



**LONDON
SPORT**

APPENDIX A

Grant Management System

Grant Management System

Context:

Prior to 2019, London Sport managed the Satellite Clubs programme manually. Microsoft Excel project forms were submitted via email which were then downloaded and filed. These forms were added onto scoring forms which were then distributed to staff.

For projects that were successful in the approval of their project, terms and conditions were sent out via email for every individual project. London Sport had already simplified this process, by developing Terms and Conditions which required no physical signature on a printed contract. Instead, recipients completed a bank account form and confirmed acceptance of the grant by emailing their acceptance. Once returned, these emails and documents were manually filed, and payments could be then awarded.

For live Satellite Clubs, they were paid in six instalments, which were due on the successful return of their monitoring document.

Grant Management System

Activity:

A scoping process identified ways to automate steps towards the management of Satellite Clubs. Initially, London Sport explored building a custom grant management system within Microsoft CRM. This ultimately proved to not be a viable option due to the complexity, and the costs were much higher than anticipated.

Off the shelf solutions proved to be the best value for money and most practical solution, trials were conducted with different providers. Survey Monkey Apply was selected due to being the best fit for the grants we distributed. Whilst the portal did not provide a solution to automate every aspect of the grant process, it has continued to be developed over the last two years of Satellite Clubs.

The new grant portal was set up to initially administer the full application and review process for every open call and commissioned project. Every project during this time has gone through the new portal. Further developments to the portal have now put us in a position where it can manage the contractual process of projects through the system.

To further simplify the process for projects, London Sport reduced the return of monitoring and payments from six down to four. All projects received an upfront 25%, followed by further 25% instalments released with monitoring returned at 10, 20 and 30 weeks of delivery.

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Impact and Success:

The portal helped London Sport to embed Satellite Clubs within the company due to simplifying processes for staff. Any member of staff could act as a collaborator on projects, guiding key partners through the form. They could also commission projects, rather than waiting for open rounds, this made them more responsive to opportunities identified by communities and stakeholders across London, especially when linked to London Sport's aspirations.

Due to scoring automation, all staff could review expressions of interests in open calls. The simplicity and automation meant London Sport had upwards of 10 staff members helping score expression of interests for each open call. The process would take each staff member around two hours to review their applications. By sharing this workload, it increased capacity for the core Satellite Clubs team, allowing them to focus and drive forward other areas.

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How did this effect the future delivery of Satellite Clubs and London Sport?

Use of a grant management system made it easier for future funds to be developed by adapting the existing form and processes to fit each funds need.

What's next?

Now that the grant management system is more widely used, the additional functionality of contract management and automation of payments can be explored to further reduce the staff capacity dedicated to administrative tasks.