

**Small Grants - Clubs**

**Guidance Manual 2021**

**For support in application, please contact Elizabeth Hill or Pete Carruthers who will assist you.**

[**info@movingforces.co.uk**](mailto:info@movingforces.co.uk)

**What are Small Grants - Clubs?**

Moving Forces Clubs are local sports and physical activity clubs that are designed around the **needs of veterans and their families** and provide them with **positive, enjoyable experiences** that make it **easy** for them to become active or to develop more regular activity habits.

Through support or a link to a local community sports club or physical activity, Clubs should be designed in such a way that they respond to the specific demands for sport from veterans and should be positioned to support veterans.

Clubs should be designed to help shape the way in which existing sport and physical activity providers tailor their offer to meet the different motivations and needs of veterans, particularly those who are less active or at risk of falling out of activity.

**Understanding what is important to veterans and what their needs and wishes are is the first step when developing a Club opportunity.** Clubs should then be designed to meet those needs and provide a positive, fun experience, giving veterans the confidence to take part.

**Clubs: Core Principles**

All delivery must align to the following principles:

1. New Club delivery must be focused on **military veterans and their family.**
2. Clubs should be targeted at helping these veterans to become active or to build regular activity habits.
3. Positioned to be able to support veterans at points of disruption in their lives.
4. Be veteran (customer) led, therefore, veterans are included in decisions and design.
5. Be linked to or developed into a regular sport and/or physical activity opportunity.
6. Appropriate safeguarding standards must be in place.

**Section 1: Applicant Details**

Please make sure you complete fully with the person who will be responsible for reporting the club as all correspondence will go to the named person.

**Section 2: Session Details**

This section should have details about the location of your session and address, the lead coach for the session and their contact details and the day and time of the session(s).

Exit Routes – what stretches the participants – where can they go if they excel in the session and want to carry on.

**Section 3: Club Information**

|  |  |
| --- | --- |
| **Checklist – have you done the following?** |  |
| All clubs must consult with veterans within the set-up/design of each programme. |  |
| **What experience have you got**? Whichever group you have identified as targeting, you need to state any previous experience you have had working with that group before or who you have consulted with to understand what that group needs from your session. |  |
| **Why that sport/ activity**? Detail the offer your Club will have for the veterans attending your session and whether it’s one sport/ activity or multi-sport/activity. |  |
| **Intended Outcomes** – what are the aims of your Club?  The purpose of applying for the funding and what you hope to see from the veterans/ for the club/ session/group. |  |
| Thinking about the **EAST model of behaviour change:**  How are you going to make your sessions easy for veterans to attend?  Is your location suitable, are there transport links?  How are you going to give them opportunities to be social?  Is the time suitable? Consider school, religious commitments, travel time? |  |
| **Sustainability** – the Club needs to continue to run beyond the funding – what is your plan to keep the sessions going?  For example:   * Upskilling volunteers * Charging veterans |  |

**Section 4: Funding**

How much funding are you requesting? What is the funding for?

Please note we do have a set maximum of £2000 and work on value for money.

A *rough guideline is between £1,500 and £2,000 for a minimum of 5 participants.*

**Satellite Clubs: Targets, Measures and Performance Management**

If your application is successful you will be given the details for setting up and monitoring/ evaluation process of your club. As described in the SLA we reserve the right to withdraw funding if deadlines are not met.

We expect each Club to keep in touch with GreaterSport staff so that we are able to create a community of Clubs, please see the following which makes up the reporting phase and conditions of the funding:

|  |  |  |
| --- | --- | --- |
| **What** | **Detail** | **Document** |
| Delivery start date | We expect all clubs to commence delivery within 1 month of a successful award, unless agreed with GreaterSport/Moving Forces staff. |  |
| Case Studies | A case study template is provided on the website – we would expect at least one case study for an individual/ club/ group so that we can share good practice across the network.  These must be submitted to GreaterSport 6 months after your delivery has commenced. | [Case Study](Document%20for%20case%20study.docx) |
| Participant Numbers | Using the participant data sheet we require a number of participants who have attended your session. We will require participant data by ethnicity, gender, age and information on disabilities. | [Attendance figures](Attendance%20figures.docx) |
| Surveys/ research | We will be conducting research to measure the impact of Clubs. |  |

**Clubs: FAQs**

1. **How many weeks per year should Clubs operate for?**

Ideally, delivery at the Club should be reflective of the long-term participation of veterans. Operational timescales will depend upon the sport being delivered and the seasonality of the sport etc.

Delivery across more than one sport, particularly where there are complimentary could be one way of creating regular, sustained participation and providing a range of opportunities to participants throughout the year.

Clubs should not be viewed as time-limited taster sessions.

1. **How long should a Club session run for?**

Depending on the sport being delivered, Clubs are usually run weekly and sessions are at least an hour in length, this is dependent upon the intensity of the activity being delivered. The Clubs intervention aims to create an increase in the number of veterans participating in sport regularly on a weekly basis.

1. **How many participants should a Club be targeted at?**

This will be dependent upon the target group. Whilst we appreciate that this will vary from club to club (i.e. a wheelchair basketball Club may be targeted at fewer participants than a football Club), previous delivery has shown that, on average, new Clubs attract at least 5-10 engaged participants per delivery period. Whilst we are not stipulating an expected cost per engaged participant, Club delivery should represent good value for money within the context of the sport being delivered.

1. **Is there any guidance on recommended standards for Club delivery?**

The key considerations are;

• The coach/leaders are appropriately qualified and insured for the activity being delivered in the Club.

• The coach/leaders are operating within the coach/participant ratios recommended by the NGB and for which they are insured.

• • Participant numbers fall within the regulations for the venue.

• Equipment is checked and maintained as recommended by the manufacturer and/or the sport’s national governing body.

1. **Is there any guidance on how much a Club should cost to run?**

There is no set cost for Club delivery as this will vary depending on the sport being delivered, the target audience and other factors such as the venue, coaching and equipment costs etc. The funding should represent good value for money within the context of the sport being delivered.

1. **How are the clubs chosen for funding?**

A panel of 1 GreaterSport/Moving Forces staff member along with at least one veteran champion will review your application and will return to you with an acceptance, guidance, or both for next steps. We expect the activity will run for a minimum of 12 weeks and with at least 5 veteran/family participants.

1. **What follow up is expected for funding?**

All attendance data is expected to be submitted to the [info@movingforces.co.uk](mailto:info@movingforces.co.uk) email, along with a small case study study and invoice for the second half of funding. Upon receipt of these details, and within two weeks, you will receive the second portion of funding.