



Community Sports Programme Funding Guide



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www.postcodecommunitytrust.org.uk
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Postcode Community Trust is regulated by the Gambling Commission under certificate 000-037612-R-318383-003 and 000-037612-N-318384-003

What do we do?

Postcode Community Trust is a grant-giving body funded by players of People's Postcode Lottery. Postcode Community Trust provides funding opportunities to community groups and charities in Scotland, England and Wales, through grants ranging from £500 - £20,000 (or up to £10,000 in Wales).

Postcode Community Trust provides short-term, designated funding to good causes that promote community development and demonstrate positive change through access and engagement including through community sports schemes.

The Community Sports Programme is one element of Postcode Community Trust. It provides kit and equipment to community sporting groups in Scotland, England and Wales, for goods between £100 to £2,000 in value.

The following information will help you work out if your project is eligible or not. If you have any queries about whether you meet the criteria, please contact the Trust Helpdesk on info@postcodecommunitytrust.org.uk or 0131 555 7287. The helpline only operates on Monday, Wednesday and Thursday 10–12 am and 2–5 pm.

Who can apply?

- All applicants must be able to provide proof they are a constituted organisation and hold their own bank account.
- The amount you request should be directly related to the necessity and requirement for the equipment and kits which your project or activities require.
- Applications must demonstrate that the equipment will have a lasting impact and reasonable lifetime of usage.
- Requests for equipment to be used for one-off events/festivals will not be considered.

Gift of Kit

- Gift of Kit are a supplier of branded kit and equipment (<http://www.giftofkit.com/>).
- Their system allows you to select the equipment and uniforms you wish to purchase as part of your application.
- All items will be branded in order to acknowledge the support provided by players of People's Postcode Lottery.

When to apply

Funding rounds will occur at different times throughout the year and will run for two weeks per round. For dates please refer to www.postcodecommunitytrust.org.uk/communitysports

Completing the application form

All applications must be completed on our online application form

- The application form will be available through www.postcodecommunitytrust.org.uk between the opening and closing dates of each funding round.
- **The main items of information that will be requested on the application form are:**
 - Your organisation's contact details
 - Description of your organisation
 - Description of your project: what is the community need for the kit/equipment? Who will benefit? How will the kit and equipment be used in the long-run?
 - Expected outcomes and long term impacts of your project
 - Details of other sources of funding for your project
 - Details of how you intend to promote your project and acknowledge the support of players of People's Postcode Lottery.
- **ALL** additional documentation **must** be provided or the application will be considered incomplete. This documentation is comprised of:
 - **Constitution/Memorandum and Articles of Association/Trust Deeds of your organisation**
 - **Most recent annual (audited) accounts (or the most recent bank statement if your organisation is newly constituted)**

If you are successful, we must be able to pay the funds into your bank account. If you do not have an account, we cannot pay you. We will NOT pay funds into a personal bank account.
 - **Confirmation of funding secured from other sources (if applicable)**

If you already have partial funding in place for the project, you must provide confirmation of the amount and any conditions on the funds, ideally in the form of official confirmation letters of funds.
 - **Evidence of publication of previous support (if applicable)**

This only applies if you have previously received funding from Postcode Community Trust. You must provide evidence of how you publicly acknowledged the support, which can take the form of screen shots of the PPL logo on your website, press cuttings, pictures of plaques and other branding etc.

A constituted community group means people have come together to form a community or voluntary organisation to pursue objectives in which they have an interest. The group will usually have a written agreement between the organisation and its members spelling out structure of the group, purposes and objectives and any rules.

What we will fund

We offer funding for projects of up to 12 months in length that positively impact their local community. Projects that are creative, far-reaching and will leave a long-term impact once completed stand the best chance of being successful. This can be evidenced in your application by detailing how the equipment/resources will be used.

Each funding round may have a particular funding theme based on demand or seasonality. We cannot guarantee that every sporting group will be able to fulfil their needs at each round, but we would advise for groups to carefully read the website for more information.

We especially welcome applications for projects that are focused on improving life for disadvantaged groups and encouraging their inclusion within sporting activities.

- Replacement of worn-out equipment and kits.
- A bank of new kits and equipment to support the launch of a new sports project.
- New kit and equipment which will expand capacity to meet demand for activities.
- Kit and equipment which will promote the inclusion of the disadvantaged or minorities within sports.

Assesment criteria

- **The project has to have clear charitable purposes and tangible results within 12 months of a successful award.**
- **The project MUST demonstrate a sustainable impact beyond its' original duration.**
- **All successful projects will be required to submit a short case study and photographs of their project.**

What we will not fund

Postcode Community Trust will not provide support for the following;

- Applications which will not bring a direct benefit to Scotland or England or Wales.
- Individuals and groups who are not a constituted organization.
- Applications for kit or equipment worth over £2,000.
- If you have previously made an application, whether successful or not, within the previous 12 months, you will not be eligible to apply unless invited to do so by the Trust Administration team.
- Projects that are not able to demonstrate how they meet the advancement of community development or the target audience funding theme.
- Equipment or kit for one-off events such as conferences, day trips, seminars, galas, festivals or activity weekends.
- Generally speaking we will not fund very short-term projects.
- Bodies seeking to distribute equipment to others.
- City councils, local authorities or government/statutory bodies.
- Equipment for local authority schools.
- Private clubs for those with restricted memberships, or organisations that charge rates that will exclude disadvantaged groups.
- Equipment for projects with the intention of promoting religion.
- Organisations that have previously been funded by Postcode Community Trust and that did not comply with all the funding requirements in full.

Contact and delivery process

What happens next?

We will be in touch up to four weeks after the application deadline closes. Successful applicants will be sent an agreement letter and Terms and Conditions which must be signed and returned by the stated date to ensure eligibility.

Once Postcode Community Trust receives this signed form, we will instruct our partners to begin the process of verifying the orders and distributing the goods.

The decision and distribution process is as follows:



Any questions?

Please refer to the FAQs on our website. If your query is still unanswered, please contact the Trust Helpdesk on 0131 555 7287 or email info@postcodecommunitytrust.org.uk

Thank you and good luck!

Tips and Hints

Have you ever wondered what is it that funders are looking for, and whether there is anything you could do to make sure that your application has the best possible chance of success? The tips and hints below should help you ensure that you tick all the boxes and avoid some of the common mistakes. This will help not only for Postcode Local Trust, but other funders too.

READ THE GUIDELINES

Make sure you are eligible before sending. Don't assume that because you were sent a link to the Trust that this automatically makes you a suitable organisation for funding. If you're not sure, call first – we don't want you to waste your time filling in a form if you can't apply in the first place.

SHORT AND SHARP

A good application should be concise, communicating as much information about the organisation and project as possible in a succinct manner. An application that waffles on for pages will send assessors to sleep, and will almost certainly be overlooked.

PLAIN ENGLISH

Don't use jargon. If abbreviations and acronyms are necessary, use them sparingly. The best way to ensure your application is read thoroughly is to write in plain and understandable English.

MAKE YOUR CASE

Ensure that you make a clear case for your project – the most important information is what you intend to do, why it's necessary and what the long term impact of your project will be.

PRESENT YOURSELF

Your application is often the only opportunity we will have to find out about your organisation and your project. If you don't follow instructions, or fail to sell yourself, this is the impression we will be left with. Think of it as a job interview – first impressions count!

READ THE QUESTION

We were told this at school, and it still applies. Ensure that the answer corresponds to the question, and gives the information that we require. There is a document titled "Completing the Application Form" on our website – this tells you what we expect to see, so make sure you read it and follow it.

SPELL CHECK

Spelling and grammar errors make an application look sloppy and unprofessional. Please paste your written answers into a word document to check them for spelling errors before submitting them.

CHECK YOUR FIGURES

It is confusing to read through an application where facts and figures don't add up, so make sure the information is consistent throughout. The individual cost items you request on your cost breakdown should equal the total amount that are requesting.

MAKE IT LEGIBLE

Please DO NOT write in block capitals. It makes our job more administration-heavy if we have to convert everything.

PROOF READ

Always, always proof read your application before sending it. Incorrect information wastes time and is easily avoidable.

BARE MINIMUM

At the very least, ensure you have done the bare minimum for your application. To send in information over and above what is requested is fine (as long as it does not equate to War and Peace). But to fail to meet even the minimum requirements is the quickest way to ensuring an unsuccessful application.

BE DIFFERENT

We know that there are certain things that are not covered by statutory funding. And we know that the current climate means even more 'every day' items now need to be funded. But we don't want to read 100 applications asking for the same thing, and we certainly are unable to fund them all. Please try to make your projects different and interesting.

FUNDERS TALK

Funders talk to other funders. We like to share information with each other, particularly if we have experienced problems with an organisation. If you are applying to multiple funders, make sure you are consistent, and ensure you follow the rules.