

## Funding could be just 3 steps away

How to get funding	The steps you take	What Sport England will do
<p><b>Step 1</b> You have a project idea</p>	<p><b>Tell us about your project idea</b></p> <ul style="list-style-type: none"> <li>+ You can submit your project details online using the enquiry form available at <a href="http://www.sportengland.org/funding">www.sportengland.org/funding</a>.</li> <li>or</li> <li>+ You can phone to discuss your idea on <b>08458 508 508</b>.</li> </ul>	<ul style="list-style-type: none"> <li>+ You will receive instant feedback about eligibility and basic project suitability.</li> <li>+ If your project is not suitable for Sport England funding we will tell you why and direct you to relevant sources of information or to other more suitable organisations.</li> <li>+ If your project is suitable for funding we will send you initial guidance notes to help you develop your project.</li> </ul>
<p><b>Step 2</b> You appear suitable for funding</p>	<p><b>Submit additional supporting information</b></p> <ul style="list-style-type: none"> <li>+ The online enquiry form lists the additional information required. Send it to Sport England.</li> <li>+ Telephone enquiries: You will be sent a letter listing the additional information that's required. Send it to Sport England.</li> </ul>	<ul style="list-style-type: none"> <li>+ We aim to process this information within 15 working days of receipt.</li> <li>+ If Sport England is interested in your project, we will use this information to prepare an <i>Applicant's Statement</i>.</li> <li>+ To help you develop your project further we will send you relevant guidance notes for your project.</li> </ul>
<p><b>Step 3</b> You are ready to apply</p>	<p><b>Send in your request for funding</b></p> <ul style="list-style-type: none"> <li>+ Check the details on the <i>Applicant's Statement</i> and sign it.</li> <li>+ Send the statement and your project plans to Sport England.</li> </ul>	<ul style="list-style-type: none"> <li>+ The <i>Applicant's Statement</i> and project plans will be reviewed and a decision on funding your project will be made. We aim to do this within 12 weeks.</li> <li>+ We will notify you of the decision in writing.</li> </ul>



Every effort has been made to ensure the accuracy of the information contained in the *Funding Support Pack* and supporting guidance notes. Sport England, its servants and agents shall not at any time, in any circumstances, be held responsible or liable to any party in respect of any loss, damage or costs of any nature arising directly or indirectly from reliance placed on the material in this publication, or any other guidelines or policies issued by Sport England. This information has been prepared as a basic guide only and should not be viewed as a substitute for obtaining comprehensive expert or professional advice.

This guidance and Sport England policies on Lottery funding applications are subject to change from time to time, including variations required complying with governmental directions on the application of Lottery funds. Sport England reserves the right to amend, supplement and/or discontinue, at its absolute discretion for whatever reason, any or all of the guidelines set out in this publication.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the permission of Sport England.

© Sport England, March 2004. Reference 2251  
Code number SE/2251/1.5M/03/04