FIELDS IN TRUST

QUEEN ELIZABETH II FIELDS CHALLENGE

LONDON LEGACY GRANT FUND

2012/13

GUIDANCE NOTES
Introduction

2012 is going to be an exciting year with Her Majesty The Queen’s Diamond Jubilee and the London 2012 Olympic and Paralympic Games. The Queen Elizabeth II Fields Challenge, headed by its Patron The Duke of Cambridge and operated by Fields in Trust, is a fantastic programme to protect 2,012 outdoor recreational spaces in communities all across the country as a permanent living legacy of these landmark occasions. Each protected site will be designated as a Queen Elizabeth II Field.

We have been fortunate to secure funding specifically for designated Queen Elizabeth II Fields in London from the London Marathon Charitable Trust (LMCT), which was established in 1981 with the principal object of providing or assisting in the provision of facilities for leisure and recreation for the people of London. We are very pleased to announce that applications for grants can be made throughout 2012.

For more information on how to get your field designated as a QEII Field visit www.qe2fields.com or call 020 7427 2110.

The Funding

The London Legacy Fund is for projects that support and encourage more people to get involved in sport, play or active recreation. You can apply for a grant of up to £10,000.

Please submit a separate application for each QEII Field that you own. Up to £10,000 is available for each QEII field.

Eligibility

Applications can be made by the local authority that owns the field or a Community Amateur Sports Club (CASC) or Charity operating on the site.

In order to apply you must either have signed the QEII Deed of Dedication or have had written confirmation from Fields in Trust that the site meets QEII criteria. Grants will not be released until the Deed of Dedication is signed.

The QEII Field must be located within one of the 33 London boroughs

Examples of what we could fund include:

- Playground equipment
- Improvements to existing facilities
- Improvements to access at the facility
- Outdoor fitness equipment
- Participation programmes
- Start-up costs for new teams or clubs

We cannot fund:

- General running costs, including salaries
- One-off events
- Projects which have already started
• Recoverable VAT

Criteria

Projects must be able to be completed within 12 months of a grant being awarded. The majority of any activity as part of your project must take place at the QEII Field. The grant funding must be spent on the project outlined in your application.

We will be looking to make awards to projects that can demonstrate that:

• Local people have been consulted and/or involved in the planning
• There are clear goals and objectives
• The planned activities are new and not just an extension of existing programmes
• They can make an impact on levels of sport and active recreation participation
• They will encourage new users/participants and not just improve facilities for existing users/participants
• They have managed to secure funding from other sources to contribute to the overall costs

As long as the above criteria are met then the QEII Field Challenge London Legacy Fund can be used as part of a funding mix for a larger project.

We suggest that you take time to prepare your answers to the following questions before starting the online application process:

• Please tell us the reasons why you are proposing this project and what your overall goal is (300 words maximum)
• Please tell us about how you planned the project, including who you consulted with and what organisations or groups are involved in the project (300 words maximum)
• Please provide more details about your project; what are you going to do and how are you going to do it (300 words maximum)
• Please tell us about the impact the project will have, for example how will it improve the site and involve the community, how will it introduce more people to take part in sport, play or active recreation (300 words maximum)
• Please indicate the current number of users of the site along with how many more people you expect to use the site after the project has been delivered
• Please tell us how you intend to measure the success of your project (100 words maximum)
• Please provide a breakdown of the overall project costs
• Please provide details of funding from other sources

Costs

Please provide a basic budget for your project, including estimated costs, funding from other sources (either grant, income or in-kind), and the total amount of grant you are requesting from the QEII Fields Challenge London Legacy Fund.
Conditions of grant

If your application is successful you must be prepared to work with us to promote the awarding of a grant to your organisation. We also require progress reports on the project, within reason, against the key outcomes stated in your application.

How to Apply

In order to give maximum flexibility to applicants and enable as many projects as possible to be completed by the end of the year we will be accepting applications on a monthly basis. Applicants will be notified of the decision within three weeks of the closing date, except where we have to come back to you for clarification or more information.

Please complete and submit an online application form located http://qe2fields.com/londonlegacy.aspx

Once you submit your online application you will automatically receive an emailed version for your records.

If you have any queries then please contact Alison McCann, London Grants Officer on Email alison.mccann@fieldsintrust.org or Tel: 020 7427 2123

Key dates are as follows:

The Fund opened in May 2012 and has now been extended. Please see below funding rounds for 2013

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<th>Closing Dates (all 5.00pm)</th>
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<tr>
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Any applications received after 5.00pm on a particular deadline date will be held over until the following month.