

Application Questions – Opportunities through sport and physical activity

Below you will find a list of all the questions and documents required for each stage of the PHF grant application process. For some questions there are additional notes and/or examples of answers, which are marked in italics. Questions with an * are mandatory.

Registration Form

Eligibility quiz – Opportunities through sport and physical activity:

- I have read the eligibility criteria on the PHF website *
- I am applying on behalf of either a registered charity or a CASC (Community Amateur Sports Club registered with HMRC) *
- This application is for work that supports people who are disabled and/or disadvantaged *
- This application is for work that will be delivered in the UK *

About the organisation

- Name *
- Email * (*general email address for the organisation*)
- Phone number * (*general phone number for the organisation*)
- Address *
- Website *
- Type of organisation (*Registered Charity / Registered CASC*) *

Applicant's details (*This is the main contact for this application – these details will be used for all correspondence about your application*)

- Name *
- Job title *
- Email *
- Phone number *
- Address (*leave blank if the same as organisation address*)
- Are you authorised to submit grant applications on behalf of the organisation? *

Data protection statements

- "I understand that by submitting this registration form I am consenting that the personal data provided can be used by Peter Harrison Foundation to administer my application, and notify me about the outcome of my application" *
- "I agree that information provided in my application can be shared confidentially by PHF with other funders" (*This will not include your personal data*)

Contact consent

- Do you agree that Peter Harrison Foundation can contact you occasionally with updates about our programmes or to ask for your views on the Foundation?
(*You can opt in/ out of the various methods – Email, Phone, Post, SMS*)

Your project

- Are you applying for a small grant (up to £5,000) or a major grant (£5,001-£30,000)? *
- Project name *
- How did you hear about Peter Harrison Foundation? *

Initial Application (Stage 1)

About your organisation

- Charity number *
- What does your organisation do and who does it support? * (*Maximum 200 words*)
- If you wish, you may include a link to a video about your organisation

About your project

- Project name * (*Maximum 30 words*)
- Which sport does your project relate to?
- Briefly describe the project / activity for which you are seeking support from PHF * (*Maximum 200 words*)
- Why is this project / activity needed? How do you know? *
E.g. Sport England statistics show girls' participation in team sports is only 41% vs boys 63% (Maximum 200 words)
- Why is your organisation well-placed to deliver this project / activity? *
E.g. We've been providing services in our community for 10 years and support 500 participants annually / We are expert at providing physical activities for children and are partnering with a specialist MND charity (Maximum 200 words)
- How would you spend any funds from PHF? *
E.g. We would purchase 3 wheelchairs at £XX each (Maximum 200 words)
- When do you plan to start the project? (If known)
- If you wish, you may include a link to a video about your project

Outputs and outcomes

- What key outputs are you trying to deliver with this project/activity, and how will you know if you've achieved them? *

(An output refers to the tangible outcome of your work. Examples include the number of individuals you have supported, the number of training sessions you have conducted, the resources you have created, or the advocacy meetings you have organised due to your grant.)

- What key outcomes are you trying to deliver with this project/activity, and how will you know if you've achieved them? *

(An outcome is a measurement of the change in behaviour, well-being or knowledge resulting from the activities funded by a grant. Outcomes demonstrate the impact you have made based on the outputs. For instance, it could include the improvement in physical fitness and well-being observed among programme participants, the reduction in antisocial behaviour in your area, the increase in confidence of coaches working with children with special needs, or the policy changes implemented as a direct outcome of your grant.)

Beneficiaries

- Describe who will benefit from the project *
E.g. Children with SEN between the ages of 8 & 12 / Muslim women who live in an area which is in the top 10% of the most deprived communities in the UK (Maximum 30 words)
- How many people are likely to benefit from this project? *

- How does your project incorporate the views of those who will benefit from the project? *
E.g. The charity is beneficiary led / We have surveyed our members / We are collaborating with other specialist charities in our community (Maximum 200 words)
- Which one of the following best describes the beneficiaries of your project? (Disabled / Disadvantaged) *
- Where is your project primarily being delivered? Region*, Town, Postcode
You must provide the region in which your project is primarily being delivered. However please share the town / post code as well if you are able to, as it helps us to see where our grant funds are going

Financial information – About this project

- What is the total cost of the project / activity? *
- How much have you already raised towards the project / activity? *
- How much are you seeking from PHF? *
- Over how many years would you spend any grant from PHF? *
You can apply for a grant to be paid over 1, 2 or 3 years
- What type of funding are you seeking from PHF? (Capital / Core / Project) *
 - **Capital** - for fixed assets, expected to be productive for a long period of time (e.g. for the purchase of a building)
 - **Project** - for direct costs of the project and overheads
 - **Core** - to cover basic 'core' organisational and administrative costs, including salaries of non-project staff, rent, equipment, utilities and communications

Financial information – about your organisation (from your latest set of accounts)

- Income *
- Expenditure *

Supporting documents

- You may upload up to 2 files in support of your application

Additional contacts

- Chair of Trustees *
- Chief Executive (or equivalent) *

Additional Information for Major Grant Applications (Stage 2)

- You have already provided us information about your project / activity. If you would like to give us more detail about your project / activity or explain how it has changed since your initial application, please use this space.
E.g. Updates on the need, expected impact, why you are the best organisation to achieve the objectives, more detail about your delivery plans (Max 500 words)
- Grant requested: please confirm how much you are applying for
- Please tell us briefly about the sustainability of your organisation and the project for which you are seeking funding from PHF, both financially and environmentally. * *(Maximum 200 words)*
- Please tell us who runs the charity and who the key people are in your organisation, including paid staff and volunteers. * *(Maximum 200 words)*
- Please let us know if there's anything else you want to tell us about your charity but that hasn't been covered.
E.g. details of any updates to main contact information for correspondence, funds raised....

Using the figures from your latest set of accounts, please tell us:

- How much did you spend on generating income for the charity? (Cost of generating funds) *
- How much did you spend on delivering your charitable purpose? (Charitable activities) *
- How much of your reserves are subject to specific conditions which mean they can only be used for a specific charitable purpose? (Restricted reserves) *
- How much of your reserves are funds that have no specific conditions imposed by donors, in terms of how or on what these may be spent? (Unrestricted reserves) *
- If there is something unusual in this set of accounts, such as significant surplus or deficit or unusually high or low reserves, please explain briefly. *(Maximum 200 words)*

Organisation's policies

- Do you have the following policies:
 - Diversity, Equity and Inclusion Policy *
 - Environmental Policy *
 - Safeguarding Policy *
- Please upload a copy of your Safeguarding Policy (if you have one)
- DBS Checks - Please tell us if your charity carries out Disclosure and Barring Checks (DBS) on all staff and volunteers working with children, young people and adults at risk. If DBS aren't necessary, please tell us why not. * *(Maximum 150 words)*
- Is your organisation a Living Wage Employer? (Yes / No / Not applicable) *

Supporting documents (please upload)

- Project budget*
- Other supporting documents - any additional information you would like to share with us
E.g. case studies / evidence of need & impact / photos / environmental policy / references