



**Sportivate Year 7**  
**April 2017 – Dec 2017**  
**Guidance Document**



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## What is Sportivate?

Sportivate is a £59 million Lottery funded London 2012 legacy project that gives more young people the chance to discover a sport that they love, from April 2011 – March 2018.

The programme gives 11-25 year-olds who are not particularly sporty access to six to eight weeks' of free or subsidised coaching in a range of sports & physical activity opportunities with Sportivate able to fund the costs associated with activity – whether that is facility hire, coaching costs, equipment (although limited), marketing etc.

During the six, seven or eight weeks those taking part can work towards an event or personal challenge, with the aim of delivery organisations retaining participants across at least 5 of the 6, 6 of the 7 or 7 of the 8 sessions, and when the free or low-cost coaching has finished they will be supported to continue playing sport through a community exit route.

## National Guidance

Who can apply for Sportivate funding?

- National Governing Bodies
- Sport Clubs
- Youth Clubs
- Secondary Schools/Colleges/Universities
- Any Groups/Workplaces representing 11-25 year olds

## Essential Funding Criteria

In order to receive funding from Sportivate, your project must meet the requirements listed below.

- Activity must target **11-25 year olds**
- Activity must run for **6 to 8 weeks**
- Each session within the activity should be around **one hour** in duration
- Activity to **target young people who are not participating regularly in sport** in their own time i.e three or less times a month – projects should aim for **70%** of their participants to be inactive.
- Activities should **match** as well as **generate demand**
- Sessions can take place at any time during the day
- Participants within the sessions should be **coached** or **led** and community focused
- Activity **must lead to a local exit route or sustainable session** (i.e local sports club/participant funded continuity)
- Activity **must be a new initiative or demonstrate additionality** over current provision
- Funding **should not** be used to continue existing activity for those already engaged.
- Organisations, and their delegated delivery bodies must meet minimum operating standards (further information available on request)

## Year 7 Living Sport Specific Priorities

**Focus on reducing inactivity** – Those young people who, when registering with Sportivate, state that they are not participating in sport once per week. **ALL** projects should be targeted at inactive young people, or a minimum of **70%** inactive participants.

**Let's Go Girls** – Living Sport will also be giving priority to projects which fit in line with our county wide campaign.

**Disability** – Projects that target specific groups on providing an opportunity to be active.

Priority areas include, **Fenland** and **Peterborough**.

## What costs Sportivate will cover?

Eligible Costs Include:	Ineligible Costs Include:
Staffing to deliver projects	Overheads -storage of equipment, insurance etc.
Expenses for volunteers	Retrospective activities
Hire of facilities	Items purchased before funding is offered
Transport costs	Statutory items
Marketing of Sportivate activities	Building or refurbishment costs
Administration Costs	Projects that have no clear sustainable exit route
Equipment (up to 20% of total funding request)	Purchase of vehicles
	Items with poor value for money

## Funding

Funding applications should be based on the number of participants you expect to be **inactive and reached** through the project, and how many participants who complete the project **will sustain their physical activity levels 3 months after the project has ended**.

**Partnership funding either in cash, in kind, or through contributions from the participants** is encouraged, if this adds value to the project. It is strongly advised that participants are charged at least a minimal contribution towards the activity to establish a culture of self-support and to generate perceived value.

Funding awards for successful projects will be made in **two parts**. The first 50% will be payable at the **start of the project**, once the project deliverer has returned a signed Service Level Agreement, Safeguarding Checklist and Session Information Sheet. The final 50% payment will be made after the **successful conclusion of the project and completion of all agreed monitoring and evaluation data**.

Funding payments may be reduced or reclaimed where projects do not deliver the full activities as originally stated.

## Application Form

The Application Form is a Microsoft Excel spreadsheet containing **guidance notes, an example project sheet and six project template sheets**. The application form has changed slightly for Year 7 of Sportivate funding, so please get in touch if you have any queries regarding completing this.

There will also be a much **larger emphasis of the role of Youth Insight and engaging inactive young people** in applications for Year 7, we have therefore created a Youth Insight Summary (which can be found on the 'How to engage young people' page on our website).

Applications for more than one project can be submitted on multiple sheets within a single document, and if more than six projects are planned then a second copy of the application document should be used.

Please download the Sportivate application form from the [Sportivate page](#) on the Living Sport website.

## Application Dates

All applications must be approved by Sport England, therefore Living Sport has set deadline dates for application submissions to allow us to meet Sport England's deadlines and give you the best opportunity of having your project accepted.

**Round 1 Application Deadline: 17/02/2017**

## What Happens Next

Once your application has been submitted in this funding phase, we will aim to provide **feedback within 5 working days**, at which point you will then be able to resubmit your final application. Please factor in time to receive feedback to allow for changes to be made to your application.

A review panel will then meet, where applications will be assessed for the final time and applicants will then be made aware as to whether their projects have been successful or unsuccessful.

**All applications will be submitted by Living Sport to Sport England for approval.**

If your project has been successful, Living Sport will produce a **Service Level Agreement** which must be signed and returned before the project commences. Further resources including participant registration forms will also be issued for use during the projects.

## Recruiting Participants

It is the responsibility of the funding applicant, 'the Provider', to recruit the participants for the project activities. Please see our 'How to market your Sportivate project' sheet for more information on how.

Where recruitment falls short of the target number, **Living Sport should be informed immediately** and adjustments may be made to the funding allocated. Failure to notify Living Sport of shortfall may result in the **loss or reduction** of funding. Sports that young people have common access to will need to consider different ways to make the project attractive to those who are not already engaged and to retain participation. Imaginative use of incentives, events etc. are options to consider.

Living Sport's Web 2 Print Portal offers a **ready made template flyer/poster for Sportivate projects**, which should be used for any marketing materials associated with Sportivate sessions.

[The Web 2 Print portal can be found here.](#)

## Safeguarding and Best Practice

Providers applying to the Sportivate programme are required to complete a Safeguarding and Equity Checklist with their application if targeting participants under 18 year olds or vulnerable adults. Additional supporting evidence and documentation may also be requested.

## Monitoring and evaluation

New Sportivate projects and deliverers may be **required to attend a one to one meeting** and **coach induction** with the Living Sport Sportivate lead prior to the start of their Sportivate project. This will be arranged when all initial grant paperwork has been received.

A **participant registration** form will be provided by Living Sport which all young people participating in Sportivate activities must complete during their first session. Deliverers will be required to make a note of attendance during the project and following the end of the six to eight weeks, the information obtained from both the registration forms and attendance record will need to be **reported using the Sportivate online portal system**.

All projects which complete the Sportivate portal **within 2 weeks** of their project ending will be entered into a **prize draw for £250 towards equipment for their sport** – these prize draws will be drawn in September 2016 and March 2017.