



## **Frequently Asked Questions**

### **Pre – application**

#### **Q. What support is available to help write my application form?**

You can attend one of Wesport's pre –Christmas Sportivate workshops in December. After downloading the application form read the guidance tab and example project to help understand the format.

#### **What types of consultation should I include in my application?**

This could range from informally speaking with a group, organising a focus group or carrying out a survey with your target audience. It is vital to speak with young people to ensure the session are participant focussed, and are driven by their needs, both of which have strong correlation with the success of the project. There must be evidence of consultation within each project plan.

### **Pre-delivery**

#### **Q. What Minimum Standards do I need my coach/s to hold?**

National Governing Body Level 2 coaching award (or equivalent), Public Liability Insurance, current CRB/DBS, and Safeguarding and Protecting Children workshop (if delivering to U18s). Full details are referenced in the Service Level Agreement.

#### **Q. What minimum standards do my assistant coaches need?**

None. If Wesport have received the minimum standards for the lead coach who will be in attendance at every session, then the assistant coach/s do not need to submit any minimum standards.

#### **Q. How do I submit the Minimum Standards?**

Before your project starts, the lead coach must be registered on Coach West [www.coachwest.org.uk](http://www.coachwest.org.uk) and indicate the minimum standards they hold. A copy of each must also be sent to the Project Officer at Wesport who is overseeing the project (DBS / CRB information should not be sent, please supply your full name, DBS / CRB number and Date of Birth. If you have elected to make your DBS / CRB portable Wesport can check the details online.)

#### **Q. Do I need to submit my minimum standards if I have previously delivered Sportivate projects?**

No, you only need to submit minimum standards if they become out of date on Coach West.

#### **Q. Can I build taster sessions into my project?**

Yes, Sportivate can pay for up to 2 taster sessions, which you will not need to report participation figures on and instead make sure there is still demand to run the rest of the block.



**Q. Can I request funding upfront before my project starts?**

Once all minimum standards are complete including Service Level Guidance (SLA) signed and returned, you can request up to 50% of your total funding request upfront to purchase any equipment you need to run the project.

**Q. What cost per head should I be aiming for?**

We do not put a cost per head on applications as we understand that in some instances costs will be higher. Please get in touch if you are worried about the costs of your application and we will discuss this with you.

**Q. Does the activity have to be a National Governing Body of sport (NGB)?**

Not necessarily, we can fund activities that are not directly linked to NGBs providing that there is a confirmed local need/demand.

**Q. What is an example of a sustainable exit route?**

This can be an exit route that encourages the young people to continue participation in the activity you have delivered. The barriers to access this exit route should be minimal or supported by incentives built in to your Sportivate application, i.e. continued sessions, signposted to a local community club.

Payment towards / subsidised membership to exit route can be built into project costs as an incentive.

**Q. How are applications assessed?**

Each and every application received will be assessed using a criteria matrix by a Sportivate panel who are appointed by Wesport. Each application must also be approved by Sport England.

**Once my project has been approved - during delivery**

**Q. What happens if my participation targets have changed since my initial bid?**

If your data is different to what you expected, please let Wesport know immediately so we can work with you to get the project back on track.

**Q. When can I send my final invoice?**

Once the project is completed on the Portal, and all minimum standards have been met and verified by Wesport.

***Any of your questions which cannot be answered can be addressed by emailing [sportivate@wesport.org.uk](mailto:sportivate@wesport.org.uk)***