



The Lacrosse Foundation Grant Application Guidance

1. Introduction

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 (small grants only) and organisations for projects that advance the Vision, 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 £2,500
- Large Grants - over £2,500

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.

2. Who Can Apply?

- Small Grants - individuals, not-for-profit organisations and statutory bodies.
- Large Grants - not-for-profit organisations and statutory bodies.

Organisations and statutory bodies includes sports clubs, voluntary/charitable organisations, local authorities, schools, colleges, universities, School Games, 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.

3. 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***”.
- Projects (except multi-year) 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.

4. What Will The Lacrosse Foundation Not 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 usually 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 to deliver the proposed project.
- Used road vehicles.
- 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 single grants above that value.
- Fixed items of equipment which may require planning permission or may impact on any lease.
- Projects or costs 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.
- 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.

5. 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.
- 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.

6. The Application Forms

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

7. 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?

TIP: Answer the questions directly by using the key words in the question, e.g. “The project will help to grow lacrosse by”

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 you are not a statutory organisation (e.g. a school, college, university or local authority) 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 one-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 (or equivalent in Scotland).

Where required, these documents - preferably in PDF format - must be submitted as part of the online application process. Organisations not required to submit these documents include schools, universities and local authorities. However, these applicants must still attach a document at the appropriate points of the application process to be able to finally submit the application. This document can be blank or read 'Not required'.

8. 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. We may request this information through a meeting with you which will usually be held online. Please note that The Lacrosse Foundation is run entirely by volunteers so we may request a meeting time during an evening or weekend.

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 (Large Grants) of receiving all the information we require to fully assess and make a decision on your application.

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, any additional terms and conditions we wish to include and monitoring and evaluation reporting requirements.

Please read these documents carefully and confirm by return email that you wish to accept the grant and all of the stated terms and conditions.

If your grant application is unsuccessful then we will usually 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.

9. Privacy

We process the information you provide during the application process in accordance with our published [Privacy Policy](#).