

CHARNWOOD BOROUGH COUNCIL



# GUIDANCE AND CONDITIONS

# SPORTS FACILITIES GRANTS

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



## Purpose of Grant

To assist sports clubs/organisations to provide, improve or retain essential playing facilities and ancillary accommodations.

Sports facility grant aid can provide support for:

- The purchase and layout of land for playing fields (based on current market values only)
- Sports pavilions
- Indoor/Outdoor sports facilities
- Improvements to existing facilities
- Major equipment (eg boats) of a non-personal nature. Associated facility enhancing equipment – goal posts, nets, screens, covers, mats, mowers etc
- Repairs
- Drainage
- Car park developments within the boundaries of the club

**Sports facility grant aid is not available for the provision of purely social accommodation.**

Please note: *If the actual cost of the scheme falls below that estimated on the form, Charnwood Borough Council reserves the right to reduce any grant awarded accordingly.*

## Grant Conditions

Organisations applying for a Sports Facility Grant must meet the following criteria:

1. Applications will normally only be considered for facilities within the Borough of Charnwood;
2. Organisations applying must be constituted
3. Organisations applying must have a Child Protection Policy if they have members who are aged under 18
4. Statutory or public funded organisations are not eligible.
5. Clubs can apply for this grant every 2 years (from the date of award)
6. Applications MUST be received before the project starts.
7. Grants will normally be awarded for 50% of the overall project costs up to a maximum of £800. Evidence of the sources of additional funds must be provided. The applicant must contribute at least 25% of the total cost of the proposed project from their own funds.
8. Where applicable, clubs/organisations must provide a copy of the relevant Governing Body regulations which have stipulated the need for the proposal.

9. A letter of support from the relevant county/regional/national governing body\* development officer (if one exists).
10. Applicants must provide copies of at least two different quotes.
11. 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).
12. Where necessary, you must obtain planning permission before submitting a grant application;
13. Applicants must show a need for the facility or equipment – How many people will benefit? What will happen if the funding isn't received?
14. If the project is site specific (e.g. a building or pitches), the applicant organisation in its own right must have a legal security of tenure for the site - i.e. either the freehold or a proper lease not just a 'gentleman's agreement' or a licence. As an indication, the length of this security of tenure will usually have to be:
  - a. At least 5 years for pitches or courts or other external groundworks;
  - b. At least 10 years for low cost building work (under £20,000) or extensions;
  - c. At least 20 years for all new buildings
15. The applicant club/organisation must demonstrate that it is able to meet any additional running costs.
16. Projects to which the applicants have committed themselves by purchase, contract or other binding agreement before receiving an offer of grant aid are not eligible
17.
  - a. Existing Clubs - Applicants must provide their most recent audited accounts to include a balance sheet and an income expenditure 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.
18. 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](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 FACILITIES GRANTS APPLICATION FORM

1 Applicant Details	
Full name of Club	
Site address	
Club contact details	
Club Representative 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](mailto:grants@charnwood.gov.uk)



## 2 Current Club Information

<p><b>When was your organisation formed?</b></p>	
<p><b>Is your Club affiliated to the Governing Body of your sport? Yes/No</b>  <b>If yes, please state name:</b></p>	
<p><b>Has your organisation been awarded any Kitemark or National Governing Body standard ? (e.g. Charter Standard (football), Swim 21 (swimming), ClubMark)</b>  <b>..... Yes/No</b></p> <p>If you answered Yes, please enclose a copy of certificate or confirmation letter</p> <p>If you answered No, are you working towards? <b>Yes/No</b>          If you answered No, please contact 01509 634592 for further assistance before submitting your application form</p>	
<p><b>Membership details (how many/age range)</b></p>	
<p><b>Do you have a junior section? ..... Yes/No</b></p>	
<p><b>Do you cater for disabled participants? .. Yes/No</b>  <b>If no, are you able to cater for them?</b></p>	
<p><b>Does the club/organisation have a constitution? ..... Yes/No</b>          If you answered Yes please enclose a copy. If you answered No, please contact 01509 634592 for further assistance before submitting your application form</p> <p><b>If your club/organisation works with young people, do you have a child protection policy/written set of rules? ..... Yes/No</b>          If you answered Yes please enclose a copy. If you answered No, please contact 01509 634592 for further assistance before submitting your application form.</p>	
<p><b>Team/competition details (number of teams, standard/leagues/competitions)</b></p>	

**Training details** (please give time(s) and venue(s))

**Official details** (please state number/level of active qualified coaches/umpires, etc)

### 3 Project Site

**A) Name and address of site**

**B) Please state who owns the facility/land**

**C) Is your agreement freehold/leasehold/other** (please state)

**Please give details regarding the length of any agreement and termination procedures.**

Tick box to confirm you are attaching a copy of the lease/ evidence of freehold.

**D) Is lockable storage available for major equipment? Yes/No**  
**Please give details**

### 4 Planning Permission

**Is planning permission necessary for the scheme? Yes/No**

If yes, tick box to confirm you are attaching a copy of the decision notice

## 5 Proposed Project Details

**A) Please give details of your proposed project**

Tick the box to confirm that you are attaching plans if they are available and copies of relevant governing body regulations where applicable

**Proposed project:**

**B) Timescale(s) including proposed start date**

**C) Please outline what you hope to achieve** (state the specific new equipment/facilities that will be available at the end of your project)

**D) Are you working in conjunction with any other group/organisation/club?**  
**Yes/No**

**If yes, please give details** (name and role in the project)

**E) Who will the project benefit?**

**i) How many people will benefit?**

**ii) Is this project for your current members or do you hope to attract new**

members?					
iii) 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"/>		
iv) 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"/>

## 6 Resources of Applicant

Tick box to confirm you are attaching your most recent audited accounts

Please state amount of cash in hand	£
What outstanding commitments are due to be paid (please state total amount)	£
Please give details of your fees	Full Membership - £ Junior/Concession - £ Session charge - £
Names of bank account Signatories for the club (must be 2)	1. 2.

## 7 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	£
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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 £
<b>Total cost of project (A)</b>	

<b>Contribution by applicant (minimum 25%)</b>	
Please list any other funding sources	
<b>Funding sub total (B)</b>	
<b>Grant from requested Charnwood Sports Council Up to 50% and max of £800 (A minus B)</b>	

<b>C) Please detail any contributions in kind that you or your partners are making towards this project.</b>		
<b>Costs in kind</b>	<b>Provider</b>	<b>Value</b>

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

<b>Additional information</b>
Please write any additional information in support of your application here

## 8 Supporting Information

**Club statement****How will the project meet a local need?**

Please include information on how the project will benefit your club and also your sport within the Borough of Charnwood.

**9 National Governing Body Approval**

<b>Contact name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone (Daytime)</b>	
<b>Telephone (Evening)</b>	
<b>E-mail</b>	
<b>How long have you known this club/organisation?</b>	
<b>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.</b>	
<b>Signature:</b>	
<b>Print name:</b>	

**Further supporting information**

If you do not know who your National Governing Body Officer 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.

## 10 Payment of Grant

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

## 11 Declaration

**We 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.**

<b><u>Club Representative (same as page 4)</u></b>	<b><u>Club Chairperson</u></b>
<b>Signature</b>	<b>Signature</b>
<b>Print Name</b>	<b>Print Name</b>
<b>Position</b>	<b>Position</b>
<b>Date</b>	<b>Date</b>

This must be two different people

## CHECKLIST FOR SPORTS FACILITY 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 are 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 club chairperson signed the application form?

Has your county/regional/national development officer completed section 9 and a letter of support before submitting an application?

Have you submitted a copy of the Governing Body regulations which stipulate the need for the proposal?

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)?

Have you enclosed copies of at least two different quotes?

Have you signed and dated the application form?

Please return your completed application form to the Grants Administrator, Charnwood Borough Council, Southfields, Loughborough, LE11 2TR or e-mail to [grants@charnwood.gov.uk](mailto: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](mailto: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	