

## Frequently Asked Questions (FAQs) and Glossary

The following document should be read as an addition to the Go! London Fund Guidance. It provides a glossary, which gives more definition to the terms we use, as well as a set of Frequently Asked Questions about the fund. These will be updated on a regular basis over the course of the application period, so do please look out for updated versions of this document.

### **Glossary**

#### **Equity-led or User-led groups**

The definition of an equity-led/user-led group is an organisation in which at least 75 percent of the trustees and at least 50 percent of staff members have direct experience of the issues they are tackling, or the communities that their projects are supporting.

By equity-led/ user-led, we mean organisations led by and for marginalised communities, in particular:

- Communities experiencing racial inequality
- Deaf and Disabled People
- LGBT+ People
- Women and girls

If you serve more than one of these communities, then the percentage of your Board or staff team could be from more than one community i.e. the 75% could be made up of people from different communities.

#### **Future Sustainability**

Critical areas for organisational and service development have been strengthened, such as leadership, governance, infrastructure and business planning.

#### **Inactivity-(as defined by the Chief Medical Officer's Guidelines)**

Children under 16 who are doing 30 or fewer minutes of physical activity on average each day are deemed to be less active and those aged 16 plus doing fewer than 30 minutes of physical activity per week are deemed to be inactive.

## Organisations trusted by children and young people

We have not defined this term as we want you to self-define this in your application. We have listed some qualities as a guide:

- Experienced and relatable staff and volunteers that young people trust and build relationships with
- Youth voice and lived experience is centred, and projects are built from local experience and feedback from those who will participate
- Organisations committed to quality, safety, reliability and tangible outcomes for children and young people
- Organisations that deliver inclusive and accessible provision and create safe spaces for children and young people.

## Sponsor

An organisation who can apply on your behalf because you are not able to meet the programme eligibility requirements. We do not have a list of eligible sponsors; it is for you to identify a suitable sponsor.

## Take your vision/ambitions to the next level

Organisations that have been steadily growing their impact over time but are now ready to embark on a strategy to create a much bigger social impact.

## Underserved children and young people

Children and young people that experience a higher risk of poverty, social exclusion, discrimination than the general population. An illustrative list of target groups is available in the Application Guidelines.

## Young people with high needs

A general term which encompasses a range of circumstances that place young people at greater vulnerability.

## **Frequently Asked Application Questions**

### **1. We are a small organisation and we do not meet all the requirements, what can we do?**

**Answer:** You can either:

1. apply in your own right and receive guidance support to meet these requirements in the near future, for this or the next round of funding.
2. identify an organisation who does meet these requirements to:
  - a. lead a partnership application, or
  - b. apply as your sponsor.

### **2. I've started a form and saved it, but I'm not sure how I retrieve it to complete and submit it.**

**Answer:** Please login to your account at:

[https://www.grantrequest.co.uk/SID\\_144?SA=AM](https://www.grantrequest.co.uk/SID_144?SA=AM)

Using your email address and password. You will see any in-progress applications which you can view and continue.

### **3. How do I know if my application has been submitted?**

**Answer:** You will receive an online message and an email with a copy of your submitted application. If you wish to check further, you can log into your account at [https://www.grantrequest.co.uk/SID\\_144?SA=AM](https://www.grantrequest.co.uk/SID_144?SA=AM) and click on submitted applications.

### **4. Can I submit more than one application?**

**Answer:** You can submit one application to each Fund (Evolution and Foundation) per round. Both applications will have to be significantly different and not for the same project. It is highly unlikely that both will be supported as it is the intention of funders to support as many different organisations as possible, therefore you may wish to focus your attention on one application only. If you are successful, then you

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cannot apply again under any pillar until your grant is complete. This advice stands if you are either a lead applicant or partner organisation.

## 5. Will the application process be written only?

**Answer:** The Stage 1 Fit to Fund Quiz is a written submission (see below if you have accessibility requirements). We expect most Stage 2 Expression of Interest submissions to be written also, however you do have the option to submit a video application for Stage 2 Expression of Interest.

Any video submission would need to provide an answer to all questions in the Expression of Interest form, last for no more than 8 minutes and be submitted as a link to a host platform such as YouTube rather than a file. The financial grant request would need to be submitted as a document, including the projected project/organisation costs broken down into 6 monthly intervals.

If you have accessibility requirements and find a written form challenging, please contact us at [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk). Our support team will work with you to submit your application. This could include a telephone call, virtual or face-to-face support for the Stage 1 Fit to Fund Quiz and potential for a video submission for the Stage 2 Expression of Interest.

## 6. Can my project be delivered in multiple boroughs?

**Answer:** Yes, if it makes sense for your project to be delivered in more than one borough. You will need to explain why it is necessary for your project to operate in multiple boroughs in your application form. You would also need to consider the issue of how young people would travel to a venue if they don't live in the borough.

## 7. Is there a minimum or maximum income criteria in order to be eligible?

**Answer:** There is no minimum income criteria to apply for a Go! London grant. For Foundation Grants, we will prioritize applicants with a turnover of less than £1m per annum. For Evolution, we will prioritize applicants with a turnover of less than £5m per annum. For Evolution, the annual grant funding request should be less than 50% of your annual income (so if your annual income is £100,000, you can apply for a maximum of £50,000 per annum, for up to three years).

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## 8. How important is the age of the organisation when it comes to accessing the fund?

**Answer:** As long as the eligibility criteria to provide one year of accounts can be met, the age of the organisation is not a factor in the assessment.

## 9. It is not possible for my organisation to be user-led as my beneficiaries have special educational needs and disabilities, can I still apply?

**Answer:** Yes, you should still apply. We understand that for some organisations it might not be possible to be user-led. We ask a follow-on question for you to tell us why it is not possible and the alternative and appropriate representation you have in your Trustees and staff to ensure the voice of your beneficiaries is heard. This might be supplemented by Youth Advisory Boards, for example.

## 10. Can I apply for the maximum amount of grant for one year only?

**Answer:** You can apply for what you need to deliver your project, which might be £40k for a Foundation grant for one year or £150k for an Evolution grant for one year. The assessors will decide if it is a reasonable request. Also, remember that, for Evolution grants, this amount should not be more than 50% of your annual income.

## 11. What is the average size of grant?

**Answer:** For Foundation grants, we expect the average grant to be around £25,000-£30,000 with an average of £100,000 for Evolution grants.

## 12. Is there any guidance on how much we should pitch/apply for?

**Answer:** You will know what you need to deliver services and are much closer to the young people to understand their needs. We encourage applicants not to try to reduce costs to compete for funding as this could actually end up with projects costing the organisation money. We would rather you used full-cost recovery to ensure all your costs are proportioned and apply for what you really need, including core costs. Our stage 2 costing tool can be found [here](#), which can help ensure you account for all costs.

## 13. If we reduce our costs to show value for money, will this increase our chances of being awarded a grant?

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**Answer:** We will be looking at the bigger picture - what you are delivering, who you are reaching, the intensity and frequency of support, what additional support you are providing etc. We will look at costs to ensure this seems like the right fit and will not base the assessment on a straightforward value for money calculation.

#### 14. What costs can we apply for?

**Answer:** For Foundation grants, you can apply for project-based costs, organisational costs or both. For Evolution grants, these should be project-based costs.

Costs we will fund include:

- Staffing costs - This could be project-related members of staff, such as staff that manage, coordinate, or deliver the project activities (including sport and physical activities as well as additional support). You also need to remember to include staff that will be responsible for engagement, monitoring and evaluation and securing the sustainability of activities. You can also apply for organisational staff costs, such as a fundraiser.
- Staff training costs - This could include technical sports training, such as Level 1 Award in Coaching Football, for example. Remember, for non-sports related staff training, there will be organisational development training on offer as part of a programme of additional support, at no cost to grantees.
- Equipment - The hire or purchase of items of equipment or clothing needed to deliver the sport/physical activity sessions. You can include specially adapted items to ensure access and opportunity.
- Venue hire costs - If you need to rent a pitch or other type of space for your project.
- Volunteer costs - Volunteers cannot be paid a salary and can only be paid reasonable out of pocket expenses such as reimbursements for travel.
- Key worker and carer costs - These can be met if not covered from other sources.
- Club membership costs - These will be considered if they are required for beneficiaries to take part.
- Transport - To help staff, volunteers and beneficiaries to get to your project and return home. (This excludes the purchase of vehicles)
- Refreshments - This can be provided for staff, volunteers and participants. We will cover food and soft drinks only.

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- Marketing information - To let your community know about the project, including social media promotion or printed marketing materials.
- Accessibility costs - To ensure people with accessibility requirements are able to come to your project, please include any necessary costs. This might include a BSL interpreter for deaf participants.
- Monitoring and evaluation costs - Please ensure that you include these costs so you can sufficiently monitor and report on the difference your project makes. Please note that we expect all projects to put 5% (or more) towards monitoring, evaluation and learning to allow you to complete the monitoring requirements.
- Overhead/core costs - These are the indirect costs you might need to support you in running your project or organisation. This could be office rent, telephone and internet access, heating and water etc.

## 15. What will you not fund?

**Answer:** We are unable to support:

- Individuals or organisation applying on behalf of individuals
- Companies with a legal status of Limited by Shares
- For profit organisation, including those that apply with a non-profit sponsor
- Sole traders, including those that apply with a non-profit sponsor
- Local Authorities
- Schools or formal educational settings (although we will accept applications from after school projects, PTAs that are a separate legal entity to the school and meet our eligibility requirements). We encourage schools to register their interest in the Schools Access fund pilot on the Go! London website.
- Significant capital cost projects, such as building work, refurbishment, furnishings or substantial equipment (a minibus, for example)
- Projects where there is no sport or physical activity
- Projects that are either restricted to or promote a religion. Projects must be open to beneficiaries of all faiths or no faith
- Projects taking place outside of London

## 16. Is there a separate capital grant?

**Answer:** No, but applications under the Schools Access Fund will be able to include capital expenditure in their request. More details will be included when this fund is open, but we won't be able to fund major development/capital investment projects.

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Please note, other grants are available for facilities, places and spaces, such as the London Marathon Foundation [Active Spaces Fund](#)

## 17. How does one go about getting onto the pilot for the Schools Access Fund or Running, Walking and Cycling programme?

**Answer:** A list of those expressing interest in this opportunity, through the website and directly, is being kept and shared with the team and there will be signposting to other funds as appropriate.

## 18. Can the funding apply to any sport or physical activity/do you have a list of eligible sports or activities?

**Answer:** We're flexible about how we define sport and physical activity, recognising the importance of many different types of active participation to bring people together and improve their lives. Your project does not need to include traditional sport but might engage people through various kinds of activities such as dance, yoga and running. The focus should be on identifying the right sport/physical activity that will engage and support the desired outcomes for the target groups of Children and Young People.

However, we cannot consider applications from Marshal Arts groups that use weapons (including Mixed Marshal Arts/MMA) and axe throwing.

## 19. What is meant by wraparound support for children and young people?

**Answer:** This refers to additional provision for young people alongside sporting/physical activity which supports young people to achieve specific outcomes. Examples include mentoring provision, peer support, therapeutic support.

## 20. Can I apply for a new project?

**Answer:** Yes. Please see the guidance for Evolution grants (up to £150k), as you can apply to implement an innovative idea that is new to your organisation or the sector. New ideas are not ruled out for Foundation grants but the focus is on enhancing and sustaining provision.

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**21. Will projects only be eligible from areas that are in the lowest percentage on the indices of multiple deprivation (IMD)?**

**Answer:** No, if you work in an area which is not considered deprived, but you support underserved children and young people, then you will still be eligible to apply for a grant.

**22. How can I demonstrate the young people I work with come from low income families? Will I need to provide evidence that they are in the receipt of benefits?**

**Answer:** No, you will not need to provide evidence that young people's families are in the receipt of benefits. However, you will need to have some way of knowing the children you are supporting are from low income families. You could do this by using local statistical or demographic data may be used to demonstrate need.

**23. Will you prioritise certain groups of young people over other young people? For example, will young people with special educational needs be prioritised over young people who are less active?**

**Answer:** We want to ensure that we fund a broad range of projects that support children and young people from different backgrounds. Therefore, if we receive more applications from a lot of projects that support young people who are less active and less applications that support young people with special educational needs (SEN), in order to ensure we have a balanced portfolio, projects that support young people with SEN might be prioritised.

**24. We are a community centre and run various events throughout the year. Should we apply for each activity separately or for a combination of activities?**

**Answer:** As you can only be awarded one grant, then we would recommend that you apply for a combination of activities, if they all meet the criteria of the Fund and complement one another.

**25. Will you prioritise funding larger organisations through the Evolution Fund?**

**Answer:** No, we want to fund a broad range of eligible organisations across London. What is more important to us is whether the organisation has a good reach to

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disadvantaged children and young people. It is also important that this reach is evidenced.

## 26. Will consortia, partnership or collaborative bids be considered?

**Answer:** Yes, although there needs to be a lead applicant. We are particularly interested in collaborative work through the Evolution Fund.

## 27. Can large organisations be included in Foundation grant partnerships?

**Answer:** Yes, although if they have an income of over £1m, they should not receive grant funding unless it is being used to pay for a service.

## 28. Is it possible to receive funding if you don't directly deliver?

**Answer:** We will prioritize organisations delivering directly to young people. Other types of organisations could be included as part of a partnership bid for Evolution Grants but we would suggest not as lead bidder.

## 29. How will you make decisions?

**Answer:** Eligibility and Fit to Fund forms are reviewed and presented to a working group to agree a shortlist to take forward to an Expression of Interest. This will be based on a range of criteria and priorities as specified in the guidance document. Once Expression of Interests are received these will be reviewed and assessed with a shortlist being invited for clarification questions/short interview. These are scored and presented back to the strategic board comprising of the GLA, London Marathon Foundation, Sport England, London Marathon Events, London Sport and Youth Board Members for final decisions to be made.

## 30. If I am successful, when is the earliest date I can start my project?

**Answer:** If your application is supported and due diligence is successful, we will issue a grant agreement/contract. This should be signed within days and we would expect work to start once this is signed and in place. The earliest date for grants to be in place is expected to be during July 2023.

## 31. If I am successful, when is the latest date I can start my project?



**Answer:** You can profile your project to begin at a time that makes sense for your delivery but it is expected that project activities should commence in 2023. If the activity will be later than this then you would be advised to apply for a future round of funding.

### 32. What is capacity building?

**Answer:** We are providing applicants and grantees with a range of support. This is to help support and develop your organisation to become more fundable, effective and resilient. Capacity building is the support provided to enable this to happen and will include areas such as mission and structure, fundraising and finances, effective marketing and human resources.

### 33. What additional support is available for organisational development?

**Answer:** Sported and London Youth are providing capacity building support for applicants. This will include guidance on due diligence requirements. Feedback from the Fit to Fund Quiz and Expressions of Interest (where applicable) will also be used to provide tailored support for unsuccessful applicants. This will include signposting to resources and relevant training to enable them to be fundable in future, either potentially through this programme or another. Successful applicants will receive further support following an organisational health check - see below for more information.

### 34. What are the due diligence requirements to be eligible at Stage 1?

**Answer:** None. We are keen not to waste the time of applicants and not to add additional layers of documentation at an early stage. You will be asked due diligence questions at Stage 1 and if you are successful for a grant, we will then undertake due diligence reviews.

## Post award questions

### 35. What are the due diligence verification requirements at the EOI stage or award stage?



**Answer:** The eligibility requirements include documents which will be reviewed before a grant is in place. This includes reviewing your safeguarding policy, legal status and compliance with the Charity Commission/Companies House, financial accounts, governing documents, social media checks and bank account verification.

### 36. What is the organisational health check?

**Answer:** In addition to receiving a grant, successful applicants will be able to receive support from London Youth and Sported to develop their operating models and organisational sustainability. This customised support will be informed by an [organisational health check](#), allowing for an assessment of capabilities and highlighting areas where development support can be prioritised to benefit the organisation. The self-assessment tool will ask you questions in each of the following areas: -

- Mission & Structure (Necessary Compliance/ Maintaining Mission/ Clear Structure & Planning/ Good Impact Practice)
- Sound Finances (Managing Reserves, Generating Sustainable Income/ Fundraising/ Financial Management & Budgeting)
- Embedded in Local Community (Being Inclusive/ Connection to Young People/ Partnerships & Collaboration/ Responding to Local Need)
- Human Resources (Competent Committee/ Keeping Knowledge Current/ Sharing Knowledge Organisationally/ Staff & Volunteers)
- Resources to Deliver (Access to equipment/ Basic IT & Infrastructure/ Effective Marketing/ Facilities for Delivery)

Each section contains a couple of questions which are quantified and the resulting scores for each section and area, produces a [scorecard](#) that will help identify those areas where development support is most needed.

### 37. What development support is available for successful applicants?

**Answer:** The organisational health check (see above) will identify any needs to be addressed as part of a tailored development plan. There will be an open-door offer of support to implement this, including speaking to a London Youth/Sported/Go! London Co-ordinator to initiate the plan and having scheduled check-in points to

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monitor and guide progress. The development plan will include recommended organisational and workforce development activities, in the areas described below.

- Customised 1:1 support, tailored to needed and circumstances, such as governance, fundraising and business planning; or bespoke consultancy on an agreed issue or clearly defined task, where needed (possibly from a volunteer).
- Group training and learning support, offered as part of a programme of Go! London support, where there is demand. This could involve in-person training courses, workshops/conferences, group learning via webinars and/or peer networks for grantees experiencing shared issues.
- Further support, including signposting and referrals to trusted development support and online resources.

Please consider including a contribution to support staff/volunteers to take part in this opportunity in your application budget.

### **38. What are the Monitoring Organisations and when should I decide if I need to use one?**

**Answer:** If you are successful at Expression of Interest stage, reporting requirements will be shared to help you decide if you wish to appoint a monitoring organisation or undertake monitoring activities yourself. Monitoring organisations would help you use monitoring, impact and evaluation tools and implement appropriate processes and procedures in your organisation to capture information on your activities and the difference you are making for young people.

### **39. What is the London Living Wage and what does it mean to be a London Living Wage Employer?**

**Answer:** The London Living Wage is an hourly rate, currently set at £11.95.

See the Mayor of London's website for guidance:

<https://www.london.gov.uk/programmes-strategies/business-and-economy/london-living-wage>

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