

## Instructor Re-Start Instructor Guidance Notes

We have set aside money to fund one-off 'Re-Start' grant to our Sport and Physical Activity Instructors to help with costs relating to re-opening or re-starting services following closure due to the pandemic.

### What is the Instructor Re-Start Grant?

This is a small, one-off grant of up to £250 per instructor. It must be spent within six months of being awarded on costs relating to re-opening or re-starting services/activities. For example:

- Purchase of signage, screens and other necessary equipment for social distancing
- Printing of posters to display
- Purchase of PPE (such as masks, aprons, gloves), sanitiser, fogging machine
- Professional cleaning or other services to bring a building back into use safely
- Re-stocking of essential supplies
- Promotional activities to let members know you are re-opening/starting
- Volunteer expenses where additional cover/roles are needed to run safely

### General Information

- This is a one off funding opportunity, to provide grants to eligible applicants until there is no funding left.
- Grants cannot be awarded retrospectively; all applications must be submitted and approved prior to instructor receiving equipment.
- Applicant to provide permission for their photograph and activity details to be used on both printed and web based publication in order to promote the work of the Blaby LSA.
- Applicant will be asked to reference the Blaby Local Sports Alliance Instructor Re -Start Grant during verbal or written press engagement or club updates where the topic of funding is covered.
- Blaby District Local Sports Alliance reserves the right not to approve applications even when the specified criteria have been met. Each application will be considered on its own merits.
- Applicants must be delivering or planning to deliver to residents of Blaby District.
- Applicants will be required to deliver and record 10 hours of voluntary coaching that benefits the Blaby District Local Sports Alliance and submit a copy of their qualification alongside a case study with photographic evidence when completed.
- Community Group applicants will be required to deliver 10 hours worth of Sport and/or Physical Activity that benefits the Blaby District Local Sports Alliance and record this by completing and submitting a case study with photographic evidence when completed.
- Community group applicants must have a bank account with at least two signatories, elected officials and a constitution.
- The recipient shall provide their sessions and activities on so we can add them to the Active Blaby Database. (The Active Blaby Directory allows users/general public/customers to search for a range of opportunities to take part in sport and physical activity within Blaby District .

### How to apply

You will need to complete a short application form . You can complete this using our [Online Application Form](#)

You will also need to provide the following supporting governance documents (if these are not already held by Blaby LSA:

- A governing document (for example, Constitution or Articles of Association)
- An equality policy/statement (if not included within the governing document)
- A document which shows you are insured to deliver sessions
- A child safeguarding policy and/or vulnerable adults policy (if applicable)
- A bank statement dated within three months showing the organisation's name account details and balance.

Applications will be assessed by the Funding and Awards Officer. In the event that an application window is over-subscribed, final agreement of any awards will also be determined with the support of two members of Health and Leisure Team.

### **Terms and conditions of the grant**

All successful organisations will be expected to sign a grant agreement with the following standard conditions:

- Acknowledge the support of Blaby District Council and Active Blaby in your project's promotional material.
- Ensure that the organisation has a Covid-related risk assessment in place prior to re-opening or re-starting any activities.
- Ensure that the organisation complies with all Covid-related guidance provided by the Government. You can find this [Guidance on the Government's website](#)
- Ensure that the organisation is adequately insured to carry out its activities and that all staff/volunteers follow relevant health and safety legislation when carrying out their duties.
- Adhere to national guidance and legislation on equal opportunities, disability, access and safeguarding of children and vulnerable adults.
- Own or have secure tenure of any land involved in your project. If you are using someone else's land or buildings you must have proper written consent from the owner for your project.
- Ensure that the grant is spent in accordance with the information provided on the expression of interest form and to cover costs relating to re-starting services/activities during the Covid-recovery period.
- Complete expenditure within 6 months of the award of the grant.
- Complete an end of project form to tell us how you spent the grant and how it has helped.
- Notify the Funding & Awards Officer immediately if there is any change that results in your organisation/group no longer being eligible for the grant
- The Council can require repayment of funds which have not been spent in accordance with the criteria of the scheme.

Further information

If you have any queries regarding these Application Guidelines please contact:

Sports Development  
Blaby Local Sports Alliance  
Blaby District Council, Council Offices  
Desford Road, Narborough,  
Leicester, LE19 2EP

Tel: 0116 2727 7707  
Email: [leisure@blaby.gov.uk](mailto:leisure@blaby.gov.uk)  
Website: [www.sportblaby.org.uk](http://www.sportblaby.org.uk)