



# Footie for All Guidance Notes

## Introduction

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Tesco Stronger Starts funds grants for healthy food and activities for children across the UK. We have partnered with The Sun to power their Footie for All campaign with our Tesco Stronger Starts programme to create a Footie for All fund. We will be providing £150k in grants to grassroots football clubs across the UK as well as raising awareness of the importance of children having opportunities to thrive through opportunities for more physical and mental wellbeing. The Footie for All grants will support grassroots clubs in providing more spaces, better equipment and new kits – anything they need to help support children in their local communities.

### Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork to discuss the type of support we can provide. You can find our contact details here [Contact Us](#).

### Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, please save this email address - [mail@grantapplication.com](mailto:mail@grantapplication.com) - to your contacts or safe list. This will prevent emails being filtered into your junk or clutter folders, where they can easily be overlooked.

### Applying Online

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You can access our online application system by visiting [Apply Here](#). If this is your first application you will need to create an account. Click on the New Account link to register your email address and password. These will be your login details, and you'll need them every time you use our online application system. If you forget your password or any other part of your login details, please follow the link on the log-iApply Here.n page, which will allow you to reset this information.

## When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost.
- The online application form is best accessed using Windows and may face issues when being accessed through an Apple Mac or iPad.

## Getting Started Checklist

Make sure you have done the following before starting your application form.

- Have you got everything you need to complete your application form?
- Your organisation's contact details and information
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association.
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- Your Project Budget
- Your Other Supporting Information if applicable (Landowner or Planning Permissions, or other Permission letters)
- Information on safeguarding policy and procedures
- Two forms of identification for the main project contact (if applicable)

## Section 1: About Your Project

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In this section we're looking for:

- A clear and persuasive description of a well-researched project
- How you demonstrate the need and demand for your project
- How your project meets the need you have identified
- How your project fits with programme outcomes.

### 1. What is the name of your project?

At this stage, a project name is essential. If you use any abbreviations, tell us what they stand for. Please ensure that your project name is different from your group name. This must **not** be the same as your organisation's name and each word must begin with a capital letter.

### 2a. Where is your project located?

Please provide the full address and postcode. Please note that your project should be delivered locally. If there is no postcode for the site, please provide the postcode of the nearest building. Please include the town, village, city suburb or London Borough here as this information will be included on the display information along with the postcode of your

project should you get to the public vote. This information will be included in our public interactive map if your application is successful so please ensure it is accurate.

## **2b. What is the postcode for your nearest Tesco store?**

Using the store locator link, please give the full postcode of the nearest Tesco store to the location of your project. There is a link on the application form that takes you to the Tesco Store locator. You will need to note down the postcode and enter this into the application form. Please note that the store locator will open in a new tab/window so please save any work in your application at intervals as you are going along. Please note, occasionally, this brings up a Dobbies' store. Please ensure the postcode that you give is the full postcode of a Tesco store. <http://www.tesco.com/store-locator/uk/>

## **3. Please provide a brief One Line Description of your project that could be used for publicity.**

Please provide a clear description of your project. This should be around **160-200** characters in length (including spaces and punctuation).

Tell us about your project in the same everyday way you'd talk about it – for example use 'we' and 'our' when you talk about what you do. Make sure it reads well, makes sense and accurately conveys what your project will be doing – perhaps get someone to have a look at it who knows nothing about your project to see if it makes sense to them. Try to be specific about your project.

This description may be used for promotional purposes if your application is successful.

## **4a. Please provide a detailed description of your project and confirm why this grant is needed?**

Tell us in more detail about what your project is and why it is needed. This will be your opportunity to let us know the context of why you are applying for the grant. Decisions on funding will be made by people without specific local knowledge so you need to explain the need that the grant money will be meeting.

As this will be seen by the panel it is important to include all relevant information. You may like to use quotes or data to make your application more persuasive,

## **4b. Please confirm what the funds awarded would contribute towards?**

Explain what your project is doing in detail. This should include how the items you are applying for will meet the needs of the children and young people. Please be descriptive to enable panel members to understand what you are applying for.

This section will also be used by the panel to make a decision on your application so please ensure it aligns with the goal of the Footie for All campaign.

## **4c. Confirm how it will benefit the young people in your team and local community, and what difference it will make?**

To answer this question please explain how the funding will benefit the children and/or young people in your club. Please provide details on what impact you believe will come from the grant, and how it will encourage children and young people's involvement in football.

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Some examples of what can't be funded through the programme:

- Work that has already taken place
- Political donations
- Fundraising activities or challenges (e.g. costs for a skydive etc.)
- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Promotion of a religious or political cause
- Research projects
- Projects or activities that the state has a legal obligation to provide
- Purchase of land

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### Hints & Tips - Writing Your Project Proposal

- Write in clear, simple language, avoiding jargon, acronyms and abbreviations
- Write about facts, not generalities
- Remember, there is a word limit, so focus on telling us key information
- Remember that the people who are assessing your application or making decisions do not necessarily know your local area
- They will use this information to decide whether they want to shortlist your project so make sure the aims and how funds will be spent are clear
- Remember that your application is being considered by a panel so ensure information is clear

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### 5. Please select the option that best describes your project.

Choose one of the items from the list that best describes what you are applying for. If a number of them are relevant please tick the one most of the funding will go towards.

### 6a. The number of children and young people that will have increased access to football due to this project.

Please provide an estimate of how many children will benefit from your project due to increased access to football.

### 6b. Please select the age ranges of the main beneficiaries of your project.

Please select the age ranges of the children and young people who will benefit from the funding.

### 6c. Will the funding support children with additional needs?

Use the drop down menu to select 'yes' or 'no' to whether the funding would support children with additional needs. This does not specifically have to be the focus of the project.

#### **6d. Please advise on the ethnicity of the beneficiaries for the project?**

To answer this question please tick the box next to those that apply to the pupils who would benefit then input the percentage.

If you do not tick the box on the left hand side, it will not let you input a percentage.

**Ensure that the total percentage does not exceed 100%**

Please note that the answer to this question will not affect whether your organisation receives funding but is needed for our own reporting processes. If you do not wish to provide this information please mark it as “prefer not to say”.

#### **7. Project Delivery Period**

Please select yes or no to confirm if your project will be completed within 3 months of the grant award.

#### **8. Is your project undertaking physical improvements in an indoor or outdoor space?**

This form needs to be completed if your project is undertaking physical improvement in an indoor or outdoor space. You will find the Project Consent Form we need on a link in the application.

#### **9 Does your project require any permissions?**

If you are in any doubt over issues around landowner or landlord permission then please contact the owner of the land or property before applying. You may also need to check with your local planning authority whether planning permission is required.

Please note, you will only need to complete and upload a Project Consent Form if your project is to undertake physical improvements in an indoor or outdoor space.

This is not required for projects that are providing services.

### **Section 2: About Your Organisation**

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#### **10. What is the name of your organisation?**

We need to know the name of your group, this should be the name of the organisation that is applying for funding and match with the information on your bank statements and governing documents i.e. constitution, Memorandum and Articles of Association etc.

#### **11. What is your organisation address?**

Please provide the address and postcode of the organisation that is applying for funding.

#### **12. What type is your organisation?**

For monitoring purposes, please tell us what type your group falls under. If your group is a registered charity, please give your charity number/company number. Please ensure that

you review the whole list before selecting one so as to give us the most accurate information about your organisation type.

#### **12a. If you have chosen 'other', please provide further details**

Please provide further details about your organisation type if it is not in the dropdown list.

#### **12b. If your organisation is a registered Charity, please give your registered Charity number**

As part of the assessment process, this information will be checked on the Charity Commission or Scottish Charity Commission website.

#### **12c. If your organisation is a registered Company, please give your registered Company number**

As part of the assessment process, this information will be checked on the Companies House website.

#### **13. How long has your organisation been in existence?**

Please select from the drop-down menu the length of time that your organisation has been in existence. **Please note, if you are a CIC and have been in existence for less than two years, you are not eligible to apply for this scheme.**

#### **14. Main Contact**

This should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important to us that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

Please let us know if the main contact has any particular communication needs. We intend to use email as our main means of communication for environmental reasons.

If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

If your application is successful, the grant offer will be emailed to the main contact. They will be responsible for sending us an update once the project has ended. If your contacts change throughout the lifetime of the project it is **your** responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

#### **Main Contact Home Address**

This must be a HOME Address if your organisation is **NOT** a registered charity or a registered company. Please ensure that a full postcode is also provided.

#### **Telephone Number**

Please ensure that the number is correct and contains 11 digits.

## Proof of Identification

As part of our grant administration checks, if your organisation is **NOT** a registered charity or a registered company.

If your organisation is a registered charity or a registered company, and/or if you are a public sector organisation, we DO NOT require this information from you.

**If your organisation is NOT a registered charity or a registered company, we will require the following from you.**

- 1) Home Addresses for both the Main and Alternate contacts.**
- 2) The Main contact to provide two forms of ID in the upload fields - one for proof of name and the other for proof of address.**
- 3) The alternate contact MUST be a Bank Account Signatory for the bank account you will use if you are successful in receiving a grant.**

## **FORMS OF IDENTIFICATION GUIDANCE**

**IF YOU ARE A LOCAL AUTHORITY, OR REGISTERED CHARITY/COMPANY, YOU DO NOT NEED TO SUBMIT FORMS OF IDENTIFICATION.**

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

**Proof of Name** - please upload a document, such as your Current signed passport; a Current UK or EEA photocard driving licence; or Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces).

**Proof of Address** - please upload a document, such as a Utility bill (gas, electric - issued within the last three months, UK water bill; Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving licence (but only if not used for the name evidence).

**You can take a picture of your document with your mobile phone or you can scan your document and then upload to the attachment fields.**

## 15. Alternative Contact

Please use this section to provide the contact details for your alternative project contact. The telephone number and email address must be different to those of the main contact. Unless your organisation is a school, in which we will accept the same phone number.

If your organisation is not a registered charity or company, or you are not a public sector organisation, your home address must be provided here.

Please note that both the main and alternative contact must be bank signatories

## 16a. Safeguarding

Your project will be working with children and young people. You will need to have a safeguarding policy in place. You must have your own tailored policy for safeguarding and protecting children and young people at Risk which is proportionate and relevant to your organisation's activities and has been agreed by your trustees or other governing body. This policy must be reviewed regularly and staff and trustees must be trained on its contents.

By ticking this box, you are declaring that you have a safeguarding policy and procedures in place that is proportionate to your activities and understand that a copy of this document can be requested for review at any time.

Please see link for Groundwork's commitment to safeguarding:

<https://www.groundwork.org.uk/groundwork-uks-commitment-to-safeguarding/>

## 16b. Safeguarding Checklist

Please read the safeguarding checklist and carefully cross-reference it with your policy. Ensure you have ticked all the boxes to proceed with your application.

We cannot fund organisations without full up-to-date safeguarding policies in place.

## 16c. Safeguarding Lead Details

Please provide the name, phone number, and email address for the safeguarding lead for your organisation.

## Section 3: Finances

**All grants made through this fund will be for £1000 exactly.**

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### A Note about VAT

If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown.

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## 17. How do you intend to spend your grant

Please provide a budget breakdown of how you intend to spend your Footie for All grant should you be successful. There is no restriction on whether your grant is spent on capital (direct) or revenue (indirect) costs. Please note, in this section we only want a list of what the Footie for All grant would be spent on – not how any match funding may be spent. In this section you should enter a total rounded up to the nearest pound and should not enter a decimal place, a £ sign or use any punctuation marks.

**For example:**

**You SHOULD enter - 1000**

**You SHOULD NOT enter - £1000 or £1,000 or 999.99 etc**

## **Privacy Information**

### **Data Protection**

In this section of the application form we're asking you to read some important information about our data protection responsibilities.

It's important that you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential.

### **Our responsibilities to you**

In this section of the application form we are asking you to read some important information about who we are and our responsibilities around the data you provide to us. It is important that you understand how the information you submit will be used and stored by us.

You need to know what to do if you believe that any of your information is commercially sensitive or confidential. We ask you to tick the box to confirm you have read and understood the Privacy Information, know your rights and how your data will be used.

## **Section 5: Declaration**

### **18. Conflict of Interest**

In this section, please give us brief details of any conflict of interest you may have, for example, if you are involved in a business that may provide goods or services to the project if it is funded.

A conflict of interest is any situation in which an applicant, or the applicant's organisation, has a personal connection with, or a business interest in any organisation or individual that will be paid to deliver the project.

Conflicts of interest or potential conflicts of interest must be declared before any grant funding is awarded. Failure to disclose conflicts of interest may result in the withdrawal of funding and the repayment of grant.

### **19. Governance Document**

Please upload your Governance Document (This could be a Constitution, Standing Order, Memorandum and Articles of Association etc.) Your organisation's governing document needs to include a 'dissolution' or 'winding up' clause.

e.g. if your club were to close due to unforeseen circumstances any funds should not be shared between members but donated to a similar organisation/charity.

Please note we cannot accept a code of conduct or club rules as a governance document.

You **MUST** submit a constitution which relates to your own organisation (not FC).

## **20. Where did you hear about us?**

So we can see how our promotion of the programme is working, please select one option telling us how you found out about the Tesco Stronger Starts programme.

## **21. Please select yes or no to confirm if your organisation and the beneficiaries are happy to partake in promotional/editorial activities in The Sun**

Please select yes or no if your organisation and the beneficiaries are happy to partake in promotional activities in The Sun. This could involve the written case studies and/or photographs.

This question is important so please make sure you consider any safeguarding or child protection issues before selecting yes or no.

## **22. Application Declaration Statements**

We're then asking you to confirm a number of statements. And by ticking the box you're signing the application form electronically on behalf of your organisation.

**Good luck with your application!!**