



GUIDANCE AND CONDITIONS

SPORTS DEVELOPMENT GRANTS

Contact:
Grants Administrator
Charnwood Borough Council
Southfields
Loughborough
LE11 2TR

Direct line: 01509 634710

Email: grants@charnwood.gov.uk



Purpose of the Grant

To increase the availability of sporting opportunities by:

- Assisting existing organisations to develop their sports programmes
- Encouraging the establishment of new sports groups/clubs/sections.

Grant Conditions

1. Organisations applying must be constituted
2. Organisations applying must have a Child Protection Policy if they have members who are aged under 18
3. Applicant organisations must provide opportunities that will benefit residents of Charnwood and will normally be located within the Borough boundary.
4. Statutory or public funded organisations are not eligible.
5. Grants will be made towards the costs of developing a **new** club or a **new** activity and only made towards the costs of projects that are developmental.
6. Clubs and organisations will only be eligible to apply once in a financial year.
7. Applications **MUST** be received before the project starts.
8. Applicants **MUST** obtain a letter of endorsement from a representative from their national governing body*/schools (where the project involves schools) in respect of their proposed project before the application for aid is submitted.
9. Applicants must be able to demonstrate clearly how their project contributes toward the development of sport in Charnwood and the benefits it will bring to Charnwood residents.
10. Clubs must provide evidence of having two signatories on the club bank account. (This may be highlighted in the copy of the club's constitution, submitted with the application).
11. Applicants must demonstrate a need for this funding.
12.
 - a. Existing Clubs - Applicants must provide their most recent audited accounts to include a balance sheet and an income expenditure statement/bank statement **within the last 3 months.**
 - b. New Clubs - If you are a new club you must provide details of your projected income and expenditure
13. Grants will be awarded up to a maximum of £250.
14. Whilst there is no requirement for match funding, contributions from applicants or partner organisations will be encouraged. This includes in-kind contributions.

15. Applicants should demonstrate the level of support in kind that they are committing to the project (for example in voluntary coaching hours), and any financial contributions from you/other sources.

16. Grants must be claimed within 12 months of the award letter

To find details of your National Governing Body representative visit http://www.charnwood.gov.uk/pages/sport_links and visit your National Governing Body page

Still unsure?

If you are still in doubt then please do not hesitate to telephone Charnwood Borough Council's Senior Sports Development officer on 01509 634592.



SPORTS DEVELOPMENT GRANTS APPLICATION FORM

| 1 Details of Organisation | |
|---------------------------|--|
| Club Name | |
| Site address | |
| Contact name | |
| Position | |
| Address | |
| Telephone (Daytime) | |
| Telephone (Evening) | |
| E-mail | |



Contact:
Grants Administrator
Charnwood Borough Council
Southfields
Loughborough
LE11 2TR
Direct line: 01509 634710
Email: grants@charnwood.gov.uk

2 Current Organisation Information

| | |
|---|--|
| When was your organisation formed? | |
| Please tell us about your group, including membership details (how many/age range); activity details (type and level catered for, any competitions); training/session details (please give time(s)/venue(s); and relevant qualifications of leaders. | |
| Do you cater for disabled participants? Yes/No If no, are you able to? | |
| Does the club/organisation have a constitution? Yes/No If you answered Yes please enclose a copy. If you answered No, please contact 01509 634592 for further assistance before submitting your application form If your club/organisation works with young people, do you have a child protection policy/written set of rules? Yes/No If you answered Yes please enclose a copy. If you answered No, please contact 01509 634592 for further assistance before submitting your application form | |

3 Proposed Development Details

3.1 Proposed Development

Please describe your plans fully using the questions below as guidelines.

| |
|--|
| A) Aim of the development |
| B) Describe your proposed development |

C) Clearly demonstrate the need for this development and outline the benefits it will bring to the Borough of Charnwood

D) Development venue(s)

Please note if lockable storage is available for any equipment

E) Timescale(s) (Please include proposed dates of events/activities)

3.2 Who will the development benefit?

A) How many people will benefit? (approx)

B) Which areas within the Borough are you targeting?

C) Which age group(s) will benefit?

| | | | | | |
|----------------------|--------------------------|---------------------|--------------------------|----------------------|--------------------------|
| Under 5'S | <input type="checkbox"/> | 5 – 14 years | <input type="checkbox"/> | 15 – 21 years | <input type="checkbox"/> |
| 22 – 59 years | <input type="checkbox"/> | Over 60's | <input type="checkbox"/> | | |

D) Which of the following groups will benefit?

| | | | | | |
|----------------------|--------------------------|---------------------|--------------------------|-----------------------------|--------------------------|
| Unemployed | <input type="checkbox"/> | Young people | <input type="checkbox"/> | Disabled | <input type="checkbox"/> |
| Ethnic groups | <input type="checkbox"/> | Women/girls | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |

E) How will you try to attract participants?

3.3 Implementation

| |
|--|
| A) Who has overall responsibility for the development? Name: _____ Position: _____ |
| B) Relevant qualifications or training |
| C) Are any of the people who will run sessions qualified? Yes/No If yes, please give their names and relevant qualifications |

3.4 Partnership working

| |
|--|
| A) Are you working in conjunction with any other group/organisation/club/school to deliver this programme? Yes/No B) If yes, please give details of the organisation(s), their role(s) in the development project and attach letters of support |
|--|

3.5 Ongoing commitment

| |
|--|
| A) High priority will be given to developments that can demonstrate sustainability. What are the long term aims of your development plan? |
| B) Please detail how the development links in with your current programmes(s) |

C) How will you measure the success of your development?

4 Financing of Scheme

Please complete the tables below giving full details of the costs and the funding for your proposed development:

A) Estimated total cost of the project £

Tick box to confirm you are attaching a detailed statement and quotes. (Please give realistic value to goods and services).

B) Please give details of all funding sources, including loans and any other grants applied for. Total funding must equal the total cost of the scheme. (If an award has not yet been made please state so clearly in the amount column).

| | Amount £ |
|---|----------|
| Total cost of project | |
| Please list any other funding sources | |
| | |
| | |
| | |
| | |
| | |
| Funding sub total | |
| Grant requested from Charnwood Borough Council Up to max of £250 | |

C) Please detail any contributions in kind that you or your partners are making towards this project.

| Costs in kind | Provider | Value |
|---------------|----------|-------|
| | | |
| | | |
| | | |

| | |
|---|--|
| D) Ongoing commitment | |
| Estimated additional running costs | |
| Additional income generated by scheme | |
| Please outline the plans you have made to cover any ongoing costs that are likely to be incurred as a result of this development | |
| | |

5 Payment of Grant

If your application is successful, payment will be made to the Club in the name of the club as stated on page 4.

6 National Governing Body Approval

| | |
|--|--|
| Contact name | |
| Position | |
| Address | |
| Telephone (Daytime) | |
| Telephone (Evening) | |
| E-mail | |
| How long have you known this club/organisation? | |
| I confirm that I have read this application and support this request for funding, and I am suitably qualified to act as a referee for this project. | |

| | |
|--------------------|--|
| Signature: | |
| Print name: | |

| |
|--|
| Further supporting information |
| Please submit a letter of support from your local county or regional development officer. If you do not know who this person is, please contact us on 01509 634592 for further advice. |

Please also provide supporting evidence, such as a letter from any other organisations (such as uniformed groups, schools, other clubs or a governing body) if you are involved in working with such a group within the Borough of Charnwood who will benefit from this project.

7 Declaration

I understand and confirm that the information given on this form is correct and that Charnwood Borough Council reserves the right to withhold or reclaim grants should any information be found to be incorrect or monies not used within a reasonable timescale. Also, by applying for funding we agree to complete a report form on the activities undertaken and provide details on the benefits the grant has brought to the club.

Club Representative (same as page 1)

Signature

Print Name

Date

Chairperson

Signature

Print Name

Date

CHECKLIST FOR SPORTS DEVELOPMENT GRANT APPLICATION

Please tick to confirm:

- Have you read the guidance on applying for the grant?
- Have you completed, in full, all relevant sections of the application form?
- Have you told your sports club/community organisation that you applying for this grant?
- Have you enclosed your club/organisation constitution, and have you highlighted the names of the two bank account Signatories?
- Have you enclosed your child protection policy?
- Has your senior club/organisation contact signed the application form?
- Has your club chairperson signed the application form?
- Has your county/regional/national development officer completed section 6 and have you obtained a letter of support before submitting an application?
- Have you signed and dated the application form?
- Have you enclosed copies of your financial accounts to include a balance sheet with income and expenditure/bank statements within the last 3 months/projected income and expenditure (new club)?

Please return your completed application form to the Grants Administrative Assistant, Charnwood Borough Council, Southfields, Loughborough, LE11 2TR or e-mail to grants@charnwood.gov.uk

If you would like to receive this application form in your language, large print or Braille please call 01509 634603 or e-mail communications@charnwood.gov.uk

For office use only

| | |
|------------------|--|
| Grant Ref Number | |
| Date received | |
| Date ack sent | |

| | |
|------------------------|--|
| Checked by | |
| Panel recommendation | |
| Cabinet date/minute no | |

| | |
|----------------------|--|
| Work inspected by/on | |
| Ledger code | |
| Cheque raised | |