

Unit Title: Apply For External Funding For Sport
 And Physical Activity
Unit Level: Level 3
Unit Credit Value: 8
GLH: 58
LASER Unit Code: WJE857
Ofqual Unit Code: H/507/1551

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how to identify external sources of funding for sport and physical activity.	1.1	Describe how an organisation's status may have an impact on eligibility for external funding sources.
		1.2	Explain the importance of identifying whether there is a conflict of interest between the funding organisation and the recipient.
		1.3	Explain how to identify sources of information/expertise that can be drawn on when making funding applications.
		1.4	Outline how to determine the availability and sufficiency of existing funding and any funding shortfalls.
2.	Be able to identify external sources of funding for sport and physical activity.	2.1	Investigate current external sources of funding for sport and physical activity.
		2.2	Record accurate and up-to-date information on potential funding sources for sport and physical activity to include: <ul style="list-style-type: none"> a) types of organisations and activities that qualify for the funding stream/s b) amount of funding available c) feedback from relevant people on suitability of identified funding sources.
		2.3	Review potential funding sources to ensure they are compatible with organisation's status, values and objectives.
3.	Know how to prepare bids/tenders for external funding for sport and physical activity.	3.1	Describe the relevant aspects of contract law as they apply to making bids and tenders for funding.
		3.2	Identify who can support in the preparation of the bid/tender to include: <ul style="list-style-type: none"> a) possible internal sources of expertise b) possible external sources of expertise.

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		3.3	Explain the importance of carefully examining and taking account of information supplied in funding applications.
		3.4	Explain the types of conditions and criteria that may be applied by external funding sources.
		3.5	Summarise the principles and processes involved in making funding applications.
		3.6	Summarise the types of information that would normally be contained in invitations to apply for funding.
		3.7	Explain the importance of keeping accurate records of the preparation of the bid/tender.
		3.8	Explain the importance of communicating plans to decision makers and stakeholders.
4.	Be able to prepare bids/tenders for external funding for sport and physical activity.	4.1	Collect and analyse information relevant to preparing a bid/tender.
		4.2	Review conditions and criteria for external funding and communicate findings to other relevant people.
		4.3	Engage relevant internal and external expertise to assist with the preparation of the bid/tender.
		4.4	Develop a tender/bid that meets the identified requirements of the funding source.
		4.5	Gain feedback from relevant people on the draft bid/tender and revise accordingly.
		4.6	Submit the funding application to the funding source within specified timescale.
		4.7	Provide any additional information and clarifications that the funding source requires.
		4.8	Keep accurate records about the preparation of the bid/tender.

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Assessment Guidance:
NA

Additional Information:
NA