



The Foundation
for Sport
and the Arts

Guidelines for Applicant – Revised May 2007.

TRUST FUNDS

The Foundation distributes money subscribed from the football pools. It does not distribute lottery money.

APPLICATIONS FOR GRANT AID PROCEDURE

Send your application to the **Secretary to the Trustees at Walton House, 55 Charnock Road, Walton, Liverpool, L67 1AA**. We ask that you provide all the details listed in “Submission of Applications” which is attached with the questionnaire. (There is no application form).

Please note that cases are delayed if there is no completed questionnaire. Videos and books are discouraged. A photograph or two may be helpful in some cases.

PROCESSING

We have a kind of “conveyor belt system” with cases on it at every stage of the process. This moves along daily and the speed at which decisions are reached is largely governed by the speed of responses from those external bodies contacted for independent comment (see below).

THE PROCEDURE NORMALLY INVOLVES:

- a. Acknowledgement of receipt. A reference number will be allocated.
- b. Obtaining independent comment.
- c. Referral to Trustees for individual opinions.
- d. Assembly of Trustees’ opinions and a referral for a final decision.
- e. If a Trustees’ consensus is not obtained, deferral until the bid can be considered at a meeting.

We will write to you at each stage of the process and keep you informed of the position. As soon as we have been informed by the Trustees as to the outcome of your application we will notify you in writing immediately.

In most cases re-application is not precluded but there is a 12 month period from the decision of previous grants to re-application.

N.B. All grant offers made include conditions that must be adhered to. You should not make any assumptions before you receive a Letter of Offer as certain cases may include special conditions.

We also ask you to note that correspondence and applications for grant aid are to be addressed to the Secretary. In fairness to all applicants, we seek to nullify any advantage if an applicant approaches a Trustee directly.

FUNDING POLICY

It is important that offers of grants are examined with care. Before taking any action Grantees should satisfy themselves:

- a. As to the timing and amounts of payments.
- b. As to the extent to which they are required to find other funding for the project to meet the requirements of the Foundation.
- c. That they are prepared in relevant circumstances for the Foundation's Solicitors to require the kind of security referred to in our General Conditions, section 12.
- d. That they recognise that the whole of the amount of the grant will be repayable in circumstances specified in the General Conditions.

CONTROL OF GRANTS

Cases are reviewed in a strict chronological order. Letters of Offer go out within a few days. The offers are subject to conditions some of which apply generally and some of which may be particular to the case in hand. After the offer is made each case is allocated to an external consultant who monitors the use of the money and the compliance with conditions. The consultant will only be informed that they are acting for a case when the applicant signs and returns the Letter of Offer to the Foundation. Often these consultants have control of the payment of the grant (in stages or otherwise) and Grantees should consult with them with any of the queries above or any other matters they may be uncertain about.

If you wish to change the purposes for which the grant money may be used you must obtain written consent of the Trustees in a letter signed by the Secretary, General Manager or Commercial Administrator; funds misapplied are the subject of recall action by the Foundation.

RELEASE OF GRANT OFFERS

Before a firm Letter of Offer is issued any intention of the Trustees is provisional and circumstances can prevent fulfilment.

The Trustees have also decided that they ought to keep the cash flowing to the best effect and where a project seems to be making very little progress they believe it a correct policy to withdraw any offer of a grant in order to release the money for other schemes. Following such action, the possibility of a renewed grant may be reviewed when the applicants are in a position to go ahead with their plans.

Of particular importance is the information that the Trustees do not wish to create an expectation anywhere of continuing year-on-year funding. Grantees who have been lucky enough to receive more than one grant in closely succeeding years should not anticipate further awards.

CIRCUMSTANCES REQUIRING ENTRY OF RESTRICTION OF PROPRIETORSHIP REGISTER

Where it applies, the requirement for a Restriction is almost always non-negotiable; it is specified in the terms and conditions of offer that the grantee shall agree to have a Restriction noted on the Proprietorship Register of the title. This is to protect the Foundation's position in the event of the need to claw back the grant in any of the circumstances envisaged in the conditions of the offer. In broad terms the requirement applies to grants of £15,000 upwards

for the acquisition, lease, refurbishment or repair of premises, buildings and real estate generally.

Where there is to be a Legal Charge in favour of a Building Society or Bank, the Foundation would require all three parties (the Grantee, the mortgage provider and the Foundation) to enter into a Priority Agreement which would put a cap on the lending, so as to preserve sufficient equity in the property to cover the Foundation's grant in the event of their needing to request payment in accordance with paragraph 12. Any legal fees relating to this are to be paid by the Grantee. These matters should have the careful attention of any prospective applicant.

DECISIONS TO BE NOTED

The Trustees have adopted the following alterations to previously announced policies:

1. They will continue to aim very largely to offer grant aid where it will help to create or maintain facilities and opportunities for the general community or will assist arts or sports provision that the community can enjoy.
2. They will prefer schemes in which the Foundation will be the lead funder. This will not prevent some allocations of grants in selected cases where the majority funding is from elsewhere. In particular the Foundation may be prepared to take on the principal funding of a discrete segment of such a project where this can be distinguished as a significant, self-contained Foundation exercise (e.g. fitting out a particular gallery within a lottery-funded building). Start-up revenue funding could be considered.
3. If the award of a Foundation grant were to cause another grant to be reduced, the whole of the Foundation grant would be withdrawn forthwith.
4. With rare exceptions requests for top-up grants are refused. Trustees tend to give higher priority to those who have received nothing previously.
5. It continues to be the case that the Foundation does not fund the fees, costs, expenses or other re-numeration/re-imbursement of non-U.K. performers and participants. The Foundation does not fund visits to the U.K. from abroad.
6. The Foundation has adopted the principle that it makes its grant offers to the "end user". It does not generally support endowment or bursary schemes in the hands of others. It is not the policy of the Foundation to place its funds in the hands of a second party (e.g. another trust) in order that the latter may distribute them in grants to bodies or persons of its selection. Trustees of the Foundation retain to themselves decision as to the beneficiaries of its funding but are willing to entertain the recommendations in these regards of other bodies.
7. Even where they are included in the application professional fees and costs of administration are not payable out of Foundation grants unless explicitly specified in the letter of offer.
8. The maximum grant that the Trustees will normally offer has been set at £75,000. The practical maximum in most cases is around £35,000-£40,000 and Trustees have indicated that they intend to aim lower than this in the great majority of cases.

CRITERIA

We cannot list all of the projects that fall within the remit of the Foundation but listed below are projects that are currently in the criteria of the Foundation.

Croquet	No funding is available.
Health & Fitness	There is no intention to grant aid to commercial applicants.
Bands	Brass and silver bands, marching bands etc. – no funding is available for musical instruments or uniform
Trips Abroad	No funding is available.
Film Production	It is not the policy of the Foundation to fund the production of a film.
Motor Propulsion	Motorised sport is not funded. Engine-propelled vehicles, boats, and aircraft that are integral to sporting activity- e.g. motor racing, flying competitions and competitions with motor propelled craft at sea-are not within the Foundation's area of support.
Association Football	Currently the Foundation is not earmarking fresh funds for football.
Pool, Snooker, Darts, Billiards, Cards and Board Games	Not deemed sports.
Students of Drama & Dance	No funding is available for individuals.
Interest Free Loans	No longer available.

The current position in regard to the subjects listed below is as shown. Should the situation improve the Trustees will reconsider policies.

Golf	Although it has been agreed that golf is eligible. <ol style="list-style-type: none">Grants for golf will be especially targeted on areas of the game calculated to have the most obvious results for the young, the disadvantaged and the unpretentious player generally.No consideration of grant aid to bodies that appear "exclusive". Clubs whose facilities are not readily accessible to the general public will not have any kind of priority. "Pay and Play" schemes are given priority
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- c. It would be required that no preference be given to players of either sex. Beginners shall be catered for.

Angling	Although the Foundation does not grant-aid angling for the able-bodied the Trustees agreed that for the disabled it shall be deemed physical recreation and supportable from Sports Funds.
Archery	Funding is available to a modest extent.
Hang Gliding, Parascending, Gliding and Parachuting	Projects can be assisted if they are close to the Foundation's idea of benefit at community level.
Playgrounds	The Foundation is not a source of funds for pre-school or playgroup equipment. For children of school age assistance can be given in relation to playground equipment, soft impact surfaces and the acquisition or refurbishment of premises.
Rambling, Walking, Hiking	The kind of grant that will be considered is for the maintenance etc. of footpaths - but not those which should be the responsibility of local authorities.
Shooting	The Trustees desire to consider applications one by one. The experience is that pistol, rifle and clay pigeon shooting have been awarded grant aid.
Church Organs and Bells	The Trustees are inclined to be supportive of refurbishment schemes. A key consideration is the extent to which the organ is used for public performances, recitals, concerts, provision of music for amateur occasions and the likes.
Applications from Individuals	Occasionally it is possible to make a grant to an individual for some exceptional reason. In such cases it is essential that the exceptional nature of the application is attested to in unqualified terms by an organisation of substance. It is highly unlikely that any grant to an individual will exceed £500.

APPLICATIONS FOR GRANT AID TO MUSEUMS

Enquirers have been asked whether 'the Arts' can be taken to include museums. The Trustees have put the question to Counsel.

1. The Declaration of Trust authorises the Trustees to give assistance to those "participating (whether actively by creation or passively by reception) in the Arts or any branch thereof or any activities relating thereto..."
2. "The governing body of a museum of the appropriate kind could properly be said to be a person or group of persons participating in activities relating to the Arts."
3. In referring to 'a museum of the appropriate kind' Counsel advises that for it to be appropriate for a museum to receive assistance "the museum must have a sufficient connection with the Arts in the United Kingdom that the giving of assistance to it can properly be said to constitute 'the promotion, support, encouragement or

assistance...of the Arts in the United Kingdom.’ Counsel concludes by advising that “some museums (such as the Science Museum in London) could not be said to have such a connection; others, however, clearly do have a sufficient connection...” and if assistance is to be given to museums “it must be given selectively, so that only those within this latter class derive the benefit.”

REVENUE FUNDING

Trustees are prepared in special cases to consider applications for revenue funding. The current policy is measured for one year with an opportunity to re-apply for subsequent years. In preparing an application for revenue funding the following should be noted: -

1. It is to be expected that a Business Plan will be required with closely detailed assessments of the revenue expenditure envisaged. Specify staff to be employed and why. The application should incorporate a plan in outline showing key figures or alternatively the full plan accompanied by a summary of key proposals.
2. Trustees will look for lean administration, economic and essential in its structure and practices.
3. Trustees should be given detail of the other revenue funding anticipated with information as to the extent to which it has been secured. Bodies that should evidently contribute to be designated and their position statements attached to the plan (local authorities in particular please note).
4. Our reporting accountants (and if appropriate other professional advisors) may be asked at some stage to explore the proposals in the business plan and inform the Trustees of their findings. If grant aid were offered adherence to the plan as finally agreed would be a condition of payment of the grant.
5. To require prominent ongoing acknowledgement of any substantial grant aid accepted from the Foundation, usually on letter headings.

QUESTIONNAIRE

The completion of the questionnaire is important. All questions should be answered with positive information (if applicable). Please do not refer us elsewhere for basic answers to questions. The question about other sources of funds has gained an extra significance and at least for medium or large grants, the Trustees have stated a wish to give priority to applicants who have looked vigorously for other contributions to the funding. It is also important to provide a breakdown of costs and expenditure on the questionnaire.

LOW PRIORITIES

It may be helpful if we list some comments attached to recent applications that have failed. These highlight some of the attitudes that cause Trustees to give applications low priority:-

“Majority of works completed and funded”

“Insignificant contribution to large expenditure”

“There does not seem to be any discrete element of the project that the Foundation might pay for”

“Little sport or arts use and no security of tenure”

“Our funds are low and they have had a previous grant. Not a case for an exception to be made”

“100% requested. No self input”

“They have notable reserves in their balance sheet”

“The Local Authority should be contributing to this”

“No response to request for further information”

“Pre-school is not our thing”

“Has not read the guidelines carefully”

PHILOSOPHY OF THE FOUNDATION TRUSTEES

The Foundation seeks through the encouragement and funding of sport and arts at every level to enhance the quality of life for the community generally. The pursuit of excellence concedes first place to measures to increase participation in, and enjoyment of, sport and the arts by the whole community regardless of levels of competence.

The Trustees are encouraged when they see that applicants are doing what they can to raise money from other sources.

Whilst the Secretary may speak to the principles that underlie decisions the instructions of the Trustees to the Secretariat are that they require their decisions in particular cases not to be defended or debated, nor do they undertake to give reasons for their decisions.

COMMUNICATION OF DECISIONS AND POLICY-IMPORTANT NOTICE

We find it essential to stress that the only way in which the Foundation communicates its decisions and substantive statements of policy is in writing over the personal signature of the Secretary to the Trustees (as its Chief Executive), the General Manager or its Commercial Administrator. Staff and its appointed Consultants, as indeed Trustees, will seek to be helpful when questions are put to them but applicants and grantees may only act with assurance on the basis of statements put in writing as aforesaid. Any action taken otherwise or relying upon the spoken word or the advice given in other communications is action taken at risk of disappointment.

PUBLICATION

Notice is given that in the absence of a specific undertaking to the contrary in any particular case, applications to the Foundation are submitted and received on the understanding that the Trustees and other officers of the Foundation may publish any related document or the information therein to whom so ever and for whatever purpose they choose.

PLEASE BELIEVE US

It is imperative that applicants understand that, until we write to say that the Trustees have agreed that a grant should be offered, no one may read into any kind of delay, deferral or enquiry, that a grant is possible. Even at the very last a high proportion of the unresolved cases will still be refused.

Richard Boardley
Secretary to the Trustees