

SPORT SOLIHULL

GUIDANCE NOTES FOR FUNDING APPLICATION FORM

Should you need further assistance phone Leisure Services on 0121 704 8207 or David Acton 0121 704 6156 during office hours

Question 1

Your details and the main contact details for your club/organisation, to whom and where all correspondence can be sent.

Question 2

Choose the most suitable funding programme from those listed below.

Club Promotion Funding

Grants are available to assist affiliated clubs or organisations promote their sport within the community. Funding is available to:-

- Assist with the staging of 'taster days' to attract increased membership and involvement.
- Assist with the staging of events in Solihull Borough, which raise the profile of the sport within the community, and grass roots participation.
- Assist with the public launch of a scheme, for example, a coaching programme which is part of a club development plan.
- Assist with the cost of essential marketing and promotional material, or equipment, to enable the establishment and implementation of a project.

Eligibility:

Clubs or organisations seeking assistance should be:-

1. Involved in a sport recognised by Sport England.
2. Affiliated to a National Governing Body of sport
3. Delivering activities in the Borough of Solihull.
4. Registered on the SolihullActive database www.solihull.gov.uk/activities

• Sports Development Funding

Grants are available to assist clubs and organisations within Solihull Borough to initiate and implement sporting 'development plans'.

Eligibility:

Clubs or organisations must be:

1. Involved in a sport recognised by Sport England.
2. Affiliated to a National Governing Body of sport
3. Able to produce evidence of a development and action plan (or part of it) with time scales and costings.
4. Delivering activities in the Borough of Solihull.
5. Registered on the SolihullActive database www.solihull.gov.uk/activities

• Coach Development Funding

Grants to assist in the identification and development of new coaches, or enhance existing qualifications or develop coaching experience or expertise.

Eligibility:

Coaches must:-

1. Be involved in a sport recognised by Sport England.
2. Hold or working towards a current governing body qualification/licence and have liability insurance (please supply a copy with your application).
3. Provide a copy of a Child Protection certificate / Current CRB disclosure
4. Prepared to be registered on a local and/or regional Coach Database.

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5. Prepared to identify and illustrate how they will use their enhanced qualification or experience for the benefit of sport in Solihull.

Conditions of Receiving a Sport Solihull Grant

1. Applicants must complete all sections of the form.
2. Details of funding being sought or received from any other source must be declared with the application.
3. Misuse of funds, or inaccurate information supplied in conjunction with the application, will lead to any grant which has been made being repaid.
4. Recipients of grant aid may be required to attend a presentation or other public events in connection with any grant awarded.
5. Sport Solihull should be acknowledged in all news releases and publicity material where the participant has been facilitated by a grant.
6. Recipients of a Sport Solihull grant will be subject to a monitoring and evaluation process.
7. Recipients of a Sport Solihull grant are requested to provide an update as soon as it becomes appropriate and relevant to do so. Failure to do so could result in the grant having to be repaid.
8. Payment will only be made upon receipt of an invoice.
9. No organisation, nor limited company, may apply for a grant for monetary gain.

Question 3

If you are applying on behalf of a club or organisation briefly describe your main activities, for example, the structure, is there a junior, ladies, disability access, development section, how often do you play / train, what services do you provide, can anyone join?

Please state if you have or are working towards or hold Clubmark. See www.cswsport.org.uk

Question 4

The maximum amount awarded to teams, clubs and organisations is £1000.

Make sure that the amount that you request is based upon real and accurate costs.

You should list each item individually. Please continue on a separate sheet if necessary.

If you are requesting an item of equipment please provide a copy of a quote.

Proof of purchase is required in respect of grants for equipment.

The allocation of grant aid will not normally be considered for:-

- **Personal/team kit**
- **Entry fees for leagues etc.**
- **Payment of referee/umpire fees for competitions/tournaments**
- **Medals and trophies for competitions**
- **More than one donation for the same organisation in any year – further applications will be considered after a period of three years**

Question 5

Explain how you normally cover your costs, i.e. sponsorship, fundraising activities.

Monies granted from Sport Solihull for specific projects should be clearly identified and accounted for.

If you are seeking or have received contributions from any other sources please declare them and any relevant details here.

Applications for retrospective funding will NOT be considered.

Question 6

Tell us when your planned activity, event or project will take place. If this is going to be over a period of time, tell us the start and finish dates, e.g. July until December 2011.

Question 7

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(Not applicable to applications for individuals)

- If your club/organisation has been running for 12 months or more, please refer to your latest annual accounts, income and expenditure reports or bank statements for the past year.
- If your club/organisation has been running for less than 12 months or is a new group, please give details of all your income and expenditure since you started together with an estimate of your income and expenditure for the next 12 months.
- If your activity is a one off event or start up pay and play session; grants may be awarded before the activity, and released on presentation of suitable invoices from the organisation.

Question 8

This must be the same person whose details are given in Question 1, and should be the monitoring and evaluation contact. However, a parent or guardian is also required to sign if the applicant is under 18.

Question 9

Your referee must be independent of your club/organisation and its management committee. They should not be:-

- someone who stands to benefit from the award
- a current or former member, trustee, or staff
- a relative of a person who is currently in one of these positions.

Your referee needs to be someone who has known you or your club/organisation for some time and who can talk about your work. If you are a new group then this should be someone who is fully aware of your objectives and targets.

We shall check that your referee is an appropriate person. Your referee must read your application form and sign the statement supporting it. They must be prepared to be contacted to discuss your application and at a later date to comment on the award, should your application be successful.

Question 10

Your referee must be a member of your sports local National Governing Body.