

The Royal Borough of Kensington and Chelsea

Funding Sub Group – Terms of Reference

Background

Kensington and Chelsea Community Sport and Physical Activity Network (CSPAN) was established as part of the Sport England's Delivery System for Sport, and is part of the national delivery system for sport and physical activity. The network is an instrument to enhance communication between partners aspiring to increase levels of active recreation, by providing an active healthy lifestyle, and catering for the specific needs of the community.

As part of this Network a number of sub groups have been established to further develop specific areas of the CSPAN work. This Funding sub group will lead on the work to support CSPAN groups and organisations in their application for funding, and also develop funding applications on behalf of the CSPAN.

Aims

- To maximise grant funding for sports and physical activity in the Borough.
- To ensure that CSPAN members are aware of, and benefit from, available funding.
- To support CSPAN members in their application for funding, with the expectation that provision and quality of sport and physical activity would increase and improve as a result of this support.

How will we do this?

- Establish Funding Sub group for CSPAN with appropriate representation.
- Develop a funding page for the new CSPAN website to inform members.
- Develop a funding template for CSPAN groups to standardise their submission information.
- Provide impartial advice and guidance in terms of developing funding bids.
- Develop a systematic process for searching and applying for funding.
- Coordinate the development and submission of grant applications on behalf of the CSPAN.
- Work with Kensington and Chelsea Social Council to support CSPAN members to attend KCSC annual funding conference.
- Produce support and training materials (frequently asked questions, jargon buster, lessons learnt feedback, etc.).

Outcomes

- To increase the number of applications made by CSPAN on behalf of members and by member groups.
- To identify and increase the number of funding streams available to CSPAN and its members.
- To support organisations to submit applications.
- To offer and deliver training and workshops to members on funding applications.



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Membership

Any CSPAN member organisation can become a member of this sub group. Attendance is required for 75% of meetings (3 meetings). Current membership includes:

- CSPAN Strategic Group Chair
- Voluntary and Community Sector representative(s)
- Everyone Active Westway representative
- GLL representative
- RBKC Leisure Services
- London Sport
- RBKC Regeneration representative
- KCSC representative
- Public Health representative
- QPR Community Trust
- Open Age

Governance and Accountability

The Funding sub group will report directly into Strategic Group via the Chair. The Strategic Group will provide direction for the sub group.

The sub group will have an action plan that established timelines for delivery, and will report on this to the Strategic Group at each meeting.

Meeting Frequency

The sub group will meet quarterly at Kensington Town Hall and other locations within the Borough, to be determined.

