



## **Pro Active clubs funding: Guidance – Summer 2018**

### **What is Pro-Active Club funding?**

Pro Active Clubs funding has been developed to support clubs to engage with their local communities; to facilitate more people to discover handball, engage regularly through club activity and achieve their potential in handball. Through this funded activity it is hoped that the clubs will gain new members thus improving the sustainability and structure of our clubs for our core market of regular handball players.

### **Funding Pots**

There are three Pro Active Club funding pots:

#### **Emerging Clubs**

This funding pot is available to **Emerging clubs ONLY**. Clubs can apply for up to £500 per funding window (clubs can apply in both windows) and should demonstrate how the funded activity will support their club to become a fully affiliated club with at least one team competing in an EHA competition by the 2019/20 season.

#### **Affiliated clubs**

This funding pot is available to fully affiliated clubs with at least one team competing in an EHA competition. Clubs can apply for up to £500 per funding window (clubs can apply in both windows).

#### **Pro Active Clubs**

This funding pot is **ONLY** available to those clubs that have already achieved Pro Active Club status. Clubs can apply for up to £750 per funding window (clubs can apply in both windows).

### **Who Should Apply?**

- Handball clubs that are affiliated to the EHA (full or emerging)
- Fully affiliated clubs must demonstrate that they meet the minimum England Handball Pro Active Club criteria (**highlighted in yellow on the criteria**)

- Fully affiliated clubs should be committed to achieving England Handball's full Pro Active Club status by the end of their project
- Emerging clubs must achieve the minimum England Handball Pro Active Club criteria (**highlighted in yellow on the criteria**) by the end of their project

## Funding Priorities and Criteria

Clubs applying for funding should ensure that they and their projects meet the following criteria and **detail this within their applications**.

- Activity must run for **6 to 8 weeks**
- Each session should be a minimum of **one hour** in duration
- Activities can service an already established demand or **generate new** demand (as long as generated demand can be justified in the application)
- Sessions can take place at any time during the day
- Participants within the sessions should be **coached** or **led**
- Activity **must lead to a sustainable session** within the club activity
- Activity **must be a new initiative or demonstrate additionality** over current provision
- Clubs that have not yet achieved full Pro Active Club status must meet the minimum Pro Active Clubs criteria – **highlighted in yellow on the criteria**

Projects targeting young people should include the following:

- 6 weeks **outreach** coaching offered to local school/s or college/s, facilitating young people to **discover** handball
- The school/s or college/s should participate in the relevant local level competition
- A Club presence /support at the county and regional school/college competitions
- Minimum of 6 weekly introductory junior **club** sessions allowing young people to **engage regularly** in handball
- Offer regular competitive playing opportunities. Enabling young people to **achieve** in handball

Projects targeting adults should include the following:

- Delivery of a minimum of one 'pop up' free taster session facilitating new people to **discover** handball
- Delivery of a minimum of 6 weekly introductory club handball sessions enabling new people to **engage regularly** in handball

**PRO ACTIVE CLUBS CRITERIA – Minimum criteria are highlighted in yellow- Clubs must meet these before applying for funding and commit to meeting all criteria by the end of their project**

	Criteria	Evidence
Activity / Playing programme	The Club ensures all coaches are appropriately qualified and have a minimum of one EHA Level 2 coach actively involved in the delivery of club activities - This can include a coach working towards a L2 or booked onto a course	<ul style="list-style-type: none"> <li>Records of all coaches and their relevant technical qualifications, experience aligned to EHA minimum standards</li> </ul>
	The Club actively welcomes and encourages new members and delivers sessions appropriate to their ability	<ul style="list-style-type: none"> <li>Evidence of sessions for new members and delivery of sessions appropriate for their ability</li> </ul>
	Coaches, volunteers, instructors, club activators and Club Welfare Officers and all those involved in delivery of suitable activity / playing programme understand their roles, responsibilities and expected standards of behaviour	Code(s) of conduct and role outlines for all coaches, volunteers, instructors and club activators and Club Welfare Officers – demonstrate how this is implemented at induction and reviewed within the Club
	The Club has a minimum of 2 qualified handball referees	<ul style="list-style-type: none"> <li>Evidence of attendance at EHA referee workshop</li> </ul>
Duty of care & welfare	The Club has necessary provision in place for the safeguarding and welfare of its members	<ul style="list-style-type: none"> <li>Evidence of a welfare and safeguarding policy and reporting procedures linked to EHA</li> <li>Evidence that all lead coaches and volunteers working in regulated activity are subject to a DBS check at enhanced level (including a barred list check).</li> <li>The Club evidences how it follows EHA or CPSU guidance regarding photography, safety online, social media, events, overnight stays and travel</li> </ul>

	<ul style="list-style-type: none"> <li>· Evidence of how the Club collects and safely stores all members registration details – to include information on contact details, disability, medical conditions, parental consent(s) and emergency contact information</li> </ul>
The club has a qualified and recognised club welfare officer in place	<ul style="list-style-type: none"> <li>· Evidence of role description</li> <li>· Records of qualification</li> </ul>
The club has are clear systems to report, respond to and manage safeguarding concerns or allegations of poor practice or abuse that arise	<ul style="list-style-type: none"> <li>· The Club has robust responding and reporting procedures for indicators or allegations of poor practice or abuse within the Club</li> <li>· The Club must have a written complaints and disciplinary policy to address breaches of codes of conduct or the safeguarding policy - this must be communicated to all members, parents / carers and club volunteers</li> </ul>
Coaches, volunteers and Club Welfare Officers to receive an induction which includes information about safeguarding responsibilities, policy and procedures, and are appropriately trained in safeguarding and Child Protection	<ul style="list-style-type: none"> <li>· All members and coaches have an awareness of the welfare and safeguarding policies and how to raise any concerns they might have</li> <li>· The Welfare Officer(s) and all coaches to attend a CPSU / NGB recognised face to face 'Safeguarding Awareness Workshop' and refresher training to be taken every 3 years (refresher training may be online)</li> <li>· Evidence of communication of safeguarding information to all members and parents / carers</li> <li>· Records of details of Welfare Officer(s) and coaches' technical qualifications, safeguarding training records and DBS checks available through the Club</li> </ul>
The club has a Health & Safety policy in place	<ul style="list-style-type: none"> <li>· Completed risk assessment forms</li> <li>· Sample accident / incident report form</li> </ul>

	The club has a qualified first aider present at club activities	<ul style="list-style-type: none"> <li>· Evidence of access to first aid equipment and records of appropriate staff / volunteers trained in first aid</li> </ul>
	The club has a social media policy in place to protect itself and young players	<ul style="list-style-type: none"> <li>· Evidence of policy and communication of it to members</li> </ul>
Knowing your club & community	The Club creates an inclusive and welcoming environment for all members at all levels	<ul style="list-style-type: none"> <li>· The Club has an inclusion / equity policy</li> <li>· Coaches, volunteers, instructors, club activators and Club Welfare Officers are made aware of the inclusion policy of the Club</li> <li>· The Club evidences how it provides an inclusive programme for specific groups / audiences e.g. introductory session for targeted groups - women's session, youth etc.</li> </ul>
	The Club proactively encourages new members and manages the process for waiting lists where this applies	<ul style="list-style-type: none"> <li>· The Club assigns an appointed person for new member enquiries</li> <li>· Evidence that the Club has an agreed approach to increase participation from specific groups / audiences e.g. women and young people</li> <li>· The Club has due process in place for waiting lists if operating at full capacity and communicates these as required</li> </ul>
	The Club actively engages with members and has an agreed approach regarding engagement for the future	<ul style="list-style-type: none"> <li>· The Club evidences ongoing communications with members via the appropriate method e.g. newsletters, website, social media...</li> <li>· Evidence that the Club actively follows up with non-active members and lapsed members to re-engage</li> <li>· Examples of appropriate sessions developed through partnerships with local schools, colleges and community groups</li> </ul>
Club Management	The Club's activities, premises and coaches are insured	<ul style="list-style-type: none"> <li>· Copies of insurance regardless of owning, leasing or sharing facilities</li> <li>· Copies of coaches insurance</li> </ul>
	The Club is affiliated to the EHA	<ul style="list-style-type: none"> <li>· Evidence of EHA affiliation</li> </ul>

<p>The Club has appropriate governance procedures and documents in place to be able to meet tier 1 requirements of the governance code for sport - <a href="https://www.sportengland.org/about-us/governance/a-code-for-sports-governance/">https://www.sportengland.org/about-us/governance/a-code-for-sports-governance/</a></p>	<ul style="list-style-type: none"> <li>· Club constitution, clear club purpose and inclusive membership scale</li> <li>· Evidence of regular committee meetings with minutes</li> <li>· Conflicts of interests evidenced and recorded</li> <li>· Minimum of 3 committee members are unrelated or non-cohabiting</li> <li>· Skills and diversity of committee members are considered</li> <li>· Committee members are subject to regular election</li> <li>· Bank account with two signatories</li> <li>· Annual accounts are prepared, scrutinised independently and available to members</li> </ul>
<p>The Club has specific membership categories and pricing policies as appropriate</p>	<ul style="list-style-type: none"> <li>· The Club evidences different classifications of membership categories and Club's pricing policy</li> </ul>
<p>The Club is proactive about development through structured and shared planning and where relevant develops outreach work</p>	<ul style="list-style-type: none"> <li>· The Club evidences or is working towards a development / improvement plan</li> </ul>

## **What can it fund?**

- Eligible costs include:
  - Staffing to deliver projects
  - Expenses for volunteers who help run projects
  - Equipment
  - Hire of facilities used to deliver projects
  - Transport (to get staff/coaches to projects)
  - Marketing/Publicity of project related activities (posters, design time, printing)
  - Training/Coach Education Courses – needed to run and/or sustain the project
- Ineligible costs include:
  - Overheads (storage of equipment, insurance and asset register maintenance)
  - Retrospective activities (activities that have already started)
  - Items purchased before funding is offered
  - Buildings or refurbishment costs
  - Contingency costs – replacing damaged equipment etc
  - Projects that have no clear community/sustainable exit route
  - Purchase or hire of vehicles
  - Items with poor value for money
  - Projects that are insufficiently targeted
  - Items for projects that take place outside the UK
  - Projects for gifted and talented participants

## **Funding Awards**

Funding awards for successful projects will be made in two parts. The first 50% will be payable at the start of the project once the project has returned a signed Service Level Agreement. The final 50% payment will be made after agreed monitoring and evaluation data has been submitted and full Pro Active Clubs status has been achieved. NB. Funding payments may be reduced or reclaimed where projects do not deliver the full activities as originally stated.

Emerging or affiliated clubs can apply for a maximum funding award of £500 per project. Pro Active Clubs can apply for up to £750 per project.

## **Partnership Funding**

Wherever possible partnership funding is encouraged and applications that show partnership funding (in-kind or cash) will be looked on favourably during the funding allocation process.

## **Charging Participants**

Charging young people a minimal fee to participate is encouraged to increase the perceived value of the activity and also to prepare them for paying for activity following the end of the sessions. This could be on a pay and play basis or charging the young people for the full 6 weeks in advance, which may assist with retaining participants.

## Recruiting Participants

It is the responsibility of the club to recruit the participants for the project activities. Where recruitment falls short of the target number, Your Regional Partnership Manager should be informed immediately and adjustments may be made to the funding allocated. Failure to notify your Regional Partnership Manager of any shortfall may result in the loss or reduction of funding.

## Application Deadlines

Funding window 1:

Closing date Wednesday 12th September 2018

Project assessments Tuesday 18th September 2018

Initial funding payment by 30th September 2018

Project completion date (all paperwork submitted): 15th February 2019

Funding window 2:

Closing date 9<sup>th</sup> January 2019

Project assessments Tuesday 15<sup>th</sup> January 2019

Initial funding payment by 31 January 2019

Project completion date (all paperwork submitted): 14th June 2019

## Monitoring and Evaluation

To assist England Handball to evaluate the success of the project, each club will be asked to collect some basic information about participants.

A short monitoring form will be provided by England Handball which should be fully completed at the end of the project, the information should be returned to your Regional Partnerships Manager.

## What Happens Next?

Applicant clubs must contact their Regional Partnership Manager prior to the application deadline to arrange sign off of the minimum Pro Active Clubs criteria.

North West & Yorkshire: Andy Clark: [Andy.clark@englandhandball.com](mailto:Andy.clark@englandhandball.com)

Midlands: Ricardo Vasconcelos: [Ricardo.vasconcelos@englandhandball.com](mailto:Ricardo.vasconcelos@englandhandball.com)

South East: Luke Hornsley: [Luke.Hornsley@englandhandball.com](mailto:Luke.Hornsley@englandhandball.com)

South West: Jenny Hannis: [jenny.hannis@englandhandball.com](mailto:jenny.hannis@englandhandball.com)

Following the application deadlines, a review panel made up of 5 EHA members of staff (any member of staff with links to any applicant clubs will be removed from the panel) will assess the applications against a pre agreed assessment criteria and clubs will be made aware if their projects have been successful or unsuccessful.



If successful, England Handball will produce a Service Level Agreement which, once signed will release half of the requested funding. Further documentation including monitoring forms will also be issued to clubs for use during the projects.

Clubs will then be able to begin marketing their activity in preparation for delivery during their designated delivery period.

## **Application Process**

