme can award between £300 to £10,000 towards projects not costing £30,000 in total. The Main Grants scheme can award funding of up to £50,000 towards projects not costing more than £200,000 in total. There are different qualifying criteria for each scheme so read carefully before you apply.

[Visit the Biffa Website](#)

CEMEX Community Fund

The CEMEX Community Fund is a not for profit organisation which is funded by landfill tax credits and donations from CEMEX UK. The Fund is run independently and supports projects which improve local community facilities and places of interest near CEMEX operations across the country.

There are two application rounds per year, when grants ranging from £1,000 to £15,000 are awarded to projects that improve or enhance the social, built or natural environment, public space, facility or building for leisure or entertainment.

The project has to be located within three miles of a CEMEX site.

[Visit the CEMEX Community Fund Website](#)

The Bernard Sunley Charitable Foundation

The Bernard Sunley Charitable Foundation (BSCF) was established in 1960 and is a general grant making trust. The Trust Deed of the Foundation allows the trustees to give to charitable causes at their discretion. The aim of the trustees is to help raise the quality of life, particularly for those who are young, disadvantaged or elderly. Each year grants totalling about £2.5 million are made to a wide range of charities.

If you have a facility project, either a new build or refurbishment, you can apply for a BSCF grant. Your club must be registered as either a charity or community amateur sports club to be eligible to apply however. There are three levels of grant to apply for; small up to £5,000, medium between £5,000 and £25,000 and large over £25,000.

[Visit the BSCF Website](#)

Crowd Funding

There are several websites that enable you to appeal to your local community to raise funds. These websites allow you to create a project page which can be shared via email and social media sites. This can be an effective way of raising funds, but please be aware of the terms and conditions of using the crowd funding websites. They each operate in the same way but the fee structure differs for each one. Research them carefully before committing to one website.

There are many to choose from, but successful fund raising for sports projects have used the following websites:

[Visit the Crowdfunder Website](#)

[Visit the Bloom Website](#)

[Visit the FriendFund Website](#)

Funding Central

Funding Central is a free website for charities, voluntary organisations and social enterprises - providing access to thousands of funding and finance opportunities, plus a wealth of tools and resources supporting organisations to develop sustainable income strategies appropriate to their needs.

It covers national funding and finance opportunities for voluntary and community organisations operating in England from European, national, regional and local government and charitable sources.

[Visit the Funding Central Website](#)



After you receive funding

It goes without saying that the funds you receive have to be spent as outlined in the initial budget statement. Typically you will be asked to report back on how your project is progressing. The timing and frequency of the reporting will vary depending on the source of the funding.

Delivering the Project

Once you receive the funding it is time to proceed with the project. If you cannot proceed or have needed to make significant changes to your plan it is important to refer back to the funders to ensure that the funding can still be used.

Recording the impact of your project

You will often be asked to record data about the participants taking part in your project. The data you'll need to collect can include gender, age, frequency of attendance. If targeting a specific population, you may well be asked to collect specific data about that group.

If it seems that the targets you expected to achieve will not be met it's worth contacting the funders to talk through what is happening. They can often provide some advice about how to increase the numbers attending. As long as the project delivery is proceeding as set out in your application and you are doing all you can you are meeting the terms of the funding agreement. It is understood that sometimes projected targets cannot be achieved.



Data collection can be time consuming but is a vital part of how the use of funding is assessed. As such it is an important part the information you report back to your funders.

In addition to numbers it is good to get verbal feedback from the participants and organisers of the project to evaluate its success. The statistics and evaluation will contribute to reporting about your project. This information can then be used to promote the good work that you and your organisation have been doing.

After the funding period ends

What happens next is up to you. If the project has been successful then you could consider continuing delivery, especially if the sessions are able to fund themselves. Other types of delivery may come to a natural conclusion.

The project you have delivered will hopefully have had a positive impact on the numbers of people playing table tennis, resulting in increased membership at your club. Whatever you do next should aim to build upon that success.

Table Tennis England Contacts

We recommend that you get in contact with a member of your Area Development Teams in the early stages of project planning.

There are four area teams as detailed below.

London & South East Area Team (Bedfordshire, Buckinghamshire, East Sussex, Essex, Hertfordshire, Kent, London (33 Boroughs), Surrey, West Sussex)	
Development Lead	John Andrews
Tel: 07958 462806	Email: john.andrews@tabletennisengland.co.uk
Development Officer (London)	Tom Browne
Tel: 07597 674185	Email: tom.browne@tabletennisengland.co.uk
Development Officer (South East)	Kieron Pelling
Tel: 07972 222068	Email: kieron.pelling@tabletennisengland.co.uk
Coach Development Officer	Craig Bryant
Tel: 07930 823340	Email: craig.bryant@tabletennisengland.co.uk
South West Area Team (Avon, Berkshire, Cornwall, Devon, Dorset, Gloucestershire, Hampshire & Isle of Wight, Oxfordshire, Somerset, Wiltshire)	
Development Lead	Chris Brown
Tel: 07717 822617	Email: chris.brown@tabletennisengland.co.uk
Development Officer	Lisa Williams
Tel: 07817 727024	Email: lisa.williams@tabletennisengland.co.uk
Coach Development Officer	Aled Howell
Tel: 07891 544319	Email: aled.howell@tabletennisengland.co.uk
Central Area Team (Cambridgeshire, Derbyshire, Herefordshire, Leicestershire, Lincolnshire, Northamptonshire, Norfolk, Nottinghamshire, Shropshire, Staffordshire, Suffolk, Warwickshire, Worcestershire)	
Development Lead	Mark Willerton
Tel: 07766 647546	Email: mark.willerton@tabletennisengland.co.uk
Development Officer	Chris Newton
Tel: 07904 115138	Email: chris.newton@tabletennisengland.co.uk
Coach Development Officer	Helen Lower
Tel: 07791 906753	Email: helen.lower@tabletennisengland.co.uk
North Area Team (Cheshire, County Durham, Cumbria, Lancashire, Northumberland, North Yorkshire, South Yorkshire)	
Development Lead	Martin Ireland
Tel: 07971 186405	Email: martin.ireland@tabletennisengland.co.uk
Development Officer (London)	Andrea Holt
Tel: 07841 678617	Email: andrea.holt@tabletennisengland.co.uk
Coach Development Officer	Sally Shutt
Tel: 07792 785738	Email: sally.shutt@tabletennisengland.co.uk

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