

Guidance for RDA groups and Accessibility Mark Centres when applying for the Sport England Community Emergency Fund

Purpose of Fund

Sport England has created a £20million Community Emergency Fund (CEF) which aims to deliver immediate funding to those in need, who are facing ongoing fixed costs including rent, staffing, utility bills and maintenance. It is designed to help grassroots sport and physical activity providers.

Awards available

Awards will be between £300 and £10,000. In exceptional circumstances they'll consider awards of more than £10,000. They aim to get back in touch with every applicant within seven to 10 working days of your submission. **The funding period covers 1st March to 31st July 2020** but may be extended if the lockdown continues.

Who is eligible to apply for funding?

The fund is designed to complement other sources of funding from the government and so you should ensure **you have exhausted other funding sources from government before you apply** for this emergency fund. It is possible that even with other sources of support from government you may still have a gap in your funding needs and so you can apply for this gap. However you must make it clear that you have exhausted all other methods and this is the last resort to bridging that gap.

While the funding looks as though it is mainly aimed at those that have a charitable or not for profit status, if you play an important role in keeping people active you should still apply. We know that if you are a company limited by guarantee, CIC, CIO, CASC or charity you should be eligible.

Sport England have previously not made their funding available to organisation that are a limited liability partnership (LLP) or sole trader (self-employed). However, while priority will be given to organisations that meet all of the criteria, Sport England may fund those organisations that cannot receive support elsewhere if you can show there is a real need and you have exhausted all other avenues.

Examples of where funding may be needed:

- It could be a RDA group/Accessibility Mark Centre that in normal times breaks even and has had to stop running sessions due to COVID-19. If this RDA group/riding school was unable to reopen due to costs incurred during this shutdown it would be a real loss to the local community and would mean a lack of physical activity and social interaction (aiding the reduction in social isolation) for their vast range of riders (disabled and non-disabled) and volunteers.
- The RDA group/Accessibility Mark Centre may also be a competition venue and now with no shows for several months bringing in additional funds/revenue, needs support to stay afloat. When restrictions are lifted, they need to provide those competitions that support the activity journey of their riders and volunteers. These venues are also key to hosting regional qualifiers for Championships such as the annual RDA National Championships.

- The RDA group/Accessibility Mark Centre may be a livery yard that provides a place for the local equestrian community to keep their horses, ride and exercise them on a daily basis. The staff cannot be furloughed as they need to care for the horses and ensure the viability of the group/centre, but the business only survives due to the teaching that the business delivers, and that teaching has ceased. Thus, the business is no longer viable and will have to shut, meaning that there is a closure of a facility for the community to keep their horses and poses a significant impact on the ability for those people to continue their activity in the local community.

Am I an 'organisation'?

The answer is YES. Sport England regularly uses this word to describe a range of different "set-ups" which includes clubs/groups, centres and venues. Whilst words such as "stables", "yards", "centres" are more commonly used in the equestrian industry to describe our organisational "set-ups", the lack of the word "organisation" in your RDA group/Accessibility Mark Centre name should not detour you from applying.

How do I complete the application form?

We understand that you may not have completed a funding application before, so below we have given you guidance to the main questions so you can see what sort of information needs to be included.

To enable you to easily edit your application before you submit it we recommend that you create your application on a **word document** and then copy and paste the answer to each question onto the Sport England application form.

Please note, the application form will not save your information if you navigate away from the website at any time. You can go backwards and forwards through the questions inputting your answers, however until you submit it you must not leave the website as the information will be lost.

Putting your funding application together will take some time as you gather all the evidence to support it. As you can only apply once you will need to ensure that it is as informative and as accurate as possible to allow Sport England to make a truly informed decision to take your application further.

Key things to remember whilst you are writing your application include:

- **Language:** your application form may not be read by someone with an equine background. Use terms that are self-explanatory. Such as "Horse Care" instead of "Stable Management". "Riding arena" instead of "Manège".
- **Use number data where possible to support your answers:** i.e.
 - the total number of riders, volunteers and coaches you have participating at your group/riding school. This will demonstrate your impact on your local community, especially if you have to cease operations permanently.
 - what type of activities and how many activities/lessons you delivered during the previous 12 months (RDA groups can use their annual return data here) and what this looks like on a weekly basis broken down into rider numbers.

For riding schools you may have held 5 group lessons 6 days a week. Then break this down into how many total riders this was for i.e. 5 people per group lessons x 5 x 6 = 150 weekly riders. From a funders point of view this figure is more attractive than reading 5 groups sessions 6 days a week as they don't know the quantity involved.

- Provide as much information as possible whilst remaining clear and concise. Make sure you are fully answering the question.

Below are suggestions on what to consider including in your answers to the following questions:

NB: Questions 1-22 are in relation to your organisations details (address, contact tel, Vat no etc).

23. Total amount requested (£) from Sport England

Tip: Do not put a £ sign before the amount as the website will not accept it. Just put in the numerical number i.e 10,000

Suggest that you base this figure on a calculated amount and this doesn't have to be a rounded figure. Base the amount on your calculations from question 24, so you are requesting the amount of money you actually need and can justify this. In some cases, the calculations below may come more than above £10,000, in this situation the top value of £10,000 can be stated and explained. If you do need more than £10,000 then it is also being clear about how you will source the additional amount and from what other sources or how you will reduce your costs if this amount cannot be sourced.

24. Explain how you will spend the funding and how the requested value was calculated?

You will need to show that you are in clear financial need as a result of the Covid 19 outbreak. You should also set out:

- what you have done to minimise your costs or secure income from other sources (e.g. government support) and why you still need further support.
- Identify the minimum amount you will need to spend while activity isn't happening (the next 3 months).

Sport England will fund the following so think about your costs in these areas:

- Rent
- Utility costs
- Insurances
- Facility or equipment hire
- Core staffing costs (including casual workers) that cannot be met elsewhere by other government funds
- Retrospective losses dating from 1 March 2020
- Essential Healthcare costs for your horses

You will need to consider costs such as horse feed, bedding, farrier, routine vets fees (vaccinations), emergency vet fees, routine dental treatment and physio (the latter of which can have welfare implications if not carried out). **We suggest these are identified as Healthcare costs.**

There are no other sports that have these additional needs and so this is why they are not explicitly listed on in the Sport England's own guidance documentation which can be viewed on their website. This is due to the application forms generic nature which is designed to cover a vast range of sporting organisations. You will need to demonstrate the inclusion of these costs in your calculation and any other fundamental costs appropriate to you.

It is also worth noting and explaining that not all horses can simply "have a holiday" and will need to be exercised for welfare issues to maintain their health and be ready to start delivering lessons as soon as it is deemed safe to do so. These are all ongoing bills that still have to be paid and mean you are experiencing short term financial hardship due to your usual income generating activities having to stop. This should be clearly identified as the need for healthcare costs.

Only include what you really need support with. Clearly and concisely explaining these costs will help increase your chances of a successful application.

Also highlight that these costs are not covered by any other funding means that you can access.

Please note the government has recently changed their advice around furloughed staff not working for the organisation whilst furloughed. Furloughed staff may volunteer to carry out "essential horse care" but this must be purely "non-income generating" activity and for less hours than their paid role would be. If you need to retain staff to care for the horses you will need to explain why you need to retain them despite your loss of income.

25. How much income (in £) do you estimate your organisation has lost/will lose? These can include retrospective losses dated from 1 March 2020, and/or projected losses through to July 2020.

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Be as precise as you can. Think about including seasonal activities such as, in the case of riding schools, holiday activities, or the potential increase in demand that may come about by improvement in the weather. Riders wanting extra lessons in the run up to regional qualifiers, competitions and the RDA National Championships

26. Please detail any supporting information relating to question 25 e.g. how the losses were calculated.

Remember your company accounts are in the public domain and are likely to be referred to.

Do your maths and prove it in a succinct accompanying document if possible - i.e. how many lessons per week do you deliver across your range of riders (adults, children, group lessons, individual, hacks etc. all of which will have a different price associated to them).

When calculating this, break this down per session per rider per week to give you an accurate figure.

For example:

- You would normally provide 5 lessons to 4 riders per week @ £25 per session and since 1 March 2020 you have not been able to do so for a total of 13 weeks. This is a potential loss of income of £6,500.

- In addition during the holiday season you would have delivered an addition 20 sessions @£25 a week for 4 weeks. This is a potential loss of income of £2,000.

27. If your organisation has any reserves or saving, please tell us how much (in £)

Tip: Do not put a £ sign before the amount as the website will not accept it. Just put in the numerical number i.e 4,000

Be honest. Sport England recognise that it's good management to have some cash reserves, so this will not be seen by them as a reason to not fund you.

Tell them how much your reserves are, if and how you're going to use these.

28. If you answered question 27, please detail any supporting information here, e.g. how that money could be spent.

Remember that this fund is for when you have exhausted all other options and already streamlined/reduced your outgoings to the minimal possible. Detail your plan to use your reserves and why you need additional support on top of these.

29. Please describe the work your organisation does and who in the community benefits from it.

Demonstrate how you are part of your local community and how the activities you offer have a physical or mental health benefit to your clients – including consideration of the ages of your clients and the physical/mental disabilities of your client.

Stress that only RDA delivers the work we do to our clients in the community and if this is lost then our participants will be disadvantaged.

You should also tell them how many people use your services on a weekly basis. Sport England like facts and figures so make sure you include these to support your claims. Also ensure these match the figures you have stated elsewhere in the application.

You will also need to describe the types of activities you offer.

Describe how you offer physical exercise for those people who are less likely to have access to sport.

Sport England will prioritise applications from those who work with one or more of the following:

- Delivers activity in disadvantaged areas, including areas of rural deprivation
- Works with one or more of the following groups: women and girls, disabled people, lower socio-economic groups, Black, Asian and minority ethnic groups (BAME), LGBT+, older people, or those with long term health conditions
- Organisations that are maintaining an element of self-employed workforce not covered by other funding.

Many RDA groups/Accessibility Mark Centres will cater for several of these key demographics and therefore make sure you highlight all of those that you provide the opportunity to be active to.

Whilst you may not have the data available relating to your specific group/centre, some figures you can include in your application in relation to the national statistics demonstrating the inclusive nature of equestrian sport where men and women participate on equal terms are as follows:

- Recent data shows women make up 87% of regular horse riders.

- Certain horse-riding disciplines have up to 15% of their male members and 2.8% of female members who are LGBT+.

This information could be included alongside anecdotal information to demonstrate the impact losing an equestrian organisation could have on these under-represented groups in your local community.

30. Please briefly describe the activities your organisation has delivered in the last 12 months.

For RDA groups, here you can use your RDA annual return data to demonstrate how many activities you have delivered during 2019 and what these activities involved (this should also help you answer question 26).

For Accessibility Mark Centres, include all the types of lessons you deliver as well as the number of riders that took part in these lessons. Also mention any other activities you may have held targeting the under-represented groups listed above in Q 29. Are there any non-riding activities that take part at your venue that you can include such as hosting a yoga class? Or does a dog agility group hire your venue? These are still activities that you are enabling to happen and therefore need to be counted as separate activity opportunities for your local community.

31. How are you staying in touch with your participants during this period of restricted movement?

Show here how you are communicating with your riders, volunteers and supporters to ensure that they are excited and ready to come back to ride horses once this is over. You can even describe your plans to entice them back into booking lessons/training once this it is safe to recommence.

32. What would the consequences be if your organisation is not successful in securing this funding?

- You need to demonstrate the consequences of not receiving funding. As well as losing staff, will you be able to feed and care for the horses?
- Will you have to close your business or yard permanently – meaning x number of people in the community will be affected?
- Are you providing essential physical activity and benefits for your riders, volunteers and their families mental health?
- Share in as much detail as possible how vital it is that you receive funding and the implications of what will happen if you do not receive it.

36. No further information is required at this point. However, if you'd like to submit any other additional documents to support your application, please email them to cef@sportengland.org, quoting your organisation's name in the subject line. Please select below if you intend to email anything through and we'll commence the assessment as soon as possible after it's received.

This is where you can “tick” to say that you will be emailing Sport England (to the email above) any additional information to support your application. This might be proof of your essential running costs that you need to meet despite no income.