

## Active Richmond Fund Guidance Notes:

Thank you for your interest in the Active Richmond Fund. **It is important that you read these guidance notes before you complete the application form for either the Micro Grants or Main Grants.**

These Guidance Notes will help you provide all the information we require to enable us to consider your application.

You may submit an application for funding at any point during the year. Micro Grants applicants will be notified of the outcome within 6 weeks and Main Grants applicants will be notified within 10 weeks, providing all the relevant information has been supplied. This process can take longer if additional information is required.

**You must ensure that your application and all necessary documents are submitted in good time to allow us to give you a decision that will fit within your time frame.**

If after reading these Guidance Notes you are unclear about whether your activity, service or project meets our criteria, please contact the grants team for further help by emailing [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk) or calling 020 8487 5259.

### Aim of the Active Richmond Fund

The Active Richmond Fund aims to support local groups and organisations to provide an extended range of activities that enriches the [Social Prescribing](#) or Cultural Offer, improves wellbeing and promotes an active and healthy lifestyle for borough residents.

There are two types of grants you can apply for:

- **Micro Grans** – up to £1,000
- **Main Grants** – up to £5,000

Through this fund we want to engage and empower groups and organisations to improve their services. We are open to innovative ideas that improve people's physical and mental health and wellbeing by utilising social, cultural and physical activities<sup>1</sup> (including sports, leisure, parks and arts) to enable people to fully participate and actively benefit.

Examples of some types of project requests include:

- Social Prescribing spaces
- Fitness sessions (e.g. yoga, Pilates, spin)
- Healthy eating cooking classes

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<sup>1</sup> See Appendix 1 for Public Health England's definition of physical activity.



- Additional fitness equipment to directly enable more people to access activities
- Outdoor projects (e.g. community gardens)
- Art classes
- Sports activities
- Social groups

We want to provide a more connected and active community to prevent the progression of long-term health conditions and reduce isolation and loneliness, as well as health concerns identified in the [Public Health Outcomes Framework](#) (i.e. Dementia, Cancer and Diabetes). Local health priorities can also be found through the [Health and Wellbeing Board plans and strategies](#) for Richmond. This fund will look to enable groups and organisations who are addressing behavioural barriers to change and who provide activities that enhance social connections.

The Active Richmond Fund particularly encourages applications from those who are working with Socially Prescribed participants, individuals who are less active and those who are considered 'hard to reach' (e.g. people living with disabilities, unpaid carers, Black, Asian and Minority Ethnic people, Lesbian, Gay Bisexual and Transgender people, people with low incomes and adults who are considered vulnerable).

## Who can apply?

Applications will be considered from **registered charities, voluntary groups, sports associations, social enterprises or constituted groups.**

Applications from individual providers such as sole traders will be considered by the fund where they demonstrate wider community benefit and are clearly linked to the fund priorities. They will be expected to supply the following accompanying documentation as a minimum: safeguarding policy, project risk assessment, proof of insurance and an explanation of their banking set-up (sole traders are expected to have a bank account in the name of their business). Additional monitoring of their grant may be required such as submitting proof of project expenditure (e.g. receipts and invoices).

We will only fund projects that are:

- **Requesting funding for project expenditure which addresses the identified priorities (see below)**
- **Providing services or activities that benefit residents of Richmond upon Thames**

We will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Richmond borough residents.

- **Financially solvent**

Individual providers, groups or organisations must not have liabilities that are more than their current assets.



Funds will only be paid into an organisational bank account. Please note organisations should have a **bank account with a minimum of 2 non-related signatories**. If this is not the case, you will need to describe your current banking set-up. Individual providers operating as sole traders must have an account in the name of the business and may be required to provide additional documentation regarding grant spend.

**We do not fund:**

- Individuals where the project is for personal benefit
- Projects that are profit making or for private gain
- Applications that are not directly related to helping residents increase their physical activity levels or help improve their health and wellbeing
- Activities for children and young people (e.g. below the age of 18), however we do accept applications promoting intergenerational activities
- Applications which are fundraising in nature
- Large capital projects (small requests for equipment are allowed)
- Retrospective activities
- Political activities
- Funding for lobbying or campaigning
- Funding for feasibility or research.
- Exclusively religious/faith-based activities (although faith groups may receive funding for community activity. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious/faith-based)
- Statutory activities/requirements
- Projects or activities that would be unlawful for the Council to support
- Projects that could mean the authority may not comply with the [Public Sector Equality Duty](#)

**The Active Richmond Fund is intended to build community capacity and project sustainability is a key element in the assessment process.**

### **Can you apply to both Micro and Main Grants?**

Groups and organisations can only submit one application at a time to either the Micro Grants or Main Grants Fund.



If grantees want to reapply to either the Micro or Main Grants Fund they must first demonstrate the success of their funded project, however these applications will be considered a lower priority. Unsuccessful applicants can reapply to either the Micro Grants or Main Grants Fund but their funding request must be for a different project or have addressed the recommendations made by officers in declining the original application.

### **How much can you apply for?**

The Active Richmond Fund is a small grant fund and you can apply for a grant of up to **£1,000** for Micro Grants and up to **£5,000** for the Main Grants. The fund has a limited budget, so please take this into consideration when applying, ensuring costs are budgeted appropriately. Priority for funding is given to new project ideas that have previously not been awarded a grant. We discourage applications that are seeking to rely on this fund each year to sustain their activity or service.

Depending on the amount of grant requested and the size of your organisation, we may ask you for more information to support your application.

### **What are our Priorities?**

To apply to the Active Richmond Fund your project needs to meet one or more of the following priorities, which are applicable to both Micro Grants and Main Grants:

- **Enhancing the Social Prescribing/Culture Offer by increasing capacity for Social Prescribed places for local people (e.g. physical activities including sports, leisure, parks and arts).**
- **Combatting 'unhealthy lifestyles' through physical activities and/or healthy eating**
- **Enabling and promoting healthy eating choices and good nutrition**
- **Promoting a healthy weight through sports, fitness and/or healthy eating**
- **Enhancing the quality of life for people who are considered inactive, 'hard to reach' or in Care by providing social and cultural activities**
- **Reducing isolation and loneliness**
- **Expanding the use of green space for exercise and health reasons**
- **Increasing the number of people who walk and cycle as a means of travel and leisure (e.g. at least 3 days a week)**
- **Preventing long-term sickness through health and wellbeing initiatives**
- **Providing activities that delay and reduce the need for care and support in later life**
- **Safeguarding adults whose circumstances make them vulnerable and protecting them from avoidable harm**

## Who can you contact about your application?

For general guidance on the application process, please contact the grants team by emailing [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk) or calling 020 8487 5259.

We also encourage prospective applicants to discuss their application in more detail with the lead service officers within the Council, who can talk through your ideas and provide extra guidance and support to strengthen your application. The grants team can refer you to the relevant officer. *Please note that lead service officers are not able to help you complete the application form.*

## How your application will be assessed

During our assessment we will look at how well your project fits the fund priorities (see above).

We will also look at the following to help us make a decision:

- The need for the project
- Who will benefit from the project (e.g. Socially Prescribed participants, inactive people and 'hard to reach' people)
- The impact your project will have and the difference it will make
- If we have funded you before
- Your organisation's financial position and governance arrangements
- Relevant policies and procedures e.g. safeguarding, risk assessment etc.
- The sustainability of your project / organisation
- The level of grant funding requested and the total cost of the project

### Additional weighting

Priority will be given to organisations that can demonstrate one or more of the following:

- Demonstrating filling a specific gap or need in the current Social Prescribing provision.
- Actively engaging and working with vulnerable people in the borough, to enable them to fully participate and benefit from services and activities.
- The project is sustainable beyond the initial period of funding from the Active Richmond Fund and has long term benefits.
- Addresses a particular need that has been highlighted by the Council.
- Have secured match funding. This could be in the form of other funding, volunteer time and in-kind support.
- Have not previously received an Active Richmond Fund grant

## Completing the Application Form

Separate Microsoft Word versions of the application forms are available for Micro Grants and Main Grants. Applicants are advised to complete the application form electronically. If you complete your application by hand please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

A large print version of the application form and guidance notes is also available on request from the grants team, call 020 8487 5259 or email [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk).

Before filling out the application form please read the **checklist** and ensure all the boxes are ticked before applying. Applicants should have all the relevant documentation and information ready to hand before writing their application.

## Answering the questions

Please think of a name for your project and detail the amount of funding you are seeking and select which priorities the project relates to.

### ABOUT YOU/YOUR ORGANISATION

#### **1 - 3. Are you applying as an individual or as a group / organisation?**

If you are an individual provider then you are encouraged to apply in partnership with a group or organisation that has a formal governance structure such as a constitution and who would be happy to hold the funds on your behalf. You would still be required to have your own relevant policies and procedures in place relating to your project. Please give your name, and the name of the group or organisation who is supporting your project.

#### **4. What is the Legal Status of the group / organisation?**

Please state the legal status of the group or organisation and provide the registered charity and / or company number, if applicable.

#### **5. Does the group / (partner) organisation have a bank account with two separate signatories?**

For us to pay you, or your (partner– if holding funds on your behalf) organisation will need a bank account in the name of the organisation with a minimum of two non-related signatories. If you do not have a bank account with two signatories, please provide an explanation as to your banking set-up. Please contact the Community Grants Officer to discuss options.

#### **6 – 9. Your details**

The person named on this application will be deemed as the person responsible for making the application. We may need to telephone or meet with you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address, please provide this as



it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.

## **ABOUT YOUR PROJECT**

Please adhere to the **word counts** indicated in the question answer boxes, as any words over the limit will be deducted. It is recommended that you provide as much detail as possible without exceeding the word counts.

### **10. Describe your project, what you will do and how it will meet the priority/ies identified?**

Please describe your project in 300 words or less. Please think about a summary which clearly defines your project's aims and link these with your selected priority/ies. *E.g. We are requesting funding to run 12 yoga classes once a month, for 2 hours, supporting up to 30 isolated older people.*

### **11. What difference and outcomes will your project achieve? Who will benefit? How is it inclusive?**

In what ways will the project benefit residents, service users or customers? Who are your beneficiaries e.g. inactive adults, 'hard to reach' people, Socially Prescribed participants etc. What positive impact will they experience from the project. How is the project inclusive to all (e.g. meeting [equality and diversity](#) outcomes)? For example, have you considered engaging people on low incomes, people living with disabilities, Black Asian Minority Ethnic groups, LGBTQI+ people or 'hard to reach' communities?

### **12. How do you know the project is important and why is it needed?**

Does your project provide new opportunities or fulfil needs and gaps in the existing provision of activities currently on offer in the borough? Who have you consulted with about your project idea? Who supports your project?

### **13. Select the Public Health Framework outcomes that link to your project?**

Tick the relevant outcomes that relate to your project.

### **14. What percentage of your participants are currently referred by Social Prescribers (e.g. RUILS) or other referral pathways?**

State the percentage of Socially Prescribed participants you engage with or how many Social Prescribing places could you potentially offer through your proposed project. Outline any other referral pathways that your beneficiaries will come from (e.g. [Community Independent Living Service](#) CILS or other local services). If you cannot offer Socially Prescribed places please state this.



### **15. What is the estimated start and finish date for the project?**

We are unable to consider projects that have already taken place; please ensure you have allowed enough time between submitting the application and when you would like to start the project.

#### **Main Grants: Please identify the key stages and “milestones” in running this project.**

Please also state the key stages or “milestones” of your project so that we can understand how you have planned the project. Your project will need to start within 6 months of the date the grant is awarded.

### **ADDRESSING ISSUES AROUND COVID-19**

#### **16. How will you ensure the safe delivery of your project within Public Health England guidelines on COVID-19?**

What policies and procedures do you have in place to mitigate risk from COVID-19 in line with Public Health guidelines?

#### **Main Grants: 17.**

#### **How does your project specifically address the impact of COVID-19?**

What emerging issues are you addressing due to COVID-19 or how has your project been designed to mitigate against the constraints of COVID-19?

### **MANAGING THE PROJECT**

#### **Micro Grants 17.**

#### **Main Grants 18.**

#### **Does your project require permission from a third party and if so, has this been obtained?**

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. Local Authority, private individual/company. An example of the permission you might require is described below:

- An environmental group wants to develop a project on some local common ground, they would need to contact the Local Authority’s Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.
- Permission to have a regular booking at a community hall for weekly yoga classes.
- You must ensure that you have the relevant permissions and paperwork in place before you apply.

If you are unsure whether you need to seek permission for your project, please contact the Community Grants Officer.





**Main Grants 19. Who will manage and be involved in the delivery of your project?**

Please describe who will be responsible for managing and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project.

**FINANCES**

**Main Grants 20. Have you applied to other funders for this project and if so, what was their response?**

Please give us the specific name(s) of other funders you have applied to in relation to your project, and what the outcomes were. If you have been awarded other funding towards the project costs, or if you have a grant decision pending, please indicate when you will know the outcome.

You will need to demonstrate why you cannot fund this project from your own resources. In some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other funders, the lottery grant, your own fundraising efforts.

We will also take into consideration whether your proposed project or service is the responsibility of another statutory body e.g. hospital, school etc and would be more appropriately funded by them.

**Micro Grants 18.**

**Main Grants 21.**

**How much is your project going to cost and how much do you need from the Active Richmond Fund?**

How have you arrived at the amount you are requesting? Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards. If you have received match-funding please state how much, and where this is from.

We expect you to have obtained quotes for goods/services, and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. Staffing costs must be short, fixed term and incurred because of the delivery of the proposal e.g. yoga teacher, project coordinator etc.

Applicants are allowed to include a contribution towards full cost recovery (e.g. core costs and management time). For most organisations this is usually around 20%.

You will be required to sign a Funding Level Agreement for any grant awarded.

**In-kind Match Funding**



As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Active Richmond Fund. In-kind match funding is a noncash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2021 (ASHE) Median hourly pay – gross, for all employees in Richmond upon Thames. This provides an hourly rate of £24.04. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

### **To calculate volunteer time**

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£24.04) = value of volunteer time.

For example:

Total hours per week volunteered (per volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of volunteer time
7	5	35	40	£24.04	£33,656

*Payments made from the Active Richmond Fund will fund actual expenditure of the proposal and not the in-kind elements.*

### **Micro Grants 19.**

### **Main Grants 22.**

**Will your project generate any income? If so, how much?**

Is there any income involved in your project? Who will benefit from this?

### **Micro Grants 20.**

### **Main Grants 23.**

**Will the service users be charged a fee for taking part in activities? If so, how much?**



For example, the cost of attending a fitness class. Are these fees subsidised in any way? (e.g. low-income participants or socially prescribed participants pay a lower fee, subsidised by other participants paying a higher fee)

**Main Grants 24. Will your project continue beyond the grant funding? If so, how will you make your project sustainable?**

This fund is not designed to fund ongoing projects, so if this is an ongoing project or a pilot project you will need to demonstrate that you will not be reliant on funding from the Active Richmond Fund in future years to continue to deliver your project or services. Please outline how your project will be sustained beyond the grant award period (if applicable).

**Micro Grants 21.**

**Main Grants 25.**

**Any other comments you would like to make to support your application?**

Please state any other comments you may have, which you feel would aid the assessment of your application.

## Declaration

**Agreement:** Your understanding of the grant condition

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

## Supporting Documents

### Constitution

Please supply a copy of your organisation's constitution or set of rules. If you do not have a constitution or set of rules and are a community and voluntary sector group, you can ask for help with developing one from [Richmond CVS](#).

### Accounts

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of



Recommended Practice (SORP). If you do not have audited accounts please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful you may be asked to provide evidence of recent income and expenditure e.g. bank statements.

## **Safeguarding**

If you are applying for a project working with vulnerable adults or an intergenerational project involving children and young people we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about protecting adults and children. You must consider any possible associated risks involved in the activities funded by the London Borough of Richmond upon Thames and take appropriate action to protect everyone involved. As part of your application we expect you to submit a safeguarding policy, or preferably two separate policies for vulnerable adults and children and young people.

### Safeguarding Vulnerable adults (or adults with care and support needs):

If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:

- Have an up to date clear internal adult safeguarding policy and procedure, ensuring all staff are aware of, and can act on concerns and allegations in accordance with the policy
- Have clear care governance arrangements in place to prevent abuse or neglect
- Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting
- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment

### Safeguarding Children and Young People:

You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people, if your project interacts with them. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

### Safeguarding Training

All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level 3. You should do this even if you are not a regulated care provider and have to do so by law.

Available training:

- [Training and Development Portal](#) available through Richmond Council provides free e-



learning in Safeguarding Adults (1 hour introductory level), Safeguarding Adults: Level 1 (Healthcare Services) and other topics including safeguarding children. For any assistance with access or registration, please email: [tdservice@richmondandwandsworth.gov.uk](mailto:tdservice@richmondandwandsworth.gov.uk)

- [Safeguarding Children: Basic Awareness \(Level 1\)](#) training is available for free through Kingston and Richmond Safeguarding Children Partnership

### Reporting Safeguarding Incidents

If you have a safeguarding concern about an adult, please report it online through the council [Report adult abuse](#) website or contact the Adult Access Team - 020 8891 7971 or out of office hours emergency number 020 8744 2442. If emergency help is needed dial 999.

If you have a safeguarding concern about a child, please contact the [Single Point of Access](#). This is not a general contact number and should only be used if you have a safeguarding concern. Call Single Point of Access – 020 8547 5008 or out of hours emergency number 020 8770 5000. If you think a child or young person is in immediate danger call 999.

The above reporting information should be included in your safeguarding policies.

### Advice and Guidance

Guidance on the development and implementation of all of these policies is available from Richmond CVS ([www.richmondcv.org.uk](http://www.richmondcv.org.uk)). Kingston and Richmond Safeguarding Children Partnership provide advice and guidance regarding safeguarding children and young people (<https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk>).

## **Making your project sustainable**

**Richmond CVS** is a local charity which provides support, advice and training for the charity, community and voluntary sector in the London Borough of Richmond upon Thames.

They can provide specific support to help not-for-profit groups develop their project, create plans and apply for future funding. Call 020 8843 7945 or email [action@richmondcv.org.uk](mailto:action@richmondcv.org.uk).

For more information please visit the [Richmond CVS](#) website.

In addition to the assistance offered by Richmond CVS, Environmental Groups or projects of an environmental nature may benefit from contacting Habitats & Heritage.

**Habitats & Heritage** is a local charity that assists people and organisations who protect and enhance the environment.

They help environmental groups to start, operate, find volunteers, raise funds, get insured, share good practices and collaborate. Call 0208 892 0590 or email [hello@habitatsandheritage.org.uk](mailto:hello@habitatsandheritage.org.uk).

For more information please visit the [Habitats & Heritage](#) website.

**Sport Richmond** offers advice and resources to clubs, voluntary sports organisations and athletes to promote sport and physical recreation. For more information visit the [Sport Richmond](#) website.



**Richmond Business Hub** provides an online portal of resources support, advice and guidance which is useful for social enterprises and sole traders. Further information can be found on the [Richmond Business Hub](#) website.

## Other information

Please find below links to relevant websites and resources to provide further information to inform your application.

- [RUILS](#) – is a local charity that is commissioned by Richmond Council to provide a Social Prescribing service in the borough
- [Voluntary and Community Sector](#) webpage – find out more information about other support and funding available for the voluntary and community sector in the borough
- [Health and Wellbeing Board plans and strategies \(Richmond\)](#)
- [Public Health Outcomes Framework](#)

## Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start and any conditions have been met. All funds must be spent within a year of the grant being claimed. Grant recipients must make a formal request to Grant Officers for payment of the grant, which will be paid in a single instalment. We will request a signed copy of the terms and conditions of the grant.

If grants have not been claimed within 11 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial grant offer the grant award will be deemed to have been withdrawn. If the project completion date is later than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

## Monitoring and Evaluation

If your application is successful you will be required to complete a monitoring and evaluation form at the end of your project. A copy of the monitoring and evaluation form will be sent to grantees to complete.

## Submitting Your Application:

Please submit a signed copy of your application (in Word document format) with all your supporting documents to:

**By email:** [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk)

Telephone: 020 8487 5259

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## **Appendix 1**

### **What is Physical Activity – Public Health England Guidelines**

Both Public Health England and UK Chief Medical Officers (CMO) have produced Physical Activity Guidelines, summarised below.

'Public Health England (PHE), write that, "tackling physical inactivity is critical to delivering many of [its'] priorities (e.g., dementia, obesity and giving every child the best start in life [and living/ aging well])."

Being physically active is defined as doing at least 150 moderate intensity equivalent (MIE) minutes of physical activity per week<sup>1</sup> or more in the previous 28 days. Alternatively, this can be achieved by 75 minutes of vigorous intensity activity a week or more. Physically inactivity is defined as doing less than 30 MIE minutes physical activity per week

PHE guidance also says that, "As well as being physically active, all adults are advised to minimise the time spent being sedentary (sitting) for extended periods. Even among individuals who are active at the recommended levels, spending large amounts of time sedentary increases the risk of adverse health outcomes.'" See [Health matters: getting every adult active every day](#).

The Chief Medical Officer's Guidelines for PA for Adults and Older Adults

- Should do at least 150 minutes (moderate intensity) or 75 minutes (vigorous intensity) or a combination of moderate and vigorous PA per week
- Include strength and balance activities two days per week
- Older adults at risk of falls should also incorporate balance and co-ordination PA at least two days per week

All the CMO guidelines for PA recommend minimising sedentary behaviour.

The term "physical activity" should not be confused with "exercise", which is a subcategory of physical activity that is planned, structured, repetitive, and aims to improve or maintain one or more components of physical fitness. Beyond exercise, any other physical activity that is done during leisure time, for transport to get to and from places, or as part of a person's work, has a health benefit. WHO