



## **Guidance Notes for Applications**

### **Active Chelmsford Physical Activity and Sport Small Grants Fund 2019 to 2020**

#### **Who can apply for Active Chelmsford Funding?**

Active Chelmsford is inviting applications from community organisations, groups, and professionals to deliver projects within the partnership's 2019/20 action plan which aims to support the residents of Chelmsford become more physically active. Active Chelmsford will then invite selected projects to submit further proposals for funding consideration for funding from Active Chelmsford and Active Essex funding streams.

#### **What will Active Chelmsford fund?**

We plan to fund local and borough-wide projects up to £500 and that can hit a number of Active Essex's Changing 1 Million Lives To Get Essex Active Strategy and Chelmsford's Health and Wellbeing Plan objectives. To be successful, proposals will need to demonstrate how they have a positive impact on the health and wellbeing of Chelmsford residents and how they help achieve the strategic objectives of the Chelmsford Health and Wellbeing Board, Active Chelmsford and wider Active Essex strategy objectives. Projects must also be able to start delivery in 2019/20 and be able to commit to returning appropriate monitoring and evaluation data.

#### **The strategic priorities of Active Essex are:**

1. Drive and sustain participation: the focus is on more people being active, taking part and living healthy and active lifestyles.
2. Improve health and wellbeing: the focus is on changing behaviours to reduce inactivity and make a real impact on physical and mental health and wellbeing.
3. Develop individuals and organisations: the focus is on enabling people and individuals to develop skills, achieve goals and maximise their potential.
4. Strengthen localities, communities and networks: the focus is on leading, developing and driving the eco-system across Essex, raising the profile and impact of physical activity and sport.

#### **The specifically relevant objectives from Network's Health and Wellbeing Plan are:**

- Reducing alcohol and substance misuse, including supply of illegal substances
- Alleviate loneliness and social isolation
- Improve poor housing including fuel poverty and thermal comfort
- Enabling people to age well
- Reducing excess weight and obesity in adults and children

#### **For the 2019/2020 Active Chelmsford action plan, we are particularly keen to discuss proposals that focus on:**

1. Tackling inactivity: Inactivity is defined as doing less than 30 minutes of physical activity per week. In Chelmsford, physical inactivity has increased in the past two years with 26.4% of

- the population classed as inactive. The greatest health benefits can be gained from changing behaviours so that residents who are currently inactive become active.
2. Women and girls: Female participation in sport and physical activity is lower than males. Interventions may be women only and could include childcare provision.
  3. Outdoors health: Encouraging residents to take part in sport and physical activity in outdoor spaces and Active Travel opportunities.
  4. Sport for social change: target specific audiences such as young people, difficult to reach audiences and those not in education employment or training (NEETS).
  5. Active Aging: Evidence suggests that the older somebody is the less likely they are to be active.
  6. Mental Health: Physical activity has a huge potential to enhance our wellbeing and has been shown to have a positive impact on our mood, relieve stress and anxiety and increase self-esteem.

**What we will not fund:**

1. Projects based or predominately benefitting residents outside of the Network authority area.
2. Items that only benefit an individual. This may include bursaries or kits and equipment that is not shared. We may fund playing kits for new teams or for teams that have not had a kit. We are unlikely to fund kit for training or coaches and other items of clothing.
3. Salaries. We may fund coaching costs, or fixed-term positions needed to meet a specific project requirement. But funding of coaches must be clearly additional to usual club/organisation expenditure and they must be appropriately qualified.
4. Used road vehicles
5. Activities that the government has a legal obligation to fund. This may include sports sessions that take place in school during curriculum time. We also cannot fund any previously state-funded activity or replace state funding where it is due to end.
6. Projects that take place or incur costs before the date of the offer letter. This includes any form of deposits and costs associated with applying.
7. Contingency costs and VAT you can recover.
8. Projects involving travel to another country. We won't fund travel to another country where a similar sporting benefit can be gained in England.
9. Sponsorship, endowments or loan repayments.

**How to apply:** Complete the application form and return by email to [CSAW@chelmsford.gov.uk](mailto:CSAW@chelmsford.gov.uk). Your application should include "Active Chelmsford 2019/20 Action Plan Expression of Interest" in the subject line of your email.

**Monitoring and Evaluation:** Grant recipients will be required to complete participant evaluation. This is expected to take place at the beginning and end of a project/initiative to establish whether it has met its aims and objectives as well as to assess its effects or impacts on participants.

**Acknowledgment:** Grant recipients will be asked to acknowledge and to publicise Active Chelmsford through the use of Active Chelmsford marketing, branding and promotion.

**Risks and Liabilities:** In giving grants, Active Chelmsford will require the recipient organisation or institution to accept all risks and liabilities associated with the activity being supported. This will be a condition of the grant.

**When will I receive the grant?** Your application for funding will be reviewed by the relevant sub-group funding panel. If your application is successful, Active Chelmsford will transfer the grant by

BACS. Bank details, account name, number and sort code need to be supplied with proof of expenditure or expected expenditure. These details will be requested by the relevant lead officer. Evidence of the completed project will be requested, and outcomes need to be recorded and evaluated.