

Funding for Sports Club

Sports Development Grant

Leisure Services, in partnership with Poole Sports Council, support initiatives which create opportunities for the community to participate in sport, from grassroots through to excellence.

Funding is available to sports clubs a maximum of once every 3 years. Officers of both the Borough of Poole and Poole Sports Council are involved in processing the applications. Grants are awarded in line with Poole's Leisure Strategy and are up to a maximum of £500.

Applications can be submitted all year round.





Criteria

1. They are located within the Borough of Poole and benefit the residents of Poole.
2. The club must be a non-profit making organisation.
3. The sport should ideally be recognised by Sport England and the club should be affiliated to the National Governing Body.
4. The club would be unable to carry out the project without the grant for which the application is being made.
5. Clubs must have shown that they have attempted to obtain funding from other sources and have shown a financial commitment themselves.
6. Priority will be given to projects which create access or improve opportunities for particular sectors of the resident population, especially those who have difficulty in accessing sport.
7. Clubs must have a club development plan and the coaches must be committed to the club activity and be part of the plan.
8. Coaches should hold an appropriate Governing Body Award, have appropriate insurance and be affiliated to the Governing Body.
9. An application for a club can be made up to a maximum of £500.

Eligibility Criteria approved by Executive Committee 29 08 01

Examples of projects

1. Starting up a new club or activity.
2. New and improved programmes/events.
3. Purchasing of equipment provided it is part of the club's development plan to improve/expand the programme to make it more accessible.
4. Team applications.

Grants will **NOT** be awarded for projects which have commenced, or for equipment which has been purchased prior to a decision on the application being made, or for individual coaches, athletes or officials.

Supporting Documentation

The application form must be completed **in full and all supporting documentation required must accompany the application.**

DOCUMENTS INCLUDE:

1. Club development plan.
2. Accounts for the previous financial year, which have been audited by a person acceptable to the Borough of Poole. (If income is over £10,000 this must be by a fully qualified accountant). These accounts must show any reserves that the club has.
3. Club constitution and rules.
4. Equal opportunities policy.
5. Quotes for venue hire, equipment, etc...
6. Copy of Child/Young Person Protection Policy.
7. Proof of insurance.

Additional Information

You may be asked to make a presentation to the Poole Sports Council Executive Committee in support of your application.



What must you do in return for grant aid?

1. All recipients of financial assistance will be expected to provide a report/complete an evaluation on their progress at the end of the year.
2. Clubs are asked to recognise the Borough of Poole and Poole Sports Council's contribution to the scheme/project by mentioning this in any publicity.
3. Members/officers of the Borough of Poole and/or the Poole Sports Council may wish to visit a programme/event which has received financial assistance.

How to apply

1. Discuss your ideas with the Recreation Development Officer.
2. Complete an application form and provide the appropriate supporting information.
3. If you have any queries, speak to the same officer you initially contacted.
4. Your application will be acknowledged.
5. If further information is required, you or your referees, may be contacted
6. We will endeavour to consider applications at the next scheduled meeting of Poole Sports Council (up to 8 weeks). Applications will not be considered between June and September.
7. Once a decision has been made you will be notified by letter and if successful, you will receive the funds by cheque (usually within 3 weeks).
8. The decision of the committee is final and replicated applications, for the same purpose, will **NOT** be considered.

Assessment of your application

All applications will be assessed on an individual basis and judged on their own merit.

All clubs should operate from a base within the Borough of Poole boundaries. The following link shows the boundaries set out by the Borough of Poole: www.boroughofpoole.com/wards/ref/aka:Wards/

You must have a genuine need for financial assistance.

You should **NOT** have committed to the scheme or project for which financial assistance is being sought (e.g. by purchase, contract or other binding agreement) before your application is considered. The only exception will be if written consent has first been obtained from the Borough of Poole.

The amount of self-help you demonstrate in your application form could help your application be successful.

Your club should have a proper constitution with rules and regulations. A management committee with elected officers is also essential.

You should have an equal opportunities policy that does not prevent any person from being unreasonably disqualified.

All financial records must be kept in an appropriate way and audited at the end of each year. An audited copy of the previous year's accounts should be supplied with your application.

Clubs can only apply for a grant once every 3 years.

If a club applies for a grant, individuals from the same club may **NOT** also apply for a grant for the same project/activity for which financial assistance has already been applied and/or given.

You may **NOT** apply for a grant for the same project/activity from another department of the Borough of Poole.

Please complete the form in full and in **BLOCK CAPITALS**.

Club details

Name of Club:

Permanent Address:

Postcode:

Telephone: Mobile: Email:

Club contact name & title (secretary or coach):

Address of Contact:

Postcode:

Telephone: Mobile: Email:

Charity Reg No:

List the members of your committee

Chairperson:

Secretary:

Treasurer:

Geographical Location

In which area of Poole is your club based?

Which venue is your club base?

Affiliation

Name of Governing Body of Sport:

Affiliation Number:

Clubmark or NGB Equivalent (eg FA Charter standard, Netball caps)

Membership numbers

Club members	Under 18	Under 25	26 and over
Male			
Female			
People with a disability			

Details of proposed project

Please provide a description of the project for which you require funding and your reasons for undertaking it:

Do you intend to attract new members as a result of the project?

Yes No If yes, how? If no, why not?

Financial Assistance (Max £500)

How much grant do you wish to apply for?

Does this represent the full cost of the project? Yes No

If no, please state the full cost £

Please give details below of other sources of sponsorship/grant aid you are receiving or have applied for:

Sponsor/Grant Aid agency	Amount & purpose of request	Was your application successful YES/NO or is it pending?

Please give a full breakdown of what the grant will be spent on below:

Items/Areas	Breakdown of Costs
Hire of facilities	
Equipment	
Marketing & Promotion	
Coaching courses	
Other	
Total Cost	
Income (if any)	
Amount contributed by club	

What is the estimated number of participants for the project/each session

Total Number

Total Number Under 18

How did you find out about this grant? Tick applicable box(es)

Internet
 Newspaper
 Word of Mouth
 Other

If other please state:

DECLARATION

I, the undersigned, certify that I have read and understood the guidelines and criteria of the Borough of Poole Sports Development Grant. I accept that any grant awarded will be used solely in for the purpose outlined in the application.

The Borough of Poole reserves the right to withhold payment, of the whole or part, or require repayment of the grant where the conditions of the award have not been complied with or where information given is subsequently discovered to be false or inaccurate.

Name of applicant:

Signature:

Date:

Supporting Declaration

This section of the application form must be completed by either an officer of your Governing Body of Sport to whom you are affiliated or, if this is not possible, then the appropriate person of the Poole Sports Council. An application received without this section completed will **NOT** be considered for funding.

I declare that Club is known to me, the details in this application are correct and I support the application for the following reasons:

Name of Governing Body:

Name of Governing body officer:

Position:

Address:

Postcode:

Telephone:

Fax:

Email:

Signature:

Date:

If your application is successful, please state who the cheque should be made payable to, and where to send it (if different from the applicant's details):

Please tell us how you heard about this funding:

Council Officer Sports Club: Other (please specify)

Thank you for completing your application form, Please submit this, together with the documentation listed below, to the Recreation Development Officer (see address below)

- Application form
- Club development plan
- Audited accounts for previous financial year
- Club rules and constitution
- Equal opportunities policy
- Quotation for venue hire, equipment, (if applicable)
- Child Protection Policy
- Proof of insurance.

Failure to submit all of the documentation may lead to your application being rejected or delayed.

**Recreation Development Officer,
Borough of Poole Leisure Services,
30-32 Northmead Drive,
Creekmoor, Poole, BH17 7RP
Tel: 01202 261306
Email: leisure@poole.gov.uk**

