

Tackling Inequalities Through Awards to Sector Partners

Frequently Asked Questions

Updated 13 October 2020

Purpose of this document

This document is designed to support Active Partnerships and National Partners in their role with Tackling Inequalities.

The document is updated as new queries are received and confirmed by Sport England. Active Partnerships and National partners should consult this document regarding any queries they have in relation to the fund before they contact Sport England. Where no relevant guidance currently exists please contact your relationship manager within Sport England for further advice.

Using this document

There are several ways in which you can navigate this document:

- (1) Read through the whole thing!
- (2) Use the search function to find key words that match your query
- (3) Use the key words table overleaf to find references that match your query

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1. Should we present our recommendations to smartsheet in one block or on a rolling basis?

With the system we have put in place, you can work flexibly and at the pace of individual requests you have. We will be signing off all submitted requests twice a week on Tuesday and Friday afternoons. To ensure your applications are considered, please submit by no later than 12 noon on the appropriate day of the week. In some instances, there may be a query with a submission which we will advise on the smartsheet. In a small number of instances this might require you to supply some additional clarification/information. (Published 4/6/20).

2. Exchequer/Lottery Funding

We are aware that for a variety of reasons certain groups and individuals cannot accept Lottery funding, and they are often part of the priority audience for the Tackling Inequalities fund. We encourage you to have those conversations as Sport England is committed to finding alternative sources of funding to support those groups. If you're able, it will be particularly helpful to get a rough idea of how much funding will be required early on. This will enable Sport England to plan for and source the likely request effectively. (Published 4/6/20).

3. What checks do we need to make regarding safeguarding?

Partnerships should follow appropriate standards for children and adults in line with the work that you already do with CPSU around standards for safeguarding and protecting children in sport and Anne Craft Trust around safeguarding adults in sport and activity. Please give attention where you are putting forward investment to support video production. The link below may provide some useful guidance in this area:

<https://www.sportengland.org/how-we-can-help/safeguarding>

(Published 4/6/20).

4. Can we use the funding to purchase activity packs and distribute?

Critically we are looking to you to understand local need – both in terms of the community organisations in your locality that work with the priority audience and the audiences themselves. If your community organisations are advising this is a need can you route resource through them directly to assist as opposed to taking this on yourselves? If there are economies of scale to be achieved, is it with the blessing of the community bodies rather than something they would challenge as the best use of scarce resources locally?

We are aware that there are several useful resources now available to support communities to remain active in this period. Whilst in some instances new content will be needed, please do consider what is already available before making recommendations to

fund the creation of new material. We have already shared a a short list of links from what we know has been developed/is available. (Published 4/6/20).

5. Can we use the funding to support mid to long term capacity posts?

This funding is about supporting communities through the pandemic crisis, by its nature it is a fund for here and now and most of this expenditure is expected to be incurred between May 2020 and March 2021. For Active Partnerships, funding to support capacity for this work is already in place through the Primary Role and 1 year roll over funding. For National Partners, unless capacity for this work has been agreed through your award process for Tackling Inequalities, the investment provided is intended to reach the organisations that you seek to support. This funding should principally be targeted at supporting those delivering directly. Updated 23/07/2020

6. What is the process should Active Partnerships need to request additional funding?

Guidance is now available for Active Partnerships regarding the phase 2 application process. This is available in the teams channel or via activepartnerships@sportengland.org

7. Can we fund an organisation that is already in receipt of other Sport England funding?

Yes, so long as the purpose for the TIF funding does not duplicate the purpose of the other Sport England funding. This should be separate from or complimentary to any other funding previously secured from Sport England. (Published 4/6/20).

8. Can we fund activity that won't be delivered until later - i.e. after October?

We have now updated our guidance to allow any organisation receiving funding through Tackling Inequalities to have up to six months of support from the start date of activity. This support should not continue beyond 31.03.2021. (Updated 24.07.2020)

9. Can groups use the funding to purchase equipment?

Yes, relevant equipment that would support communities to be more active in this current period could be purchased through the fund. This fund is not about longer term equipment replacement however as there are other funding programmes that offer that function. Do think about how any equipment groups propose will remain in circulation/use beyond the short term immediate response, we are already starting to move into a new phase where people can get out more, do think about emerging opportunities in addition to providing lots of home activity kits. (Published 4/6/20).

10. Can we join this SE funding up with other sources locally? ie other funding programmes?

We are supportive of the notion of partnerships joining up opportunities at the local level and maximising the value and reach of this Sport England funding. If this is something you

are exploring please make early contact with us directly to discuss your thinking/how it would work so we can arrive at informed decision.

In any event Sport England will:

1. Need to retain approval/authorisation of recommendations as set out in this and the original guidance.
2. Be appropriately accredited for the use of Lottery Sports Funds in any award and media coverage.

(Published 4/6/20, updated 18/6/20).

11. Can we fund things like food distribution and other welfare needs in our communities through this funding?

This fund can be used to join up resources locally with other funding bodies/approaches established to support community groups through the COVID-19 crisis. We expect a line of sight to Physical Activity in the funding decisions you propose for Sport England funding.

Our line of sight is in keeping people in a position to be active – in order for people to be active we recognise that some of their other basic needs must be met. That's why we have supported things like Holiday Hunger programmes – where young people get fed alongside being active but our focus here is on ensuring that people engage in the activity with food provision a conduit to ensure people are effectively able to engage in the physical activity offer. We encourage you to think about what is “reasonable” support in the current context which would include being part of a joined up approach in a place but not taking on responsibility for wider welfare needs in communities where statutory bodies and other charities are established to do so and their articles reflect that purpose. (Published 4/6/20).

12. Can we promote the fund locally?

We have provided, at the end of this update, a copy of a draft press release that you can use for communicating successful decisions to support community groups. Please let us know if you need any further information/support and do let us know when you are making any announcements/issuing any press releases. Appendix one includes a press release that may be helpful for Active Partnerships and National Partners to use at this time. (Published 4/6/20).

13. Can we add the same applicant to the Smartsheet more than once if we know a little about what they want to do now but expect to do more with them in future?

Yes, this feels sensible as it would allow a partnership to work in an iterative way with community organisations and it speaks to acting in 'real time'. It would be important that any further amounts of money committed to that organisation provide additionality to that which was initially funded. Please reference that the organisation has previously been funded in the subsequent application(s). (Published 18/6/20).

14. Are we able to use the funding to support the purchasing of activity packs to give to people who are self-isolating or unable to participate outdoors due to lockdown rules?

Broadly speaking, this is supported where the organisations that connect to our target audiences feel that this is the best solution to help individuals they connect to keep active at this time. We would ask you to also consider other means of funding when considering this and to keep the cost of activity packs low. It is important to consider how individuals will be supported to use the equipment, ongoing connection with them and longer-term sustainability of their activity levels and use of the equipment post lockdown. (Published 18/6/20).

15. Is it ok for our community partner organisations to give activity packs/equipment to individuals for their own use rather than the equipment being held by an organisation?

Generally, this is acceptable with a few points of guidance. Ideally, the equipment would remain the property of the distributing organisation and be on loan to individuals for their use at this time. This needs to be proportionate and where the cost is very low e.g. resistance bands only, it may cost more to collect again at the end of the project. The total cost of packs should be kept low. (Published 18/6/20).

16. Where there is no applicant for us to use locally e.g. where a group has yet to form a constitution or legal structure, can we use our own partnership (where we have charitable status) to hold the money for them?

Where there is absolutely no other option and the group provides a vital connection or service to one or more of our target audiences this can be done. There should be no financial benefit to the Active Partnership or National Partner e.g. management fee. (Published 18/6/20).

17. Can we add a project to the Smartsheet for approval that has already started?

Projects should not start until Sport England has signed them off through the Smartsheet. Where Active Partnerships and National Partners do this, they do so at their own risk. (Published 18/6/20).

18. Can we use the funding to support the employment of posts that do not sit within community organisations e.g. intern positions to connect to LSEG audiences

This work is designed to support community organisations that connect to priority audiences therefore this type of employment does not fit this underlying principle. Additionally, TIF is designed to support in the short term to address inequalities arising as a result of COVID-19 therefore employment for a longer period of time e.g. two years also does not fit with the principle of the fund. (Published 18/6/20).

19. Can we fund activity that will be directly delivered by Local Authorities?

Broadly speaking, we would expect activity to be provided by community sector organisations. That said, where a Local Authority is best placed to connect to an audience and they can evidence a proven track record of doing so and/or there are very few local community organisations doing the same work/reaching the same audience this is acceptable. In any event it will be important to demonstrate the approach is meeting a gap/providing additionality, meaning the activity we are supporting is distinct from any statutory provision or projects which were LA lead prior to the COVID-19 crisis. (Published 18/6/20).

20. Can we fund an umbrella organisation that will further devolve the funding to it's member groups?

This is fine if the activity being delivered by each of the member groups is reflected in the overall purpose of the umbrella organisation and consistent across all member groups. If thinking about this route, do consider the time and energy tied up in administration and onward agreements, can you expedite this efficiently and in a timely manner during this emergency response phase? (Published 18/6/20).

21. Can we use money from TIF to fund gardening?

Generally, this funding cannot be used to fund the sole purpose of gardening. However, if the gardening activity is part of a wider project that involves other forms of physical activity for example walking, cycling, outdoor gym exercise, we may consider this, please get in touch and we can discuss specific cases. (Published 18/6/20).

22. Can the funding be used to offset membership fees at a club / organisation in an LSEG areas for people facing financial hardship as a result of covid-19?

Providing lower or no cost activities for people on low incomes is an acceptable use of TIF funding. It would be preferable to support the actual costs which any membership fee relates to e.g. coaching, equipment or facility hire fees, rather than the encompassing membership fee itself. In any event this funding should not be used to distribute funds to individuals to meet their costs. (Published 18/6/20).

23. Can we fund religious groups through Tackling Inequalities Fund?

We welcome the contribution of all faith groups particularly given the role that many can play in connecting with the priority audiences. The Active Partnership should be confident that they can deliver. Please be aware that any funded activity should not be used to promote the religious beliefs of the organisations. (Published 18/6/20).

24. Can we fund health partners such as NHS Trusts and CCGs?

Broadly speaking, we would expect activity to be provided by community sector organisations. That said, where an NHS Trust or CCG is best placed to connect to an audience and they can evidence a proven track record of doing so and/or there are very few local community organisations doing the same work/reaching the same audience this is acceptable. In any event it will be important to demonstrate the approach is meeting a gap/providing additionality, meaning the activity we are supporting is distinct from any statutory funding. (Published 18/6/20).

25. Can TIF funding be used for PPE?

Yes, where this is a reasonable amount and will clearly support people to take part or enable the delivery of activity. Organisations should follow Government guidance as to PPE requirements and standards. (Published 31/07/2020)

26. Can organisations be awarded more than £10k?

In order to support a wide range of organisations within the target audience group, the limit of funding via TIF is £10k per organisation. Any costs above £10k for the overall project will need to be met by the organisation or other funding sources. This figure should be calculated on an accumulative basis i.e. if an organisation is funded twice, the total of both allocations should not total more than £10k. Where there is an exceptional circumstance that Active Partnerships or National Partners feel is critical to supporting a priority audience please discuss with Sport England on a case by case basis. (Published 31/07/2020)

27. Can TIF funding support capital?

Tackling Inequalities Fund monies should not be used to support projects involving construction or refurbishment of property, putting up temporary buildings or land improvement. Also, we can't fund fixed items of equipment including goals and nets that cannot be easily moved, as well as fixed equipment which may require planning permission or may impact on any lease. (Published 31/07/2020)

28. Can TIF funding through partners support football focused projects?

Where Active Partnerships and National Partners identify projects that are football focused, these can be funded through Tackling Inequalities however there are a few factors that we would want you to consider before bringing these forwards:

- Please remember the core purpose of the fund is targeted at 4 key audiences - BAME, LSEG, LTC and Disability and aims to either a) support community groups working with these target audiences to get through COVID-19 and remain operational post lockdown and/or to reach our 4 audiences at this time to support them in remaining engaged and active.

- This fund is not designed to support ongoing/long term projects or the creation of new activity to new audiences but is a here and now emergency fund to support existing clubs and organisations to survive and reach out to their participant base.
- Football clubs and voluntary organisations received significant levels of support through CEF and Sport England have also agreed to repurpose funding to the FA to help local County FA's (CFA) reduce affiliation fees for clubs across the country, therefore, we would not want to fund this type of support via TIF. Where not already aware, your clubs should be directed to ask their CFA about this

(Published 31/07/2020)

29. Can TIF funding support single Facility Operators to re-open their doors?

Tackling Inequalities funding should not be used to help facility operators return to operations following Lockdown. Where they are best placed to provide opportunities for a priority audience to remain active, TIF resources can support the activity to take place. There must be a clear rationale as to why the facility operator is best placed to deliver this.

(Published 31/07/2020)

30. Can TIF support activities that an organisation will also charge participants for?

This use of funding is acceptable if the costs are appropriate to the audience and they do not present a barrier to participation. (Published 31/07/2020)

31. Can we fund on-costs, administration, coordination and management fees through Tackling Inequalities?

We want as much money as possible to reach the organisations and their audiences/participants/beneficiaries at this time. TIF will only support funding for direct project costs and for an appropriate and proportionate share of an organisation's overheads in delivering this project. Direct project costs are ones that clearly relate to a project i.e. coaching costs, volunteer expenses, a tablet to loan to self-isolating participants. Overheads are costs that partly support a project such as rent or utility costs. The inclusion of on-costs and other organisation overheads which are not related to direct delivery will not be supported. Additional management and administration fees in addition to direct delivery costs will not be supported. AP's should be confident that submitted costs for Sport England approval meet this definition.

32. Can we fund research and evaluation through tackling inequalities?

As above, these items are not eligible for inclusion within Tackling Inequalities as we want as much money as possible to reach the organisations that need our support at this time.

(Published 31/07/2020)

33. What costs are ineligible for lottery funding and therefore cannot be included in Tackling Inequalities?

There are certain items that are not eligible for lottery funding as follows:

- Activities or costs which are already covered by other government funding including rates
- Capital works
- Activities promoting religious or political beliefs
- Where there is personal benefit to an individual
- Any private business or profit making organisations unless they are a Social Enterprise or Community Interest Company
- Sole Traders / Partnerships and freelancers
- Loss of Sponsorship or loan repayments.
- Replacement of equipment (its broken, tired, torn etc).
- Contingency costs and VAT organisations are seeking to recover.

This list is not exhaustive, if you are unsure please do get in touch.

(Published 31/07/2020 please note that this information is also included in the supplementary guidance documentation for Tackling Inequalities)

34. What kinds of costs are eligible for inclusion in awards we make to community organisations?

In supporting community organisations in your localities, you might receive requests to support the following which are eligible items of expenditure for this fund at this time:

- a. Staff costs
- b. Training costs
- c. Rent / Facility hire
- d. Utility costs
- e. IT costs
- f. Insurance

(Published 31/07/2020 please note that this information is also included in the supplementary guidance documentation for Tackling Inequalities)

35. How can I tell if a project is eligible for inclusion within Tackling Inequalities Fund?

Generally speaking, if a project can answer yes to the following six questions, it should be suitable for inclusion (as long as all items of expenditure and the organisation are eligible):

- a. Will this investment impact upon at least one of the four priority audiences?

- b. Is there a real 'here and now' requirement to support this audience (maximum 6 months support)?
- c. Has the requirement arisen as a direct result of this community group or audience being adversely affected as a result of COVID-19?
- d. Will this investment help a community group that focusses on one of our four priority audiences that needs funding to continue to survive and/or connect to one or more of our priority audiences at this time to keep them active?
- e. Is there a clear '**line of sight**' from this investment to physical activity taking place either now or in the immediate future (maximum six months of funded activity)?
- f. Will the funding to be used to support a trusted community organisation rather than be directly delivered by the Active Partnership?

(Published 31/07/2020 please note that this information is also included in the supplementary guidance documentation for Tackling Inequalities)

36. Can we fund one-off events through tackling inequalities?

This fund will not support one-off events unless they have a clear purpose to engage or re-engage with an audience and can demonstrate that they are either at the beginning or end of a wider piece of activity for those involved. (Published 31/07/2020)

37. Can we work with non-affiliated clubs?

The key factor in deciding which clubs to work with should be the safety of the participants. Active Partnerships and National Partners should ensure that any club they are working with has appropriate risk and safeguarding practices in place and relevant insurance.

Special attention should be given to those sports who are deemed to be high risk or dangerous. You can find out which sports these are by clicking the link below – activities considered to be 'higher risk' for the purposes of Sport England funding are marked with an asterisk (*)

https://www.sportengland.org/how-we-can-help/national-governing-bodies?section=the_recognition_process

The Safeguarding Code in Martial Arts recognises clubs or providers in England who have demonstrated that they have reached and maintained good safeguarding standards.. Information on these martial arts organisations can be found at the link below:

<https://www.safeguardingcode.com/local/map/>

(Published 31/07/2020)

38. Can we fund retrospective costs through tackling inequalities?

Retrospective costs should not be included for projects funded through the Tackling Inequalities Fund. This is particularly important for purchase of equipment and direct delivery where organisations have already chosen to undertake this activity before being aware of this funding support.

In exceptional cases National Partners and Active Partnerships can put forward projects where they find organisations that are in emergency situations and can demonstrate clear financial difficulty where investment into retrospective costs will ensure the organisation's survival. (Published 31/07/2020)

39. (NEW) What should we do if projects that have previously been approved have an underspend?

Ideally, we would like to avoid taking money back from community organisations at a time when they need it most. The first option would be to consider if there is an opportunity for the project to extend their delivery in line with their original proposal, if this is the case please do so. You do not need to ask permission from Sport England if this is the case but we would encourage that any changes of this nature are formally recorded and acknowledged between Active Partnerships/National Partners and the organisations they are funding. Should the community organisation wish to use the money for a completely different purpose that is not in line with the original proposal, please contact Sport England either through the teams channel or the tackling.inequalities@sportengland.org inbox to provide details in order that we can amend and approve as appropriate. If all else fails and you need to withdraw funding from a previously approved project, please get in touch with Sport England in order that we may update the smartsheet and your partner budget availability. Please note, where money needs to be recouped from a community organisation, it is the responsibility for the relevant Active Partnership or National Partner to do so and provisions for this should be set out in the agreement in place with the community organisation. (published 13.10.2020)

40. (NEW) What should I do if a project needs to alter delivery because of changing Government COVID-19 guidelines?

We are mindful that the latest government guidance on COVID-19 will have an impact on the plans of many community groups already funded through TIF or in the process of seeking funding through TIF. We encourage you to guide your funding beneficiaries around the best way forwards recognising that flexibility is needed - i.e. they may now be experiencing increased costs associated with their proposals, they may need to move monies between different elements of their proposed budgets to work or may need to shorten or lengthen their plans. This is understandable and acceptable providing it remains within the spirit and intent of what the original funding was being sought for. At this point we don't expect projects to be presented again but we would advise that any

changes agreed between parties are acknowledged and formally recorded. The only time that Active Partnerships or National Partners need to contact Sport England would be if the applicant advises they can no longer do anything connected to their original proposal/audience and wish to return the award or develop a "new" project not related to the original purpose. In this latter scenario, please contact us through this channel or via the TIF inbox to discuss further. It's also worth having a read through of the latest COVID guidance on our website here: <https://www.sportengland.org/how-we-can-help/coronavirus> (published 13.10.2020)

41. (NEW) How can I find out if National Partners are delivering in my Active Partnership Area?

There are a number of ways in which you can find out this information:

- A spreadsheet has been uploaded into the teams area that includes all known geographical focus and key points of contact for each of the TIF funded partners. Please use this as your first point of call to find out this information. This spreadsheet can be found in the files section in the comms support folder and is entitled 'TIF Partners – contacts and location focus'.
- We have created the teams area to promote information exchange between Sport England, National Partners and Active Partnerships. National partners have uploaded information regarding their focus for Tackling Inequalities into the 'National Partners Role with TIF' folder and can be contacted through the channel. Please post enquiries in the general area and tag colleagues where you know names or tag the whole channel if you are unsure as this will notify everyone that you are seeking information.
- The dashboard that is available through both teams and the smartsheet provides geographical data on where projects have received funding (and can also show where these are in development).
- The drop in calls provide an opportunity for Active Partnerships and National Partners to share information

(published 13.10.2020)