

## **Forever Active Kent Fund**

### **Frequently Asked Questions**

Please read this document alongside the application guidance document which will be available when applications go live on 1st December and have been designed to support applicants in applying to the Forever Active Kent Fund.

#### **1. Eligibility & Application**

##### **Can an organisation partner with other organisations?**

Collaboration on delivery of activity programmes is encouraged and joint applications (consortiums) welcomed.

##### **What is meant by sub-contracting?**

Grant funding awarded for the delivery of a service cannot be outsourced, delegated, or passed to a third party. However, if a proposal involves multiple organisations who are all playing a role and actively contributing to the delivery of the service, we encourage them to collaborate and submit a joint application with one lead applicant with all other partner organisations listed in the application.

##### **Can more than one application be made for wider reach?**

We are looking for a good geographical spread of programmes. If your activities cover multiple Boroughs or Districts, you may wish to consider submitting more than one application.

##### **Will applicants be notified when the application window opens?**

Yes, notifications and links to the online application and guidance will be sent out when the window opens on 1<sup>st</sup> December.

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#### **2. Programme Structure & Delivery**

##### **What is meant by an “enhanced programme of activity”?**

Building on an existing successful programme by expanding to new locations, communities, or introducing new activities.

##### **How many 12-week blocks does the funding include?**

A minimum of three programmes of 12 weeks of activity must be delivered across a 12-month period. Each programme should have at least 12 new participants. You can apply for up to £6,000 per year (maximum £18,000 over three years).

##### **Can the project be longer than 12 weeks?**

Yes, but any additional course duration is at your own cost. The grant covers the obligation to deliver three 12-week programmes in year one.

**Do the three blocks each year need to run consecutively or concurrently?**

There is no requirement for blocks to run consecutively; they may run concurrently.

**Can the same activity be repeated?**

Yes, you can deliver the same activity in each programme.

**Do we need to explain delivery times?**

Yes, the reasons why you have chosen the class timings should reflect the needs of your potential users and be included in your application.

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**3. Funding & Budget****What is the overall budget for Forever Active Kent Grants?**

The Forever Active Kent Grants Programme has a limited budget, and our goal is to support as many eligible projects as possible. Applicants can request up to £6,000 per year (maximum £18,000 over three years). We expect to fund around 20 projects across Kent, although the final number will depend on the volume of applications received, and the value of individual funding requests.

**Is funding secure for all three years, regardless of local government reorganisation?**

Funding will not be affected by local government reorganisation.

Subject to successful completion of Year 1 requirements, a short project proposal confirming delivery plans and costings for Year 2 must be submitted to secure funding. The same process will apply for accessing funding for Year 3.

**How much can be spent on wages or management/administration costs?**

Up to 10% of the total project cost can be allocated to management/administration costs.

**Is additional funding required, and can it be in-kind?**

The overall funding pot is limited, therefore additional funding is requested to ensure that the projects are sustainable and maximise reach and impact. Yes, it can be in-kind, such as volunteer coaching.

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**4. Monitoring & Evaluation****Based on previous contracts, can the monitoring process be streamlined to avoid excessive paperwork and intrusive questions?**

Yes. Monitoring will be proportionate and focused, collecting only necessary information to verify participation and ensure value for money. Lessons have been learned from previous contracts to avoid excessive or intrusive monitoring.

### **How will the 6-and 12-month follow-ups work?**

Service providers will be asked to offer this research opportunity to service users. Data collection, including follow-up surveys and focus groups, will be managed by Kent County Council's research partner, who will contact interested participants directly after consent has been received.

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## **5. Programme Participants & Equipment**

### **Do participants need to be new each time?**

Yes, each 12-week programme should have at least 12 new participants. Others may join at your own expense.

### **Can service users keep the equipment?**

No, service users cannot keep the equipment provided for activities. The assumption is that any equipment purchased to enable a course will be required for other participants in subsequent classes / years.

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## **6. Promotion & Recruitment**

### **How should organisations recruit participants?**

Organisations must engage and promote activities to their target audience within the local community. A toolkit will be provided to support marketing and promotion.

### **Is there a requirement to advertise activities online?**

The way you promote your sessions should be using methods that best engage your potential users. However, all funded organisations must add information about their activities to the [Everyday Active](https://www.everydayactive.org.uk/) website.

### **What happens if participants drop out mid-way through the programme?**

It is recognised that this may occasionally happen. Rather than impose penalties, the grant team will work with providers to understand the reasons why people leave the course, and where possible, try to address these.