

## **THE ACTIVE SPACES PROGRAMME**

### **GUIDANCE NOTES**

#### **The Funding**

The London Marathon Charitable Trust has announced its first UK-wide funding programme with an innovative Active Spaces partnership with Fields in Trust to safeguard the future of green spaces across the UK and to encourage people, particularly the most inactive communities, to participate in physical activity, sport and play. The Active Spaces Fund is intended for programmes on a site newly protected through the Active Spaces programme, that directly aims to get inactive people in a community more active. Inactivity in this programme is defined as being those individuals doing less than 30 minutes of moderate physical activity per week.

Landowners can opt to select a programme to be delivered on the site by one of our national partners, to the equivalent value of £5000, or apply to deliver a programme themselves or via a local delivery agent.

Please take some time to review the information sheet provided which details Fields in Trust's national delivery partner, and the programme that could be rolled out at your site. There shall be a separate application process for the associated £25,000 capital grants, opening in 2018.

#### **Eligibility**

The site must have come through this protection and activation programme and a Deed of Dedication on the site must be executed, or a binding commitment received that this shall be executed. If the Deed is in progress then we will still accept your fund application, however no fund monies will be released until the Deed is completed.

Applications should be made by the landowner. Applications can be supported by local user groups such as sports clubs and Friends of the park and we encourage their involvement in the programme. If it is not the landowner leading on the programme delivery then we would require a supporting statement from the landowner.

Examples of what we could fund include:

- Fitness bootcamps
- Jogging introductory sessions
- Walking football/cricket programmes
- Outdoor fitness equipment coaching programmes
- Other sport taster sessions

We cannot fund:

- One-off events
- Projects which have already started
- Projects solely aimed at primary school children
- Projects previously run at the site (please discuss with your relevant FIT Development Manger regarding possible exemptions on this)
- Recoverable VAT

## Criteria

- The physical activity project must take place at the field newly protected through this Active Spaces programme.
- The field should be located within an area that has a level of physical inactivity within the target groups that is higher than the regional average. Inactivity defined as being those doing less than 30 minutes of moderate physical activity per week.
- The landowner must be able to demonstrate a commitment to tackling physical inactivity.
- The programme should aim to engage inactive people, including those from any of the following groups:
  - disabled people
  - women and girls
  - people from lower socio-economic groups
  - those at risk of long-term health conditions
  - people from particular ethnic groups
  - older people (55+)
- The Active Spaces programme should aim to be a catalyst to deliver longer term sustainable physical activity opportunities, particularly if the landowner plans to apply for an associated capital grant.
- Programme deliverers must commit to monitoring the programme through the registration and surveying of activity participants, via the programme forms included as appendices to these guidance notes. Deliverers must also return the collated data to us in the format requested. If a landowner selects to use FIT's delivery partner, this partner shall be responsible for this monitoring.
- Programme deliverers and landowners must be able to commit to a target of engaging previously inactive people during the programme. Engagement defined as attendance of at least 50% of the total sessions.
- The funding must be spent on the programme outlined in your application.
- Programmes must be completed within 12 months of a programme being awarded.

We will be ensuring that programmes can demonstrate that:

- Local people have been consulted and/or involved in the planning
- There are clear goals and objectives

- The planned activities are new and not just an extension of existing programmes
- They can make an impact on levels of sport and active recreation participation

We suggest that you take time to prepare your answers to the following questions before starting the application form, particularly if submitting an application not using a FIT delivery partner.

- Reasons why you are proposing this programme at this site and why it would be an appropriate location for engaging inactive people from the groups listed above
- How did you plan the programme, including who you consulted with and what organisations or groups are involved in the programme
- The methods you'll use to encourage inactive people to take part in the activity sessions
- How you will ensure effective monitoring of the programme and its participants, as per FIT's survey requirements
- Any proposals on how this programme might be made sustainable, beyond the period of FIT Active Spaces funding
- Any further impact the programme will have, for example how will it improve the site and involve the community, how might it introduce more people to take part in sport, play or active recreation
- Indicate the current number of users of the site along with how many more people you might expect to use the site after the programme has been delivered
- Breakdown of the overall programme costs
- Details of funding from any other sources

### **Budget**

Please provide a basic budget for your programme if submitting an application not using a Fields in Trust delivery partner, including estimated costs, and any funding from other sources, along with the £5000 grant you are requesting from Fields in Trust.

A budget is not necessary if you're opting to work with a Fields in Trust delivery partner as we're working with them to provide programmes across the country of equivalent value to the grant.

### **Conditions of Fund**

If your application is successful you must be prepared to work with us to promote the fund award. We also require progress reports on the programme, within reason, against the key outcomes stated in your application. As stated we shall require applicants to utilise our monitoring process and submit the registration and survey data to us (see appendices).

### **How to Apply**

The Fields in Trust Active Spaces programme and associated fund opened for applications on 22<sup>nd</sup> May 2017.

Applications will be assessed on site suitability and project impact and the assessment will also consider whether local funding has been secured to increase project value.

Once we have the full quota of eligible and approved applicants in the region the fund shall close.

**Please send completed application forms to [info@fieldsintrust.org](mailto:info@fieldsintrust.org)**

Applicants will be notified of the decision within three weeks of application submission, except where we have to come back to you for clarification or more information. All decisions made by Fields in Trust on the awarding of funds are final.

If you have any queries then please contact your region's Fields in Trust Development Manager.

## APPENDICES: FIELDS IN TRUST MONITORING FORMS

- We require applicants to follow our monitoring process in order for us to effectively assess the success of the programme
- All participants would be required to register for the programme by completing the first of the three documents below, 'REGISTRATION FORM'
- Deliverers should return the collated gender, age, location, and level of physical activity participant registration information to Fields in Trust. A template spreadsheet to assist in the collation of this data shall be provided to applicants
- If participants answer 'yes' to any of the medical questions posed in the REGISTRATION FORM, deliverers should urge them to consult their GP before commencing activity
- A log should be kept of the attendees at every session that is run as part of the programme
- Deliverers should ensure all registered participants complete the second document below, 'PARTICIPANT SURVEY' towards the end of the programme, and return collated information to Fields in Trust. A template spreadsheet to assist in the collation of this data shall be provided to applicants
- Any participant that attended a session should be contacted to complete the third document below 'FINAL PARTICIPANT SURVEY' three months after completion of the programme. A template spreadsheet to assist in the collation of this data shall be provided to applicants
- All of the above shall be a condition of the fund, and payment of the fund shall be made in two instalments, one on receipt of the initial collated registration data three weeks from commencement of the project, and a final instalment made on receipt of the full collated registration, attendance, and first survey data, following completion of the programme
- Fields in Trust requires the registration and survey data to be collated by project deliverers and returned to fields in trust in the format requested. This shall be via summary spreadsheets. Templates for these spreadsheets shall be provided to applicants
- The forms included below are templates and can be amended on agreement, provided that the information within them is still captured



## ACTIVE SPACES REGISTRATION FORM

Name:

Address (including postcode):

Gender:

Age:

0-12  12-17  18-29  30-49  50-64  65+

How did you hear about this activity? :

Telephone numbers: Daytime:

Mobile:

Email:

Ethnicity:

**White:**

British  Irish  Gypsy or Irish Traveller  Other  Please specify:

**Mixed/multiple ethnic groups:**

White & Black Caribbean  White and Black African  White & Asian  Other   
Please specify:

**Asian/Asian British:**

Indian  Pakistani  Bangladeshi  Chinese  Other  Please specify:

**Black/African/Caribbean/Black British:**

African  Caribbean  Other  Please specify:

**Other Ethnic Group:** Arab  Other  Please specify:

How much physical activity do you currently do in an average week?:

- No moderate physical activity       Less than half an hour of physical activity   
About half an hour of physical activity       About 1 hour of physical activity   
About 1.5 hours of physical activity       About 2 hours of physical activity   
About 2.5 hours of physical activity       More than 2.5 hours of physical activity

Is there anything in particular that stops you doing more physical activity?:

- Lack of time/other commitments   
Unable to due to health/fitness   
Ill health/injury   
Not enough facilities or activities in the area   
Other  Please specify:

On a scale of 0-10 where 0 is not at all satisfied and 10 is completely satisfied, overall, how satisfied are you with your life nowadays? :

- 0  1  2  3  4  5  6  7  8  9  10

On a scale of 0-10 where 0 is not at all anxious and 10 is completely anxious, overall, how anxious did you feel yesterday? :

- 0  1  2  3  4  5  6  7  8  9  10

Doctor Name:

Surgery Name:

Has your doctor ever said that you have a heart condition and recommended only medically supervised physical activity?

Yes  No

Do you frequently have pains in your chest when you perform physical activity?

Yes  No

Have you had chest pain when you were not doing physical activity?

Yes  No

Do you lose your balance due to dizziness or do you ever lose consciousness?

Yes  No

Do you have a bone, joint or any other health problem that causes you pain or limitations that must be addressed when developing an exercise program (i.e. diabetes, osteoporosis, high blood pressure, high cholesterol, arthritis, anorexia, bulimia, anemia, epilepsy, respiratory ailments, back problems, etc.)?

Yes  No

Do you have any disabilities or impairments?

Yes  No

If yes, please specify:

Are you pregnant now or have given birth within the last 6 months?

Yes  No

Have you had a recent surgery?

Yes  No

Do you take any medications, either prescription or non-prescription, on a regular basis?

Yes  No

How would you rate your overall happiness and wellbeing at present?

Poor	Average	Good	Excellent
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

Do you consider yourself to have a mental health condition? \*

Yes  No

If you are concerned about your ability to undertake physical activity we recommend that you consult your GP beforehand.

Thank you for signing up for this activity. Your answers are confidential. Fields in Trust will find this personal data useful for monitoring the success of our programme, and to help in planning future sports activities. The results of this research will be presented anonymously, and we can assure you that you will NOT be identifiable in any published results. You will be invited to also take part in surveys conducted by deliverers working on behalf of Fields in Trust. We will not pass any of this information to any third party or use it for any other purpose. We will collect and process all personal data in line with the Data Protection Act 1998.



ACTIVE SPACES PARTICIPANT SURVEY

Name:

How many activity sessions did you attend?:

Please indicate to what extent you would agree with these statements:

I am healthier having attended these sessions:

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

These sessions have improved my lifestyle:

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

These sessions have encouraged me to undertake more physical activity going forward:

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

If so, how much moderate physical activity are you currently doing, and likely to carry on in the average week going forward? :

No moderate physical activity <input type="checkbox"/>	Less than half an hour of physical activity <input type="checkbox"/>
About half an hour of physical activity <input type="checkbox"/>	About 1 hour of physical activity <input type="checkbox"/>
About 1.5 hours of physical activity <input type="checkbox"/>	About 2 hours of physical activity <input type="checkbox"/>
About 2.5 hours of physical activity <input type="checkbox"/>	More than 2.5 hours of physical activity <input type="checkbox"/>

What kind of activity would you like to do now? (please select as many options as you like):

More of these types of sessions

Exercise on your own at home

Exercise on your own or with others outdoors in parks/open spaces

Join a sport/fitness club

Other  Please specify:

On a scale of 0-10 where 0 is not at all satisfied and 10 is completely satisfied, overall, how satisfied are you with your life nowadays? :

0  1  2  3  4  5  6  7  8  9  10

On a scale of 0-10 where 0 is not at all anxious and 10 is completely anxious, overall, how anxious did you feel yesterday? :

0  1  2  3  4  5  6  7  8  9  10

Did you find the green outdoor space a welcoming environment to do physical activity in?:

Yes  No

Is it important to you that this green space has now been protected forever? :

Yes  No

Any other general comments about the sessions? :

Would you be happy for us to contact you to discuss your comments and experience in more detail? :

Yes  No

If so please provide:

Telephone numbers: Daytime:

Mobile:

Email:

Thank you for completing this survey. Your answers are confidential. Fields in Trust will find this personal data useful for monitoring the success of our programme, and to help in planning future sports activities. The results of this research will be presented anonymously, and we can assure you that you will NOT be identifiable in any published results. You will be invited to also take part in one final survey conducted by deliverers working on behalf of Fields in Trust. We will not pass this information to any third party or use it for any other purpose. We will collect and process all personal data in line with the Data Protection Act 1998.

ACTIVE SPACES FINAL PARTICIPANT SURVEY

Name:

Has this activation programme made you more physically active? :

Yes  No

Would you recommend this programme to a friend? :

Yes  No

Are you still exercising? :

Not at all  A little  Some  A lot

How much moderate physical activity are you currently doing in the average week? :

No moderate physical activity       Less than half an hour of physical activity   
About half an hour of physical activity       About 1 hour of physical activity   
About 1.5 hours of physical activity       About 2 hours of physical activity   
About 2.5 hours of physical activity       More than 2.5 hours of physical activity

Please indicate to what extent you would agree with these statements:

I still feel healthier having attended these sessions:

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

These sessions have made a lasting improvement on my lifestyle:

Strongly Disagree	Disagree	Neither Agree/Disagree	Agree	Strongly Agree
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

What kind of activity if any have you done since our physical activity programme? (please select as many options as you like) :

More of these types of sessions

Exercised on your own at home

Exercised on your own or with others outdoors in parks/open spaces

Joined a sport/fitness club

Other  Please specify:

If you haven't done much activity since the programme is there any particular reason why? :

Lack of time/other commitments

Unable to due to health/fitness

Not enough facilities or activities in the area

Ill health/injury

Confidence

Finance

Other  Please specify:

On a scale of 0-10 where 0 is not at all satisfied and 10 is completely satisfied, overall, how satisfied are you with your life nowadays? :

0  1  2  3  4  5  6  7  8  9  10

On a scale of 0-10 where 0 is not at all anxious and 10 is completely anxious, overall, how anxious did you feel yesterday? :

0  1  2  3  4  5  6  7  8  9  10

Did you think that the green outdoor space was important in getting you more active?

Yes  No

Is it important to you that this green space has now been protected forever? :

Yes  No

As we're looking to promote the effects of the programme, do you have any other comments about the impact the activity has had on you? :

Would you be happy for us to contact you to discuss your comments and experience in more detail? :

Yes  No

If so please provide:

Telephone numbers: Daytime:

Mobile:

Email:

Are you willing to be contacted again for similar information in 6 months time? :

Yes  No

Thank you for completing this survey. Your answers are confidential. Fields in Trust will find this personal data useful for monitoring the success of our programme, and to help in planning future sports activities. The results of this research will be presented anonymously, and we can assure you that you will NOT be identifiable in any published results. You will be invited to also take part in one final survey conducted by deliverers working on behalf of Fields in Trust. We will not pass this information to any third party or use it for any other purpose. We will collect and process all personal data in line with the Data Protection Act 1998.