

Sainsbury's

Active Kids

For All

Inclusive Community
Training Programme

For all ages



Financial resources available from EFDS for CSPs in the delivery of Sainsbury's Inclusive Community Training Year 4 (1 October 2016 – 30 September 2017)

Payment	Details and draw down
Workshop payment	<ul style="list-style-type: none"> • At the end of the programme year (30/09/2017) you will receive £100 for every workshop delivered to 15 attendees and above. <ol style="list-style-type: none"> 1. Example A: If 5 workshops were delivered to an average of 15 participants or more, the host would receive a total of £500 from EFDS. 2. Example B: If 7 workshops were delivered to an average of 14 participants per workshops (total of 98), the host would receive a total of £600 from EFDS. 3. Example C: If 7 workshops were delivered to an average of 13 participants per workshops (total 91), the host would still receive a total of £600 from EFDS. • With the total taken at the end of the programme year this will enable some flexibility within individual workshops numbers, however minimum and maximum participant workshop numbers of 12 - 22 participants still apply. • This funding will be released on receipt of: <ul style="list-style-type: none"> ○ Invoice ○ Completed case study ○ Management accounts * • We will confirm the number of workshops delivered and attendance figures through sports coach UK and their records.

* Management accounts should be completed to demonstrate use of spend from participant fees only i.e. £10 per person. We do not need this information for the end of year project payment. Instructions for completion of this template are included in the excel spreadsheet provided on the [Sainsbury's Inclusive Community Training Partner Page](#)

All documentation i.e. case study and management accounts will need to be submitted electronically to: AK4A@efds.co.uk.



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Invoice details

Invoices should:

- Be on company headed paper
- Written for the attention of Joan Massie at the English Federation of Disability Sport, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF
- Include the following reference in accordance with payment due to receive:
 - ICT_CSP NAME (insert total number of workshops delivered and people trained face to face)
- Include company BACS details and contact details for follow up should this be required
- Sent electronically to jmassie@efds.co.uk or posted to English Federation of Disability Sport, SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF.

EFDS will endeavour to pay invoices within one month of it being received, subject to completion of identified actions above and funding being received from Sport England.

All financial queries should be addressed to Joan Massie: jmassie@efds.co.uk / 01509 227750

All programme enquiries should be addressed to Chloe Studley: AK4A@efds.co.uk

Please note if you require payment at the end of each workshop as opposed to at the end of the programme year this could be arranged, please contact us to discuss further.

inspired
by 2012

