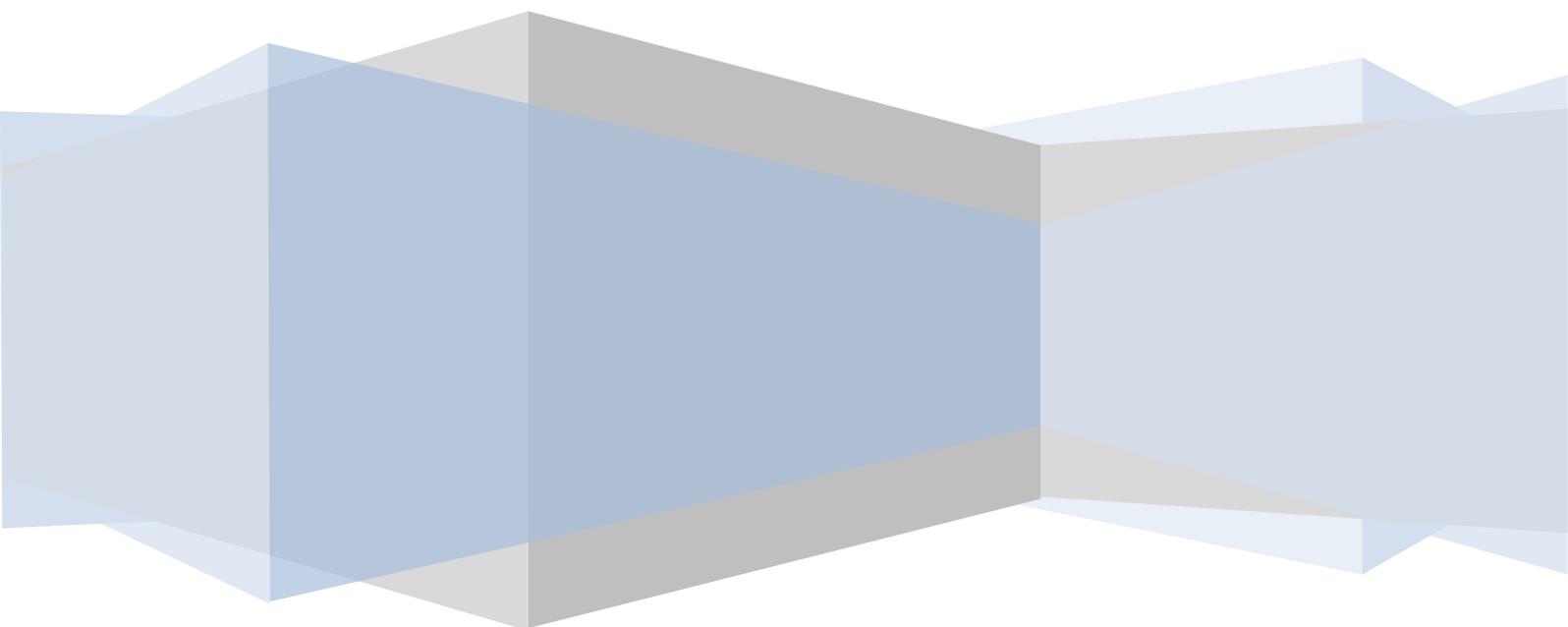


# **LONDON MARATHON CHARITABLE TRUST**



INSPIRING ACTIVITY

## **Facilities Grants Programme Small Grants Expression of Interest Guide**



## Small Grants Expression of Interest Guide

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## About this guide

This guide has been created to support applicants to complete the Small Grants Expression of Interest (EOI) Form.

This application guide, in conjunction with the '(i)' buttons in the EOI Form and the Frequently Asked Questions (FAQs) on our website, will provide all the information required to make applying for a Small Grant from The Trust a straightforward process.

Please read through this entire document before beginning to complete the EOI Form. We would advise that you have a copy of this guide handy when completing the EOI 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)**

## Are you eligible to receive funding?

### 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 page 14 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 our Small Grants

Through the Facilities Grants Programme we provide Small Grants of between £5,000 and £50,000 for the renovation, modernisation or creation of local 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 in question.
- Realistic and achievable outcomes as well as a clear plan to monitor and evaluate the impact of the project.

## About the Small Grants application process

We have a two-stage online application process for a Small Grant and we make funding decisions four times a year. For our upcoming application deadlines, please visit:

<http://www.lmct.org.uk/apply-funding/applying-small-grant/>

Your EOI will be reviewed within 15 working days of its submission. We will let you know whether we wish you to progress to submitting a full application via email no later than 15 days after submission of the EOI.

Please note that to ensure you will have enough time to complete a full application for an upcoming application deadline, you must submit an EOI no later than **4 weeks** before that application deadline. We will let you know via email whether your EOI is successful, unsuccessful or ineligible. If you are unsuccessful, you may resubmit your EOI again.

## What information do we ask at the EOI stage?

- Details of your organisation and the primary contact for the project.
- 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.
- Confirmation of how much funding you are requesting from The Trust.
- Proof of your organisation's security of tenure over the site. This must be a lease of at least 5 years or freehold of the site. Please note a licence to occupy is not sufficient.

## What supporting documents do we ask you to upload at the EOI stage?

We require only one document to be uploaded at the EOI stage:

1. Evidence of your organisation's security of tenure over the project site for a minimum of 5 years (for example, a lease or freehold title documents). More information on our security of tenure requirements is provided on pages 9-10 under 'Ownership of Your Facility' and in the FAQs on our website (Q24 & Q25).

## Using the Online EOI and Application Form

Our online EOI and application form are straightforward and easy to use. You will be asked to upload supporting information alongside the online EOI and 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 increase in 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 EOI or 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.

E-mail  Password

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.

Small Capital Grants	20133	20/05/2015
Small Capital Grants	20129	19/05/2015
Major Capital Grants	20126	19/05/2015
Major Capital Grants	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.



### **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 to up to 10 email addresses, accompanied by a personalised message.

## **Completing the online EOI form**

The following pages relate directly to sections within the EOI 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 Small Grants online EOI Form, you will need to complete a short quiz which will help us quickly eligible to receive funding from The Trust. If you meet all of very basic, initial eligibility criteria, you will then be able to begin filling in your EOI Form.

### **1: Organisation details and Primary Contact**

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.

## 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 Small Grant through the Facilities Grants Programme are:

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

## Project Postcode

Please provide the post code of the site where the works are actually taking place. It is important that you provide the correct postcode for the site where the facility improvements will take place. If the site does not have a specific post code, such as a playing field or recreation ground, please put in the nearest available post code.

## 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 hold security of tenure over the site where the facility improvements are taking place) and must have the authority to act on behalf of the organisation.

## **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.

## 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 £50,000 in capital funding through a Small Grant.

## Please tell us about the project you are seeking funding for (Word Limit: 300)

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.

## 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-small-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.

## Other considerations in assessing your application...

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

- Capacity and expertise within the organisation to deliver a successful capital project.
- Partnership funding secured towards the project.
- The proposed works represent good value for money and are a cost effective solution.
- The proposed facilities will be energy efficient and environmentally friendly.

## **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. To complete this section of the EOI Form you will need to have details of your legal ownership to hand.

If the planned project is to acquire or develop a sports or recreation facility, the 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.

Security of tenure is legal protection preventing arbitrary rent increases and landlord's attempts to repossess property through eviction. The Trust requires all projects to be completed at a site where the Applicant Organisation holds security of tenure through freehold ownership or long-term leasehold. You are required to submit a copy of the lease or freehold documents as part of your EOI to satisfy us that you are legally entitled to undertake the works.

## Years remaining on current leasehold

Your organisation does not need to own the site where the project is taking place, but it is expected to have a secure lease. The Trust requires the length of lease to be appropriate to the amount of funding requested. 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

If you do not currently hold a lease for the required term you will need to secure that term prior to us releasing any funding to you.

Please note that a licence to occupy or tenancy at will are not acceptable forms of security of tenure.

If you are an organisation hoping to apply in partnership with the Security of Tenure Holder, you will be able to enter information about your organisation and role in the full application form. For more information about partnership bids please see the FAQs on our website (Q25).

### 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).

### 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 application**

After you submit your EOI, you will receive an automatic email to the address of the account 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 EOI was submitted and we will follow this up and contact you within two working days.

We will be in contact with your organisation and others in reference to your project and will let you know within 15 working days if you are being invited to make a full Small Grant application. 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.

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