

Active Londoners Fund Guidance Notes October 2020



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Introduction to the Active Londoners fund

The Mayor wants London to be **the most active and socially integrated city in the world**. To achieve this long-term vision, the Mayor launched [Sport Unites](#), his multi-million pound community sport programme in March 2018.

As part of Sport Unites, he has created the **Active Londoners Fund**. This fund tackles inactivity by supporting individuals and organisations who use sport and other kinds of physical activity to improve the physical and mental health of Londoners.

The first **Active Londoners** funding round, which was launched in January 2019, distributed £875,000 of funding to people and organisations across London. This second round of funding will look to distribute a further £340,000 to continue supporting efforts to get Londoners up and about and moving more, leading to happier, healthier lives, either on their own, or with other people. **Depending on the amounts awarded, we expect to fund approximately 15 – 25 projects.**

As of 12 October 2020, we are pleased to reopen for applications to the Active Londoners Fund, with some changes made to the funding opportunity to respond to the challenges and impacts of COVID-19 on organisations and Londoners. This fund is being delivered in partnership with [Thrive LDN](#), a citywide movement to improve the mental health and wellbeing of all Londoners.

These guidance notes are intended to give you clear information about the fund; help you decide if your project or idea is a good fit; and support you in applying for a grant if you decide to go ahead.

If we don't cover what you need to know here, you're welcome to contact our grant management provider, Rocket Science, directly for more information at activelondoners@rocketsciencelab.co.uk or on 020 3291 3026.

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Background to Active Londoners

What is Active Londoners all about?

Active Londoners is one of the main 'themes' of Sport Unites, and one of the programme's funds. The primary aim of the Active Londoners Fund is to get more people in London participating, more often, in a wider range of sport and physical activity.

Active Londoners has a particular focus on supporting projects that will benefit physically 'inactive' people, improving their physical health and mental wellbeing by encouraging and enabling them simply to get active.

We recognise that all sorts of barriers may prevent Londoners from being active. It may be cost or time; or it could be something a bit less easy to define, like worrying about whether they'll feel welcome and included or suffering from anxiety about what to expect when they turn up.

We want to help to address these challenges, so we're looking to support programmes and projects that help people get up and about and enjoying their active experiences in London.

What about Active Londoners in the context of the ongoing coronavirus pandemic?

On top of what we already knew about inactivity, we know that the impacts of the coronavirus pandemic have presented some serious challenges, including for levels of participation in physical activity and sport.

Research commissioned by Sport England showed that overall, activity levels held up relatively well throughout lockdown. However, while lockdown allowed *some* people the opportunity to maintain their levels of physical activity, people have not been affected equally and familiar inequalities have been replicated and even made worse. According to Sport England, the wider impacts of the coronavirus – public health, social and economic – are likely to have a greater negative impact on the capability, opportunity and motivation to be physically active for some groups over others. And we are seeing this reflected in people's behaviour. The demographic groups who were less active before the pandemic - such as women, people from lower socio-economic groups, older adults, people with a long-term condition, illness or disability, and people from some Black, Asian and Minority Ethnic communities - are still finding it harder to be active.

Mental health providers report that as well as seeing patients with "more significant needs", a higher proportion of their referrals are patients who are accessing services for the first time¹. And according to research by leading mental health charity Mind, nearly two thirds of people across England say that their mental health got worse during lockdown².

Why are you focused on inactive Londoners?

Taking part in sport and physical activity is key to good mental and physical health. Physical activity has been shown to have a positive impact on our mood, sleep, self-esteem and relieves stress³. Here is some information to back this up⁴:

¹ BBC news article, [Severe mental health problems rise amid pandemic, 12 August 2020](#)

² [Mind, news article, 15 June 2020](#)

³ [Mental Health Foundation, How to look after your mental health using exercise](#)

⁴ [PHE 'Health Matters: physical activity – prevention and management of long-term conditions, published January 2020](#)

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- Regular physical activity is associated with a reduced risk of a range of diseases including some cancers and dementia.
- Physical activity is as good or better than treatment with drugs for many conditions, such as type 2 diabetes and lower back pain, and has a much lower risk of any harm.
- Physically active people have lower health risks, including mental health risks. People who are physically active reduce their risk of depression by 48%.

Public Health England recommends that adults take part in at least 150 minutes of ‘moderate intensity’ physical activity each week⁵, in bouts of ten minutes or more. The proportion of adults who are physically active in London is 65%, which is lower than in 2015/2016⁶.

For lots of different reasons, some of us are less likely than others to be active. This includes women, some Black, Asian and Minority Ethnic adults, older people, disabled people and people on lower incomes. Active Londoners will support initiatives that are great at increasing physical activity for those individuals and groups who are least likely to take part, and who would benefit the most.

How do you define ‘inactive’?

We use Sport England’s definition of ‘inactive’. An inactive person is someone who does less than 30 minutes of moderate intensity equivalent exercise per week.

- *Moderate intensity* – this is exercise that raises your heart rate and makes you feel a little bit out of breath, like fast walking.
- *30 minutes per week* – this can be achieved in one go, or in 10-minute bursts across different days through a combination of activities.

For more information, you can read Sport England’s ‘Tackling Inactivity’ evidence here: <https://www.sportengland.org/our-bework/health-and-inactivity/why-tackling-inactivity-matters/>

⁵ [PHE ‘Health Matters: physical activity – prevention and management of long-term conditions, published January 2020](#)

⁶ [Healthy London Partnership’s Health and Care Vision for London, 2019](#)

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About the Active Londoners Fund

What is the Active Londoners Fund?

The Active Londoners Fund will award grants of between £5,000 and £30,000 to individuals and organisations to deliver localised sport and physical activity across London, to get more Londoners active and improve their physical and mental health.

Fund priorities: what types of projects are you looking to fund?

Active Londoners projects should all **follow social distancing guidelines, be local or hyper-local to your target group, and be free or low cost** to participate in. Also, importantly, **at least three quarters of your project participants (75% or more) should be inactive** at the start of your project. We will give priority to initiatives that:

- **Address the increased levels of inactivity** that have been **made worse during the coronavirus pandemic** due to lockdown, social distancing restrictions and wider issues.
- **Focus on specific groups of Londoners who are inactive** – for example, older people, people with physical or intellectual disabilities, and people in lower socio-economic groups – and specifically address the barriers they face to being active. This might mean providing low-intensity or variable activities based on participant's ability levels.
- **Can demonstrate a clear understanding of the barriers to participation** that their target audience may face and a plan for helping inactive Londoners to overcome those barriers. This might include specific mental health barriers to activity.
- **Incorporate emotional or social support to Londoners to improve their mental health**, with an interest in exploring how sport and physical activity can help to promote good mental health and wellbeing.
- **May be based in traditional sporting facilities, or based in community settings** or other environments that would not be traditionally associated with sport and physical activity (appropriate to any current government guidelines and COVID-19 restrictions).

We will fund project delivery taking place both online and in-person, but **would like to see a majority of the funding being used to deliver in-person socially distanced activities**. Depending on what is appropriate for your target group, your project may support the transition from individual or 'at home' activity to in-person and small group activity.

Active Londoners will consider projects that use a 'sport WITH' or 'WITH sport' model – ideas that combine sport with non-sporting activity. For example, a book club that integrates the 'Coach to 5k' after a meet-up, or a carer's coffee morning that begins with a pilates session. If you are applying for a 'sport WITH' or 'WITH sport' project, the **majority of the money you apply for** in this grant will need to be **for sport and physical activity**.

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How do you define ‘sport’ and ‘physical activity’ in the context of the Active Londoners Fund?

We are flexible about how we define sport and physical activity, recognising the importance of many different types of active participation in improving Londoners’ physical and mental health and wellbeing.

Your project does not need to include traditional sport but might engage people through various kinds of activities that bring entertainment, enjoyment and relaxation such as dance, yoga and running.

However, when making your case for funding, you should consider whether the activity you deliver will involve people in *moderate intensity* exercise, at the minimum raising their heart rate and making them feel a little out of breath. This of course may depend on such factors as their age, general state of health and level of ability or disability, and we will take this into account as long as you provide sufficient information in your application for us to assess.

As an example, we would not generally fund gardening projects – but if you work with elderly or physically impaired people you may make a case for this. Darts projects are unlikely to be funded; nor are ‘games’ based projects such as chess (although if combined with other types of moderate intensity activity, such a project may fall under the ‘sport WITH’ model, for example a dance session followed by a tea, cake and chess club).

If you are unsure if your sport or physical activity is suitable, do get in touch before starting your application.

What is the expectation around supporting people to go from inactive to active?

Active Londoners has a particular focus on supporting projects that will benefit ‘inactive’ people, improving their physical and mental health. To help us achieve this, **Active Londoners projects should all have 75% or more of inactive participants at the start of the project.** An inactive person is someone who does less than 30 minutes of moderate intensity equivalent exercise per week - we’ve shared more on our definition of inactive above. Through participating in your project, your participants should have moved from inactive (they do *less than 30 minutes* of moderate activity per week) to active (they do *30 minutes or more* of moderate activity per week).

To achieve this, you will need to think about how you recruit your project participants and how you will measure and record their activity levels, from project start to project finish. We will support grantees with this as needed, to make sure you are able to demonstrate the difference your project makes in a way that is suitable for your work and project participants.

How long does my project have to run for?

We are open to lots of different types of delivery models, which will be evaluated on a case by case basis. Minimum project length is 6 weeks and maximum project length is 6 months.

How much money can I apply for?

You can apply for between **£5,000 and £30,000** and we are interested in funding a range of grant sizes within this scale. The amount you apply for will depend on whether you are applying as an individual or an organisation, the scale of your project and how long the project will run for. For example:

- You can apply for a grant of **£5,000** (or more) for a small local project that will take between 6 and 12 weeks to complete.

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- You can apply for **up to £30,000** for a larger project that will take up to 6 months to complete, if you are a fully constituted and incorporated organisation.
- If you are an **individual or a non-constituted group/unincorporated organisation** you can apply for a grant of between **£5,000 and £10,000**.

You can only submit one application to this round of the fund.

When does my project activity need to take place?

All successful projects will need to be delivered at some point within the period of 1 April 2021 to 31 October 2021. All project activity must be completed by **31 October 2021** and final reports submitted by **15 November 2021**. So, for projects lasting up to 6-months, you will need to start by 1 May 2021.

We want to offer a flexible approach to your delivery within these timescales but do expect projects to last for a minimum of 6 weeks (these do not need to be consecutive weeks). You will be asked to provide a brief project timeline, including your key milestones and targets at the application stage to tell us what you plan to do.

We appreciate that project delivery could be impacted by changing government guidelines and we will regularly assess and adapt decisions on funding within these guidelines if necessary. We'll liaise with grantees about this and will be as flexible as possible.

How will you decide which projects to fund?

We will consider several factors:

- **Fit to fund** – how well your project meets the fund priorities given above.
- **Project design and approach** – we will assess your project idea, including your project outline and the overall changes the project is intending to achieve.
- **Participants (who you are reaching and how you will reach them)** – we want to fund projects that work with Londoners who have been most impacted by increased levels of inactivity since COVID-19. You should show a good understanding of your participants and how they will benefit from your project. We will examine how effective your plans are to reach participants.
- **Safeguarding** – we expect all applicants to have robust safeguarding measures and policies in place and to have considered risks and mitigations for all participants including children, young people, and adults at risk of harm. Project delivery plans should incorporate social distancing measures, following government guidance and advice from appropriate National Governing Bodies (NGBs) for the specific sport.
- **Impact** – identified measures of success against the fund priority, and able to show how the project will link into your wider work or how you will signpost project participants to other pathways to benefit participants beyond the project.
- **Budget** – project finances clearly defined with a full breakdown of individual costs.
- **The amount of public funding you have received before** – we want to reach individuals and organisations who do not usually receive GLA funding, so we may at times prioritise these applications.

When does the fund close to applications?

All applications need to be complete and submitted by Friday 20th November at 12 noon.

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Frequently asked questions

Do you need to work with specific groups of people?

Active Londoners will support initiatives that are great at increasing physical activity for those individuals and groups who are least likely to take part in sport and physical activity, and who would benefit the most. For lots of different reasons, some of us are less likely than others to be active.

We particularly encourage applications for projects that seek to support specific groups of Londoners who have experienced and continue to face additional barriers to being physically active while COVID-19 is present. This might be because they rely on external support, or because they were advised to take extra steps – or shield – to avoid contracting COVID-19, because they were considered more at-risk. For example, older people, and people with physical or learning disabilities.

It is important that you show you know your participants, the challenges or barriers they may face to being active at this time, and how your project will benefit them. Your explanation will help us to understand the need for your project.

In your application you should demonstrate how your project has been designed to reach, engage and address the needs of your target audience, and whether these will be new or existing participants.

Will you fund pilot projects or new ideas?

You may have been working with sport or physical activity for a while in London and have a tried-and-tested model that needs a small amount of money to add something new onto your work. Or you may want to scale up what you're doing to reach more or different groups of people. You might want to try it in more or different areas of London.

You may have a brand-new idea that you'd like to 'pilot', something you want to test on a smaller scale to see if it works.

We appreciate that projects that seek to address severe mental health problems, such as bipolar disorder, post-traumatic stress disorder (PTSD), depression and anxiety, can be more expensive to fund. However, Active Londoners is open to projects that use sport and physical activity as part of addressing mental health problems and piloting a project might be suitable within the level of grants we award.

I'm working with children – is that ok, or is this funding just for adults?

There are no age restrictions to who you are targeting to participate in your project, so long as you have the necessary safeguarding policies and procedures in place by the time you deliver your project.

I'm working in a school – is that ok?

Yes, schools can apply to Active Londoners, but we are not able to fund activity that is happening as part of statutory PE lessons. We can fund extra-curricular morning/lunch time/after school or weekend sessions.

I'm worried that I won't hit participation targets – what can I do?

We appreciate that if you are running a project which targets people with high levels of inactivity and who may struggle with consistent attendance, that it may be more difficult for

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you to be sure of reaching a defined number of participants. For multiple reasons, from motivation, to long standing behaviours, attendance could vary. We will be as flexible as we can, within the conditions we set around Active Londoners grants, to take this into account. If you have more doubts or questions in this area, do contact us to discuss this. We can help guide you to some simple, established ways of measuring your project success: for example, using the Warwick-Edinburgh Mental Well-being scale and the Sterling Mental Well-being Scale (for children), which was developed to keep track of mental wellbeing in the general population and to evaluate projects, programmes and policies which aim to improve mental wellbeing.

Does it matter where in London our project will take place?

We are open to applications for projects anywhere in the Greater London Boundary. However, we particularly welcome applications from projects that seek to deliver activity in outer some London boroughs. This is to address our funding distribution from round 1 of the Active Londoners fund, and also help us to target areas where we know that there are lower levels of physical activity. Based on our data from round 1 of Active Londoners, and data collated from Sport England's Active Lives Survey (May 2018/19 results) on inequalities of participation rates, we encourage applications in particular for projects that will deliver activity in Hillingdon, Hounslow, Harrow, Brent, Barnet, Redbridge and Havering.

Is there any support for organisations delivering socially distanced physical activity and sport?

Applicants will need to show how they will deliver against the latest government guidelines, and what robust social distancing and safeguarding measures they have in place. A number of resources are available to help you develop your project:

- Mayor of London's [toolkit for socially distanced sport](#)
- [London Sport](#) COVID-19 sport-specific guidance published by National Governing Bodies (NGBs)
- [Sport England 'Return to Play' resources](#) including inclusion and accessibility guidelines
- Mayor of London/London Sport 'Talking COVID-19 and Sport' webinar on [Socially Distanced Sport](#)
- [Public Health England \(PHE\)](#) COVID-19 guidance

My project was unsuccessful in the first round of Active Londoners; can I apply again?

Yes – as long as you are applying with a new or revised idea or project to make it more suitable. We're open to applications from any project or individual that meets the criteria outlined in these Guidance Notes.

My project was successful in the first round of Active Londoners; can I apply again?

Yes, successful previous applicants can apply again to Active Londoners, but it would need to be a new idea or project from that which was funded during the last funding round of Active Londoners, and meet the criteria outlined in these Guidance Notes.

Can I submit more than one application?

You can only submit one application in this round.

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Eligibility

Who can apply?

You can apply as an individual or an organisation – as long as you work on a not-for-profit basis, and use either traditional sport (such as football, cricket, hockey, netball, water sports etc.) or another kind of physical activity (cheerleading, Zumba, chair exercise or something completely different) to get Londoners moving in a way that benefits their physical and/or mental health.

Applications will be accepted from **individuals/non-constituted groups** and the following **organisations** as long as you work on a not-for-profit basis:

- Registered, exempt or excepted charity
- Charitable organisation (CIO)
- Local authorities
- [Social enterprises/CICs](#)
- Charitable company (limited by guarantee)
- Registered Community Sports Club
- Faith groups
- Constituted but unincorporated club or association
- Constituted community group

If you are applying as an individual, or a non-constituted group, or a unincorporated organisation:

- You can apply for up to £10,000.
- You will need a letter of reference from a fully incorporated and constituted organisation (organisations with these legal structures: Community Ltd by Guarantee with charitable status (CLG), Community Interest Company (CIC), Community Benefit Society, Charitable Incorporated Organisations (CIO)), who can vouch for your work in the local community.
- We are not able to pay money into an individual's or informal group's bank account, so this organisation will also need to receive the money on your behalf for the purposes of the project.
- You must upload the letter of reference at the application stage which confirms their support and that they will accept funds on your behalf so we can take this into consideration when assessing your application. You can use this [letter reference template](#).
- The organisation accepting funds on your behalf will have to submit governing documents and policies so we are able to undertake due diligence on that organisation.

What do you mean by constituted?

The first stage in becoming a formal organisation is often to adopt a 'constitution'. A constitution is a simple set of rules which help make it clear to everyone involved what you intend to do, and how you operate. If you want some good examples of a constituted group, look at this website: <https://mycommunity.org.uk/resources/types-of-organisational-structure/>

What do you mean by fully incorporated?

An incorporated group is when an organisation is formally set up as a company. This usually happens when an organisation begins to trade, manage a significant amount of money,

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employs staff and enters into contracts. There are four types of incorporated legal structure most commonly adopted by community organisations and community enterprises:

- Community Ltd by Guarantee with charitable status (CLG)
- Community Interest Company (CIC)
- Community Benefit Society
- Charitable Incorporated Organisations (CIO)

I have previously received an Active Londoners grant; can I apply again?

You are able to apply for further funding if you have finished delivering your previous project and have submitted your end of project monitoring and evaluation report. We recommend that you get in contact with us about your application prior to starting a new form to check you are eligible.

Am I eligible to apply?

Before proceeding to application, check the table below and make sure you can say 'yes' to all the statements.

To apply for an Active Londoners grant	
<p>You must be able to say 'yes' to all the following:</p> <ul style="list-style-type: none"> • I work/my organisation works on a not-for-profit basis. • My project will happen within the Greater London Boundary. • My project will help Londoners (rather than tourists or short-term visitors). • The main focus of my project delivery will be sport or physical activity. • My project addresses the fund priority to tackle inactivity and improve the physical and mental health of Londoners. • At least 75% of the people who come to my project will be 'inactive' before they join, according to the definition of 'inactive' given in these Guidance Notes. • My project will last for 6 weeks or more, and no longer than 6 months. • My project will take place at some point between April 2021 and October 2021. • I have all the necessary safeguarding policies and procedures in place. • The grant will be used for revenue items and not for capital costs, like building works or big, fixed items of equipment. 	
<p>Additionally, if you are applying as an individual or non-constituted group or unincorporated organisation:</p>	<p>Additionally, if you are applying as an organisation:</p>
<ul style="list-style-type: none"> • I am applying for between £5,000 and £10,000. • I am able to provide a letter of reference from a fully constituted and incorporated organisation that can vouch for my work and accept the funds on my behalf. • The organisation accepting the funds on my behalf will provide documents on request for further due diligence checks. 	<ul style="list-style-type: none"> • I am applying for between £5,000 and £30,000. • I able to prove my organisation is fully incorporated and constituted, with its own bank account.

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Budget and Supporting Information

What will we pay for – and what won't we?

If your project involves costs for the following, we will pay for it (as long as the total is within the maximum limit of your grant, and you can show how the various things are needed to deliver your project effectively).

We will fund:

- **Staff delivery costs:** directly related to the running of your project. This could include sessional coaches or instructors, which might be roles created specifically for your project.
- **Staff training costs:** to equip your workforce with the skills, confidence and knowledge to support participants with in-person delivery after long periods of isolation and inactivity. For example, mental health awareness training.
- **Equipment:** the hire or purchase of any items of equipment or clothing you may need to run your project – including specially adapted items to ensure equal access and opportunity and also personal protective equipment (PPE).
- **Venue hire costs:** for example, what it costs you to rent a pitch or other type of space for your project.
- **Transport:** to help you, your staff and volunteers and your participants get to your project and back.
- **Refreshments:** for you, your staff and volunteers, and the people coming to your project (limit of 10% and food and soft drinks only)
- **Marketing information:** so that you can spread the word and make sure people know to come
- **Accessibility costs:** we are aware that making a project inclusive can incur additional costs. For example, when meeting deaf and disabled people's access needs. We encourage you to include any reasonable accessibility costs within your project budget.
- **Monitoring and evaluation costs:** to ensure you can sufficiently monitor and report on the impact of your project.

We won't fund:

- **Normal management and admin** salaries that aren't directly related to your project
- **General office costs and overheads** that aren't directly related to your project
- **Core capital costs** such as building works or large fixed items of equipment.

Do I need match funding?

There is no requirement for match funding. However, if you are receiving match funding, either in cash or 'value in kind', then let us know. Please tell us where your match funding is coming from and whether it has been confirmed. Value in kind funding might include volunteer time, free use of a venue, or the donation of equipment. The Active Londoners grant should cover at least 65% of the overall project costs.

What is a good budget?

We generally like to see a 'balanced' budget, with as much details as you can put in at this stage. However, we assess budgets on a case-by-case basis, so as long as you can back up your requests and they fall within the total grant limit and within the items listed above,

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this should be fine. Please make sure you provide a breakdown of your budget into the key headings and describe what each cost is associated to. This will help the assessor understand your budget against the project description.

If you are unsure or need help completing your budget, please get in touch with Rocket Science on 020 3291 3026 or email activelondoners@rocketsciencelab.co.uk

What supporting information/documents do I need to submit?

Before completing your application, please make sure you can meet these requirements:

- **You will be responsible for all financial and legal aspects of your project.** By the time of project delivery all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers' liability and an up-to-date safeguarding policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and vulnerable adults. You should tell us how you will meet these requirements in your application. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.
- **If applying as an organisation,** you must provide your organisation's governing documents.
- **If applying as an individual or non-constituted group or unincorporated organisation,** you must provide a copy of a reference letter from a fully constituted and incorporated organisation (that has its own bank account), which vouches for your work in the local community and confirms they can hold and ringfence the funds on your behalf alongside their governing documents. You can use this [letter reference template](#).

Can I submit other supporting information too?

We know it can be hard to bring your project to life in an application form. Therefore, you are welcome to upload photos, videos and social media links to show us what you do.

Please note that while we will not use this additional information as part of the formal scoring process, if we receive two projects which are scored the same, any supporting documents may be used as a 'tie breaker' to help us make a final decision about your award.

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How to apply

How do I apply?

Applications are accepted via an online form. To apply, please visit:
<https://www.london.gov.uk/what-we-do/sports/sport-unites/active-londoners>.

The application deadline is 12 noon on Friday 20th November, 2020.

We advise applicants to carefully read these '**Fund Guidance Notes**' before applying. To start an application, you will first need to register on the website. You will then be able to save your application form and return to it at any time. You do not need to complete it in one go.

Can I talk to someone about my application before I apply?

Yes, we are happy to speak to you about your application so please get in touch with the team at Rocket Science.

Phone: 0203 291 3026

Email: activelondoners@rocketsciencelab.co.uk

If you require the application materials in a different format let us know.

We will be hosting a series of online Q&A sessions for applicants with additional questions to support their application. There will be a brief overview of fund priorities, but time has been allocated to take questions. You can sign up to any of the sessions via Eventbrite.

Q&A Session	Time	Sign up link
1	20 October, 11:00-11:50	https://www.eventbrite.co.uk/e/123382972793
2	22 October, 16:00-16:50	https://www.eventbrite.co.uk/e/123384005883
3	26 October, 11:00-11:50	https://www.eventbrite.co.uk/e/123384104177
4	28 October, 13:00-13:50	https://www.eventbrite.co.uk/e/123384304777

We will keep our webpage updated with frequently asked questions (FAQs) from these sessions.

When will I find out if I have been successful?

Applicants will find out if they have been successful approximately 2 (working) weeks following a grant panel meeting. We expect to be in touch with everyone in January 2021.

Please contact activelondoners@rocketsciencelab.co.uk if you would like feedback on your application.

Where can I find more help?

The Active Londoners webpage contains more information here:
<https://www.london.gov.uk/what-we-do/sports/sport-unites/active-londoners>

If you would like more information about Sport Unites, you can visit the Mayor of London's sports pages here: www.london.gov.uk/sport

London Sport also offer a free check and challenge service to support people with funding bids: <https://londonsport.org/our-work/funding/>

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Successful applicants

What happens if my application is successful?

If your application is successful, any award is subject to passing all due diligence checks which will be undertaken by the Greater London Authority. You will be asked to supply further information at this point on your organisation (or the organisation receiving the funds) as part of our due diligence checks. This includes:

- VAT registration number;
- Evidence of public liability and employer's liability insurance;
- A copy of the most recent audited accounts or a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form;
- A statement of the organisation's cash flow forecast for the current year;
- The organisation's budget for the current year; and
- Financial regulations (to include procurement rules).

You will be contacted by Rocket Science with a grant acceptance offer outlining the terms and conditions of the grant.

When will I receive my grant?

On passing our due diligence checks, and on receipt of your signed terms and conditions of the grant, you will receive your first grant payment. The grant must be used exclusively for the Active Londoners project and you must keep an itemised record of your spending, with receipts, to show how your grant has been spent.

What will I need to monitor and report on?

We really want to hear about your project achievements and learning. All successful grantees will have to complete an Active Londoners 'End of Project Grantee Data Form'. This will ask you to report on the following:

- **Reflections on the whole grant** – we want to know about the achievements over the lifetime of the grant and what you're most proud of.
- **Beneficiary numbers and demographics** – who you reached and how many people participated in your project.
- **Activities** – what sessions did you put on and how often.
- **Outcomes** – how your project met the fund priorities.
- **Budget and finances** – you will be asked to submit evidence on how you spent your grant, including invoices.

A template of the end of project report form can be downloaded here:

https://www.london.gov.uk/sites/default/files/active_londoners_end_of_project_form.pdf

You can view the Sport Unites Theory of Change Inactivity and Mental Health Pathways to support your application here:

https://www.london.gov.uk/sites/default/files/inactivity_and_mental_health_outcome_pathways_sport_unites.pdf This provides recommended outcomes and indicators to help you monitor your project.

Need more help?

Call 020 3291 3026 or email activelondoners@rocketsciencelab.co.uk