**Opening Schools Facilities Phase 3 - Frequently Asked Questions**

1. **Legal**

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| Question: | What are the timescales? |
| Answer: | Year 1 – delivery up until 31st March 2023  Year 2 – 1st April – 31st March 2024  Year 3 -1st April – 31st March 2025 |

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| Question: | Do we draft our own local SLAs or will we need to use a National one? |
| Answer: | We will provide one for all schools to use with APs |

1. **Finance**

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| Question: | How is the funding distributed? |
| Answer: | Total fund per year = £19 million  Breakdown – 10% of above – split between APs and partners for capacity funding.  £17.1 million – school funding  We expect an underspend in Yr. 1, this money will NOT be added to the Yr. 2 or 3 pots. |

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| Question: | How much money will each partnership receive? |
| Answer: | £144,000 per region this is then broken down to individual APs depending on number of schools in the area.  [AP Funding and Targets 3.pdf](file:///C:/Users/Helen%20Pring/Active%20Partnerships/Active%20Partnerships%20National%20Team%20Site%20-%20Projects%20Documents/Opening%20Facilities/OSF%203/AP%20Information/AP%20Funding%20and%20Targets%203.pdf) |

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| Question: | What is the deadline to spend this funding? |
| Answer: | Funding for Year 1 must be **spent or committed by 31 March 2023**. |

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| Question: | £17.1 million – can some of the money be provided as a service (e.g., business support to finance managers) or is it cash to schools? |
| Answer: | All this money must go to schools but within this you are allowed to pay for CPD for finance managers/admin charges to arrange coaches etc. |

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| Question: | Can Schools claim some capacity in their funding? E.g., online training or expenses to help implement the projects funded. |
| Answer: | Yes |

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| Question: | Is there clawback from APs and/or schools if they claim but then fail to deliver? Or don't deliver the planned participant numbers? |
| Answer: | Schools will need to email APs their evidence of spend invoices which APs will then upload to Smartsheets in order to trigger a claim for the money. APs will be asked to check that they have delivered their project and complete the evaluation forms before they are able to claim the delivery grant. |

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| Question: | Can schools cover utility costs in funding criteria? |
| Answer: | Only for swimming and this is during the time the pool is open for the new/additional activity. |

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| Question: | Can we use the funding for food to put on a warm meal for children and young people after their activity? |
| Answer: | We would prefer the funding to go towards the physical activity element and recommend asking the school for the food. |

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| Question: | Can funding be used to support youth voice, volunteering and accreditation? |
| Answer: | Yes. |

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| Question: | Can schools claim extra transport costs? |
| Answer: | For Secondary School swimming and transporting SEND students home from a new or additional activity funded through OSF via a taxi/specialist vehicle. |

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| Question: | How will money be distributed to schools? |
| Answer: | Schools will be paid directly by APNT following them sending their evidence of spend invoices to their AP and APs uploading these onto Smartsheet. Once this process has been completed, APNT will process two payment runs per month to schools, following claim submission and payment from DfE. Schools will be paid between 10 and 30 working days from the end of the month that the claim was submitted. |

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| Question: | Can anyone else other than schools apply for funding? |
| Answer: | No, only schools will be able to apply for funding. Multi Academy Trust’s, coaches, clubs etc. may want to support schools with their applications, however only schools can apply and receive funding. Schools can then utilise funding to bring in support to deliver after school provision, manage facilities etc. |

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| Question: | Can we charge for the activities? |
| Answer: | Yes, you can charge for community hire and pay and play etc. If the proposed charge is for after school provision, you will need to demonstrate that this is not a barrier to the target audience (FSM, SEND, inactive young people) participating and that the income is to enhance and extend the provision (sustainability). |

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| Question: | Is funding available for future years? |
| Answer: | The programme is for 3 years and schools engaging in Year 1 will receive funding each year, for 3 years subject to progression and success of the project. |

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| Question: | Does the amount of funding remain the same for each of the 3 years? |
| Answer: | No. Schools will be required to submit an Information and Delivery Plan in their first year with an agreed budget. This will be reviewed and updated for Years 2 & 3 and further funding will only be approved pending the progression and success of the project. |

1. **Consortia Partners**

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| Question: | What is the role/support of the following organisations who formed the coalition:   * APNT * Ukactive * Youth Sport Trust * StreetGames |
| Answer: | Their roles are outlines in the AP briefing paper. |

1. **Other Organisations/Programmes**

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| Question: | Can the funding be used in conjunction with HAF? |
| Answer: | Yes, but must be with different participants. |

1. **Documents**

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| Question: | When is the school guidance document going to be completed? |
| Answer: | This has been uploaded to the MS Teams channel. |

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| Question: | When is the EOI and Action Plan going to be completed so that we can get this out and give schools time to complete the documents? |
| Answer: | This has been uploaded to the MS Teams channel. |

1. **Schools**

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| Question: | Which schools are eligible for funding? |
| Answer: | Schools will be contacted by their local AP on a ‘place-based’ approach which targets the most deprived areas/areas of need, based on local insight and data. |

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| Question: | Can we work with schools in OSF phase 1 and/or 2? |
| Answer: | Yes. |

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| Question: | Is the focus on reactivating extra-curricular provision or community use? |
| Answer: | Both but with a greater emphasis on engaging school children. |

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| Question: | How do we ensure there is sufficient signposting between similar activities between school and local community and vice versa? |
| Answer: | This is for AP’s to decide but we have to evidence that signposting has occurred. |

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| Question: | How long do schools have to open their facilities for? |
| Answer: | We are asking for a minimum of 12 weeks for indoor and outdoor activities and 6 weeks for swimming, but this will not be possible in Year 1 due to time scale. |

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| Question: | Can the money be used to pay for transport to support students in rural areas? |
| Answer: | Only for secondary swimming top up lessons. |
| Question: | Can the funds be used to pay for non-salaried school staff e.g., teaching assistants to provide 1:1 support for pupils that require it to attend or to deliver the activity? |
| Answer: | For SEN students – yes the money can pay for 1:1 support from a TA. |

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| Question: | How can the funding be used to support swimming pools? |
| Answer: | Anything to get the pool open for the new or additional activity. |

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| Question: | What is the definition of after school? In round 2, for special schools the definition was extended to breakfast and lunchtime clubs (due to transport issues at home time) - will this be the case again? |
| Answer: | Yes, for special schools (and SEND students in mainstream schools) lunchtime activities can take place.  For other schools its breakfast, afterschool, evenings, weekends and holidays. |

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| Question: | The DFE tender guidance doc refers to participant targets broken down as pupils and families of pupils. (No more than 10% can be spent on “engaging families of pupils”). How are these target numbers split between APs? With 20% of participants being required to provide feedback to the DFE, is this 20% of pupils and 20% of families of pupils, or just 20% of the total number of participants? |
| Answer: | The external evaluator has not been appointed for Year 1 therefore we will be evaluating the programme on figures and impact reports. |

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| Question: | Can the funding be continuation funding of other projects that may end during the third year, e.g. HAF projects that may not be funded beyond next year? |
| Answer: | The fund must go towards new or additional activities. |

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| Question: | Can we make completion of the Active Lives survey a condition of funding? |
| Answer: | This is for each AP to decide, it is not in the grant agreement form sent to schools. |

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| Question: | What is / is there a difference between “community participants” and “families of pupils”? |
| Answer: | They mean different things, the DfE means community participants. |

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| Question: | Can school pay for a ‘club package’ consisting of things like: equipment, training, delivery for a club to deliver after school where this can be paid up front to the club even if delivery happens across Y1 AND Y2? |
| Answer: | Yes. |

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| Question: | If after the 8-week cut off APs are still working with a school on their action plans (on their equipment bids and delivery bids) - does this then have to fall into applying for Y2 funding pot? |
| Answer: | No, if schools have signed up to commit to the project, then you can still work with them to develop their action plans. Ideally, we would prefer all action plans to be submitted within the 8 weeks, but we appreciate this may not be possible in exceptional circumstances. |

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| Question: | Can new lines in a sports hall be funded? Or is this counted as capital? |
| Answer: | Yes, if the school classifies this spend as revenue. |

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| Question: | What is the difference between the pre delivery and delivery grant to schools? |
| Answer: | The pre delivery grant will pay for anything which is required to ensure the activity can be run e.g., equipment, booking systems, storage facilities, CPD.  The post-delivery grant will pay for anything that ran during the activity e.g., coaches & staff.  Both payments will be awarded in arrears once invoices have been uploaded onto Smartsheet. |

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| Question: | Are FE colleges and sixth forms eligible for funding? |
| Answer: | No. The remit for this funding is purely 5-16 schools. |

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| Question: | Are independent schools eligible for funding? |
| Answer: | Independent schools are not eligible to receive funding as the DfE have specified that this funding is for state schools. However, if there is an independent school which has a facility e.g., a school pool which is extensively used by local schools for school swimming (and without some funding may not be able to open to provide this facility) funding could go towards hiring their pool for ‘top up’ swimming for secondary students. |

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| Question: | What reporting will schools be required to do? |
| Answer: | Schools who receive funding will be required to provide the following information:   * Number and range of activities offered. * Number of sessions * Length of sessions * Capacity (number of spaces offered) * Take up (for both school pupils and community users – APs to support schools to provide this information on a monthly basis) * The hours facilities are open. * How funding has been utilised * Spending breakdown * Examples of what works / doesn’t work – barriers and challenges. |

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| Question: | Can we work with schools which already open their facilities and those who took part in phase 1 or 2?  Can the money be used to pay for sports coaches, teachers and teaching assistants to deliver activities? |
| Answer: | Yes, if funding can help a school to further extend their existing community use.  You can use this money to pay sports coaches and sports leaders. You **cannot** use the money to pay teachers. Teaching assistants can be paid provided they are running a session when they are not being paid to work. Ideally the schools will connect with local providers and or National Governing Bodies to ensure the sessions are sustainable and there are pathways in place, should the young people want to continue to develop and remain active in the activity/sport. |

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| Question: | Can the funding be used to re-open swimming pools on school sites? |
| Answer: | Yes, we expect that funding will be used to help support schools to re-open their swimming pools and this a priority area. |

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| Question: | Can the money be used to pay for transport to support children’s transportation from rural areas? |
| Answer: | No. Paying of transportation costs (with the exception of SEND students) is not in the scope of this funding as payment of transportation costs would not directly open school facilities. Transport to swimming for ‘top up swimming’ if there are no other options (no other sources of funding) is permitted. |

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| Question: | Is there support for schools to work with community providers? |
| Answer: | APs can support schools to liaise with local sport providers as well as National Governing Bodies of Sport to ensure that they have access to a high quality and varied offer of sport and physical activity opportunities, which meets the needs of their pupils, including the least active. This could include making links between schools to maximise use of affordable facilities across the local area. |

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| Question: | Can the funding be used to take pupils offsite to use the facilities at a nearby facility such as a leisure centre? |
| Answer: | Except for swimming, no, this funding is for opening facilities on school sites. |

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| Question: | Can the funding be used for large scale capital building works? |
| Answer: | No, capital building works are not eligible, including resurfacing, new playgrounds or improvements to sports facilities. |

1. **Evaluation**

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| Question: | What are the monitoring requirements at a local/regional/national level? |
| Answer: | We are just working with the DfE to determine this. We are asking schools to update their individual and throughput figures each month. |

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| Question: | Who is the external evaluator? |
| Answer: | This is out for tender now with the DfE and will not be appointed before March 2023. |

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| Question: | Does each partnership need to provide an impact report and when does this need to be completed? |
| Answer: | Yes, each AP will be asked to provide an impact report which will then be fed into the main report for the DfE.  Ukactive will be leading on the qualitative evaluation process. |

1. **Other**

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| Question: | Is there a national AP recommended booking form for schools to use? |
| Answer: | No but we will have a session on open data. |

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| Question: | Define community user. |
| Answer: | Not a pupil at the school. |

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| Question: | Is the focus on after school provision or opening school facilities? |
| Answer: | Aside from swimming, the aim of the programme is to open school facilities outside of the normal school hours – before school, after school, at evenings, weekends and during the school holiday. The activities must be new or in addition to what is currently on offer in the schools. |

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| Question: | Can we work with consultants? |
| Answer: | Yes. Priority should be given to your existing network of staff and local partners, as it is important that existing relationships with schools exist. Another factor to consider is that consultants can be costly, so there may be a question of value for money and sustainability. Where there are gaps in expertise (for example, facility development/improvement consultants, to enable schools to open their facilities to the community), consultants can be used, but only if sustainability measures can be identified. |

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| Question: | Can I have more than one application per school? |
| Answer: | No **but** you can apply for funding to provide more than one activity (e.g., an after school or community ‘programme’, rather than just one after school club) and more than one of the target audiences (FSM, SEND – as defined above). |

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| Question: | Are we are allowed to have corporate partners and other investors (i.e., grants from Trusts & Foundations) who could ‘top-up’ the investment provided by DfE? |
| Answer: | It would be fine for corporate partners and other investors to top up the DfE investment for OSF, if the OSF message is clear and not superseded by the other investor’s messages. |

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| Question: | Could a company sponsor the comms that go to schools? Any messaging from the sponsor(s) would be secondary to the main messaging from the project but this would enable us to enhance the scale and nature of our Comms. |
| Answer: | This would be fine if the OSF message is clear and not superseded by the sponsor’s message. |

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| Question: | Can I access any more resources? |
| Answer: | Resources can be found here - [Use our school | Sport England](https://www.sportengland.org/funds-and-campaigns/use-our-school?section=getting_started) |

1. **MS Teams**

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| Question: | Can OSF fund gardening activity?  Can OSF fund a food element of a fit and fed type project? |
| Answer: | The OSF money should fund the PA side of a project and Fit & Fed/HAF monies to fund the food aspect. |

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| Question: | Can capacity funding for Year 1 be carried over into Year 2? |
| Answer: | All funding claims (incl capacity funding) to be claimed retrospective and cannot be carried over into yr. 2. |

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| Question: | Can this funding pay for a school to put a dome over an outdoor swimming pool? or is this capital spend? |
| Answer: | This would be classed as capital as it is permanent. |

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| Question: | Can CPD be funded? |
| Answer: | Yes. |

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| Question: | Can a school pay for an external company to manage facilities e.g., a sports hall? |
| Answer: | Funding cannot pay for an external company. The fund can pay for a person (not a teacher) to open and close the facility if this is outside of their contracted hours and will allow the facility to be open for this period. This would be short term funding only (up to 3 months) to allow the funding to get up and running. |

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| Question: | Can OSF funding be used to resurface courts? |
| Answer: | OSF funding cannot be used to resurface courts as this would be classed as capital expenditure. Court markings can be refurbished, however. |

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| Question: | Can OSF funding be used to purchase machinery for maintenance of grass pitches etc.? |
| Answer: | Yes, if the school does not determine this as capital spend according to their guidelines. |

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| Question: | Contribute to costs incurred by an existing swimming pool, for example maintenance costs? |
| Answer: | Yes, only for the new or additional activity happening in the swimming pool. |

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| Question: | Can funding be used to pay for members of school staff to deliver sessions outside of their contracted hours (e.g., overtime)? |
| Answer: | TA's can be funded outside of their contracted hours, but teachers cannot be funded. |

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| Question: | If a school intends to develop a community gym, can they use the OSF funding to lease gym equipment (compared to buying equipment, they believe this is the best option longer term for them)? |
| Answer: | OSF funding must be spent in-line with the outlined sustainable objectives and must be evidenced as such. |

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| Question: | Can Year 1 funding be used to deliver activities in the summer term, if the school has committed to this before the end of March? |
| Answer: | Yes, you can purchase pre-delivery items for Year 2 activity in Year 1 - if invoices clearly date between now and 31st March. |

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| Question: | Can a school apply for perimeter fencing if the existing fencing is damaged? |
| Answer: | Yes, if the spending is not defined as capital spend in line with the schools existing policies and guidance. |

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| Question: | Can schools apply for equipment and running costs for Forest Schools? |
| Answer: | No, this would not be classed as physical activity as per DfE guidance. |

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| Question: | Do schools need to apply VAT to OSF funded expenditure? |
| Answer: | No, funding is exempt from VAT. |

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| Question: | Can a school fund someone who is not a teacher, to lead on tasks, such as ordering equipment? |
| Answer: | Yes, this is eligible and said person would need to submit a timesheet to evidence the spend. |

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| Question: | Can a school use OSF funding for capital spending to open a swimming pool for use by the wider community? |
| Answer: | Yes, OSF funding can be used on capital projects for swimming when the pool is opened for new or additional activities. |

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| Question: | Can a school use the funding to put a cohort of students through the Sports Leaders UK qualification, if those sports leaders are then going to go on and lead a new extra-curricular club? |
| Answer: | Yes, CPD/training is all eligible spend and helps to make the activity happen sustainably. |

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| Question: | Can a school use OSF funding to backdate spend made prior to being made aware of OSF funding? |
| Answer: | No, OSF funding must be used for new or additional activity to what is already taking place. |

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| Question: | Can a school purchase speakers and surround sound for a, new, dance class they plan to offer to students? |
| Answer: | Yes, if this does not conflict with the school capital spending policy. |

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| Question: | Can a school purchase a roof mounted retractable basketball goal? |
| Answer: | Yes |

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| Question: | Can a school purchase a security gate? |
| Answer: | Yes, a security gate is fine as this is the element that will be stopping the school from opening its facilities. |

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| Question: | Do we provide insurance for OSF funded programmes? |
| Answer: | No, schools will need to make sure they are adequately insured for all activities which take place on the school site. They will also need to ensure all risk assessments are completed ahead of the activity. See section 4 on the school guidance document for more information |
| Question: | Can the school fund go towards purchasing a mini bus? |
| Answer: | No, the DfE consider this capital spend. |

1. **Year 2**

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| Question: | Do schools signed up in Year 1 need new agreements for Y2 funding? |
| Answer: | No, the signed agreement is valid for three years. |

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| Question: | What is an acceptable ‘evidence of spend’? |
| Answer: | Order confirmations, purchase order receipts, and invoices are the accepted evidence of spend. |

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| Question: | Can additional project proposals be added to a school's application after submission? |
| Answer: | Yes, a delivery plan can be amended directly on Smartsheet to reflect additional projects. An AP must ensure the projects remain within scope and budget. |

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| Question: | Do schools, who signed up in Y1, have to be resubmitted on Smartsheet via the School Information & Delivery Plan form? |
| Answer: | No, schools signed up in Y1 will be automatically populated on your Y2 sheet if the AP ticks the box confirming the school will receive Y2 funding (located under column heading ‘carry over into Y2’). Once complete, the AP must tick the ‘Ready for Update’ column in their Y2 Smartsheet to update the schools project details. |

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| Question: | Is there a new link for newly signed up schools applying for Y2 funding? |
| Answer: | No, the link will remain as <https://app.smartsheet.com/b/form/7a0c1e52bbc04fae9a782f3f3602f5af> |

1. **What can the funding be used for?**
2. **Supporting schools to open to the community**, this could include purchasing booking systems, short term staffing, additional equipment, improving security to the facility to ensure it can open. If operating a dual use site, the funding must go to the school and not the external provider however they may work in partnership to ensure there is an increase in school and community users.
3. **Help schools with their own pool on site to safely re-open** – this can include purchasing water testing kits and plant servicing following guidance from Swim England. The funding should be used to restart and extend the opportunities for children and young people to participate in swimming activities. Swim England will also be offering advice and guidance on pop up pools in the near future.
4. **Purchase additional sports, activity, and storage equipment (non-fixed items only).** You may require additional sports, activity and storage equipment to be able to run activities.
5. **To improve the accessibility of school sports facilities,** especially for pupils with **Special Educational Needs and Disabilities (SEND).** This could include buying adaptive sports equipment.
6. Where relevant provide funding for **additional short-term staffing challenges** which prevent schools from opening facilities or delivering sessions.
7. **Providing CPD opportunities for staff** to either create sustainable business models or provide training to staff to deliver new activities.
8. **Develop existing websites** including purchasing of booking systems and marketing/advertising of new activities.
9. **Swimming for schools without pools –** top up swimming lessons for secondary students who are unable to swim, funding can be spent on hiring of a leisure centre pool, swimming teacher and necessary equipment to run the top up lesson.