



The Lacrosse Foundation Grant Application Guidance

INTRODUCTION

Before submitting a grant application, you should read this guidance together with our Grants Policy which clearly sets out the guidelines for funding and how we assess applications.

Grants are available to individuals and organisations for projects that advance the Mission and Aims and Objectives of the Lacrosse Foundation.

The Mission of the Lacrosse Foundation is *to champion the growth and development of lacrosse in Great Britain (England, Wales and Scotland)*

The overall objectives of the Lacrosse Foundation are *to promote community participation in lacrosse, to assist providing facilities for lacrosse and to advance the education of young people in the sport of lacrosse.*

The Lacrosse Foundation currently offers the following grants:

- **Small Grants** - up to £1,000
- **Medium Grants** - above £1,000 and up to £5,000
- **Large Grants** - over £5,000

The information in this guide should provide you with everything you need to know about applying for a grant but, if you have any questions or need any assistance completing the form, then please contact us in the first instance at grants@thelacrossefoundation.co.uk.

WHO CAN APPLY

- Small Grants - individuals, organisations and statutory bodies.
- Medium and Large Grants - organisations and statutory bodies.

Organisations and statutory bodies includes sports clubs, voluntary organisations, local authorities, schools, university sports clubs, student unions, charities, lacrosse national governing bodies and lacrosse regional leagues/associations.

Not-for-profit organisations must have a written constitution which contains a clear not-for-profit statement and a distribution clause should the organisation dissolve.

WHAT WILL THE LACROSSE FOUNDATION FUND

If your project meets the mission, aims and objectives of the Lacrosse Foundation and you or your organisation is eligible, an application is likely to be fundable if it meets the following criteria:

- Supports “***championing the growth and development of lacrosse in Great Britain***”.
- For small and medium grants, projects must be deliverable in a 12 month period from the date of our award letter.



- The focus of beneficiaries for the project is Great Britain, projects that do not primarily benefit Great Britain should be discussed with the Lacrosse Foundation prior to applications being submitted.
- Your project must start after the date that a Grant is awarded to you.

WHAT WON'T THE LACROSSE FOUNDATION FUND

We can support a wide variety of projects, however there are a number of costs that we cannot cover. The following are examples of projects or costs we will not fund:

- Projects that do not address the Lacrosse Foundation mission, aims and objectives.
- The general running costs of an organisation (e.g day to day expenses such as rent, gas, electricity, and insurance costs)
- Repeat projects or events (unless additional impact or participation can be shown).
- Replacement of equipment that has previously been funded by the Lacrosse Foundation unless you can demonstrate clearly why it is needed.
- Salaries - except for coaching costs or fixed term positions needed to meet a specific project requirement. Funding of coaches must be clearly additional to usual expenditure.
- Used road vehicles.
- Normally more than £5,000 to the same organisation in any 12 month period from the date of our award letter, other than for recipients of Large Grants.
- Fixed items of equipment which may require planning permission or may impact on any lease.
- Projects that take place or incur costs (including deposits and costs associated in submitting the application) before the date of the offer letter.
- Contingency costs and VAT you can recover.
- Projects involving travel to another country where a similar sporting benefit can be gained in Great Britain.
- Sponsorship, endowments or loan repayments.
- Proposals where the private benefit to an individual is greater than the wider public benefit, other than for persons in full-time education.

EQUIPMENT PURCHASES

Our grants can fund equipment that will help improve the experience of those playing lacrosse or will get more people playing lacrosse. If buying equipment is part of your project then you should bear in mind the following:

- Any application for equipment should explain why it is needed and how it will achieve the need.



- Where the grant application includes playing equipment (sticks, protective wear etc.) we will normally only fund entry level equipment suitable for your target audience. If you require specific makes or models then please explain the reason in your application.
- We can only fund the replacement of equipment with something of a higher grade when the upgrade has a measurable impact or is due to new rules or league requirements.
- Where possible we will purchase equipment requested in grant applications as opposed to transferring funds to you.
- If you will purchase the equipment then you must provide us with a copy of the invoice(s).
- If you will purchase the equipment, we encourage you to obtain quotes from a selection of suppliers to ensure you are getting the best possible price.
- If your application includes any single item of equipment with a value of £1,000 or greater we will require you to submit three quotations from different suppliers along with your application.

THE APPLICATION FORMS

We have three application forms depending on the value of grant you are applying for. Please ensure you use the correct form.

If you wish to apply for a Large Grant then please first submit an Expression of Interest Form which we will use to give initial consideration to your project. If we are interested in supporting your proposal we will discuss it further with you and then may invite you to submit a full application form.

PREPARING YOUR APPLICATION

We want to help fund projects we believe best meet our Mission Aims and Objectives. Your application should clearly explain your project and help us to understand how it meets our funding criteria.

When writing your application it may help you to consider the following questions:

- What is the problem(s) you are trying to solve?
- How will your project help to solve the problem(s)?
- Who will be the beneficiaries of the project?
- What will be the impact of your project?
- How will you deliver your project?
- Who will deliver your project - do they have the right skills and experience?
- How will you monitor and evaluate the impact of your project?
- How will you sustain your project after the funded period?

For all but the smallest of grants, it will be important for you to demonstrate that your project has been properly planned and can be successfully delivered if you are awarded a grant. A simple step-by-step delivery plan may help to explain this.



If your application includes playing equipment, please provide a cost breakdown based on internet prices identifying the equipment and supplier you have used in your calculations. Please note we will normally engage with the UK suppliers to obtain quotes from them for playing equipment suitable for your needs and provide details of what we will fund in our offer letter.

If you are a non-statutory organisation you will also need to provide the following supporting documentation:

- Governing document or constitution.
- Annual accounts for your last financial year. [If you are a new organisation then please submit a three-year income and expenditure forecast.]
- Last three bank statements. [If you are a new organisation then please provide evidence that you have a bank account.]
- Safeguarding policies if your project involves working with children and vulnerable adults, together with confirmation that those responsible for delivering the project have been checked with the Disclosure and Barring Service.

These documents - preferably in PDF format - must be attached to your application. If for any reason you are unable to provide a document, please attach a Word or PDF document that explains the reason why. If you wish to provide additional supporting documents, eg business plan or development plan, please email these to grants@thelacrossefoundation.co.uk.

AFTER YOU HAVE APPLIED

Once we have received your application we will check it is complete and that you have submitted all the supporting documents we need. If we feel it necessary, we may ask you for further information to help us to best assess your application.

Once we feel we have all the information we need we will assess your application against our funding criteria and priorities. We will aim to inform you of a decision within 4 weeks (Small Grants and 12 weeks (Medium and Large Grants) of receiving all the information we require to make a decision.

If your grant application is successful then we will send you a Grant Offer Letter setting out the value of the grant we are offering you, the purpose of the grant, our general terms and conditions and any additional terms and conditions we wish to include.

Please read these documents carefully and confirm by email within 10 days of receipt of the Grant Offer Letter that you wish to accept the grant and all of the stated terms and conditions.

If your grant application is unsuccessful we will provide you with feedback. Please note that our decision is final and no further discussions will be entered into. However this does not prohibit you from applying for a grant again in the future.