# **One Knowsley: Physical Activity Small Grants Programme**

# **Additional Information and Guidance**

# **\*** Please get in touch of you would like this information in a different format.

# **Introduction**

**One Knowsley** have received an award to facilitate a small-grants scheme in the Borough of Knowsley. The One Knowsley Physical Activity Small Grants Programme will provide small grants of between £300-£3,000 to social sector organisations in Knowsley. The grants will be available for organisations to design physical activities, building capacity and confidence around delivering physical activities in the Borough, leading to organisations making funding applications for additional and/or alternative funding (e.g., Sports England Small grants scheme) in the future.

One Knowsley is an independent body that provides the expertise and support to help voluntary, community, faith and not-for-profit (Social Sector) to start, grow, build resilience, establish enterprise, and have a visible and valued role within the borough.

With the Physical Activity Small Grants Programme, One Knowsley will:

* Act as an intermediary between KMBC’s Public Health and the Social Sector in Knowsley by facilitating a project of community-led physical activities.
* Facilitate a small grants programme which will support a diverse range of grass roots organisations operating in Knowsley to explore and engage with physical activity.
* Support organisations and groups in Knowsley via smaller projects and activities, ensuring the grants can be accessed through a simplified application process.

# **What is Physical Activity?**

Physical Activity should be defined by you and your community however, as a definition **we consider physical activity to be something which makes you move more often.** This might include but is not exclusive to traditional forms of sports like football, cycling or walking to places, active play, taking part in dance and drama activities.

# **What do we want to achieve?**

Through Physical Activity Small Grants, we would like to accomplish specific things and so are looking to work with organisations who can work with us to achieve the following outcomes:

* Increase the number of people participating in varied physical activity across Knowsley

**What will we monitor?**

* The number of people taking part in the funded activity
* The type of activity and
* Where activities take place across the Borough of Knowsley.

# **What will we fund?**

**Grant Available**

The small grants are available to enable local organisations to deliver projects which will increase levels of physical activity for Knowsley residents. They can be targeted at a particular age group or be open access.

Groups can apply for up to a maximum of £3,000 in any one financial year, this may be a one-off grant or a number of grants not totalling more than £3,000.

Grants in excess of £3,000 could be granted if it is exceptional activity, being delivered borough wide, but the decision would be made in consultation with Knowsley MBC.

**Who Can Apply?**

Groups or organisations applying must

* Be Knowsley-based.
* Registered as a community organisation (registered charity, Community Interest Company (CIC), Community Benefit Society (CBS), Charitable Incorporated Organisation (CIO), Community Amateur Sports Club (CASC), Co-Operative or Community Land Trust)
* and/or constituted as a group with a clear set of adopted rules.
* Have a current active bank account in its own name, with a minimum of 2 signatories and can submit a bank statement dated within the last 3 months.
* Have appropriate safeguarding policies in place.
* Successful applicants must commit to undertaking MECC (Make Every Contact Count) training
* Funded projects and interventions must run to the timescale agreed only
* Funded organisations must commit to being part of an ongoing Community of Practice supported and facilitated by One Knowsley

# **What won’t we fund?**

There are several things the Physical Activity Small Grants **will not** fund:

* Individuals.
* Private businesses/organisations.
* Beneficiaries from outside the Knowsley area.
* Groups or organisations who have a political affiliation, religious activities, the promotion of personal objectives or anything that is not consistent with Public Health Knowsley’s corporate objectives.
* Activity that the Government has a legal obligation to fund, for example, sports sessions which take place in school during curriculum time.
* Activities which are part of the organisations normal day to day running costs such as core capital or wages.
* Transport costs unless there is a particular specialist need which will be considered on a case-by-case basis.
* IT equipment. For example, computers, software, and internet connections.
* Regular bill payments for example, electricity, water, or telephone bills.

# **Things to consider**

Before making an application, you might want to consider the following:

* Who is your community? Who will be involved either as a participant how will they benefit from being involved?
* Do you have the relevant policies engage with your community (such as health & safety and safeguarding policies and the required insurance to carry out the activity)?
* Do you have appropriate measures in place to follow current Covid-19 rules?
* Successful applicants will need to have fully delivered their project and submitted evidence by **31st March 2025**

# **How to apply**

**Application Form** – When you have a fully formed idea with a physical activity focus, breakdown of costs and an outline of your activity, you are ready to complete your application form.

**The application is online** [**https://forms.office.com/e/7Ed5TWY7qe**](https://forms.office.com/e/7Ed5TWY7qe)

**Grant Opens Monday 30th September 2024 – Grant Closes Friday 18th October (midnight)**

The grants application process is not designed to trick you but to find out what you want to do, the impact you will make and the support you will need to achieve this.

# **What we need from you.**

We want to keep the grant application process quick and easy, but we will need some information from you.

**What we will need from you with your application is:**

* A completed application form
* A lead contact, someone who is legally responsible for receiving the grant.
* The name of your project/activity

**If successful we will need;**

* Your governing document
* Safeguarding Policy
* Bank statements for the last three months or a letter from your bank confirming that you have opened an account.
* Public Liability Insurance document if applicable

**We would like to find out from you:**

* What does your organisation do?
* What is your project/activity and why is it significant?
* How much funding are you applying for, and what will you spend it on (please provide a breakdown of costs)?
* Where are you working/where will the project be delivered (in Knowsley)
* Who will it benefit/expected impact (and numbers)?
* Can you commit to a small amount of monitoring and evaluation (participant questions, logging numbers, group conversation, receipts of spending)
* What dates will you run your project/activity?
* Your policies, safeguarding, Covid-19 safeguarding (will you be working with children or vulnerable adults?)
* How will you/what ideas do you have to acknowledge the funder KMBC’s Public Health ‘Whole Life Commissioning’ (e.g. where will you display the logo) and where will you share information about the funded project/activity.

**What happens next:**

After you submit your application, we will notify you of the decision**.**

**Rejected applications:**

* We will send a rejection letter by email
* Please contact Danny Shaw if you wish to discuss your proposed activity or project in detail before submitting your application to avoid this outcome [danny.shaw@OneKnowsley.org](mailto:danny.shaw@OneKnowsley.org)

**Approved**

* We will phone you to give you the good news.
* We will talk about conditions if any.
* Discuss payment details and schedule milestones (if applicable).
* Discuss progress reporting and claiming.
* We will send an e-mail.
* A ‘Congratulations’ letter.
* A Grant Award contract [if separate to letter] with details of any monitoring and evaluation requirements if applicable.

• When bank details and any due diligence required have been received:

* We will make payment if in advance.
* Update you on any monitoring or evaluation required.

For any queries, please contact **Danny Shaw at One Knowsley** [**Danny.Shaw@oneknowsley.org**](mailto:Danny.Shaw@oneknowsley.org)