

# Active Lives - Application Questions & Guidance Notes

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.

## Create an account

### Eligibility statements

- 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)
- The charity / CASC has been registered for at least 2 years, and has produced accounts for 1 full year of operation
- This application is for work that will be delivered in the UK
- This application is for work that will provide opportunities for personal or skills development through participation in physical activity
- This application is for work that will meet the needs of people who are living with disabilities and / or living in the most deprived areas \*

#### **\* How we define 'the most deprived areas':**

- We use IMD (Indices of Multiple Deprivation) rankings to help us assess levels of deprivation.
- The Trustees have decided to focus our limited resources on those who live in **the top 40% of areas of deprivation** (IMD deciles 1-4).
- **Work in the top 10% most deprived areas (IMD decile 1) is our highest priority.**
- Applications for work in deciles 5 -10 are **NOT ELIGIBLE** to receive funding unless they are disability focussed. Disability projects in deciles 5 - 10 are eligible but a lower priority for funding.
- Regional / nationwide projects (which cover more than one IMD area) **MUST** demonstrate their current effectiveness in supporting people in areas of high deprivation
- You can use the following links to check the IMD for a particular postcode:

UK: <https://data.cdrc.ac.uk/dataset/index-multiple-deprivation-im>

England <https://imd-by-postcode.opendatacommunities.org/imd/2019>

Wales: <https://apps.dataunitwales.gov.uk/welshindexofmultipledeprivation/>

Scotland: <https://simd.scot/#/simd2020/BTTTTT/9/-4.0000/55.9000/>

Northern Ireland: <https://deprivation.nisra.gov.uk/>

### About the organisation

- Name
- Type of organisation (*Registered Charity / Registered CASC*)
- 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
- Address
- Website
- General phone number
- General email

### Your contact details

*You will be set up as the main contact for this organisation, and all correspondence about your application will be sent to this email address*

- Name
- Job title
- Email
- Phone number
- Address *(If correspondence about this application should be sent to a different address, and not to the organisation address above, please enter it here. Otherwise you can leave this section blank.)*
- Are you authorised to submit grant applications on behalf of the organisation?
- Data protection / contact consent options

**Your project**

- Project name \*

**Monitoring**

- How did you hear about Peter Harrison Foundation?
-

## Initial Application (Stage 1)

### Project summary

- Project name  
(Maximum 30 words)
- Which sport does your project relate to?  
(If your application covers more than one sport then select 'Multisport'; If the sport you need isn't listed then select 'Other')
- Briefly describe the project / activity for which you are seeking support from PHF  
(Maximum 200 words)

### About your project

- Why is this project / activity needed? How do you know?  
*Please explain how your application meets the Active Lives funding criteria*  
(<https://peterharrisonfoundation.org/about-our-grant-programmes/active-lives/>)  
  
*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)
- When do you plan to start the project? (Optional)

### 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

*The Active Lives programme aims to enable life-enhancing opportunities for individuals living with disabilities and / or living in the most deprived areas in the UK (IMD deciles 1-4).*

- 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 - *You must provide the region in which your project is primarily being delivered. There is also an option to select Nationwide if appropriate.*
- Town /City - *Please share this information if you are able to, as it helps us to see where our grant funds are going*
- Postcode - *Please share this information if you are able to, as it helps us to see where our grant funds are going*
- What is the IMD decile of the area where your work will be delivered? *(Options are: 1, 2, 3, 4 and Other)*  
*Please select 'Other' and use the box below to provide further information if:*
  - *your application is for work on a nationwide or regional basis. You must be able to demonstrate your current effectiveness in supporting people in areas of high deprivation*
  - *your application is for a disability focussed project in deciles 5-10*

#### Notes about IMD

- *We use IMD (Indices of Multiple Deprivation) rankings to help us assess levels of deprivation.*
- *The Trustees have decided to focus our limited resources on those who live in **the top 40% of areas of deprivation** (IMD deciles 1-4).*
- ***Work in the top 10% most deprived areas (IMD decile 1) is our highest priority.***
- *Applications for work in deciles 5 -10 are **NOT ELIGIBLE** to receive funding unless they are disability focussed. Disability projects in deciles 5 - 10 are eligible but a lower priority for funding.*
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Scotland: <https://simd.scot/#/simd2020/BTTTT/9/-4.0000/55.9000/>  
Northern Ireland: <https://deprivation.nisra.gov.uk/>

#### 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, but the total grant amount cannot be more than £30,000.*
- 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
- How would you spend any funds from PHF?  
*E.g. We would purchase 3 wheelchairs at £XX each (Maximum 200 words)*

**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
- If you wish, you may include a link to a video about your project (Optional)

**Additional contact**

*Provide details for one of the following:*

- *Chair of Trustees*
  - *Chief Executive (or equivalent)*
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## Stage 2 Applications

- 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

- *Any additional information you would like to share with us*  
*E.g. case studies / evidence of need & impact / photos / environmental policy / references*