

# SPORTS CLUB DEVELOPMENT FUND

## Application Form

Please fill in the form fully and clearly with a black pen. Please write in capital letters.  
Please tick  correct boxes. If you need help to fill in this form, please ask us.  
Please read the accompanying notes before completing this form..

We must protect the public fund we handle, so we may use the information you have provided on your application form, to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

### A Application Details

**A.1** Name of Organisation, ie who are you applying on behalf of?

**A.2** Is your Group based in (enter council name)

Yes

No

**A.3** Who will be our contact for correspondence about this application?

Name

Address

Postcode

**A.4** May we contact you by phone?

Tel Nos. (Work)

(Home)

**A.5** Is your organisation registered for VAT?

Yes

No

If yes, please give the VAT registration number

**A.6** Is your organisation a Registered Voluntary Organisation?

Yes

No

**A.7** Does your organisation have Charitable Status?

Yes

No

If yes, please give the Charity registration number.

**B****About Your Organisation****B.1** How many people are currently members of your Organisation?

	UNDER 18 YEARS	ADULT MEMBERSHIP
MALE		
FEMALE		
People from ethnic communities in above figures		
People with disabilities in the above figures		

**B.2** Does your Group provide opportunities for young people?
**B.3** What activities/sport does your Organisation provide?
**B.4** How many qualified Coaches/Leaders do you have specifically for young people?

COACH/LEADER	QUALIFICATION <i>(Inc date and governing body)</i>	NVQ LEVEL <i>(if known)</i>

**B.5** What structured links has your Organisation with local schools and youth groups?
**B.6** Does your organisation have an Equal Opportunities Policy? Yes  No **B.7** Does your organisation have a Child Protection Policy? Yes  No **B.8** Does your organisation have discounted rates for disadvantaged families/individuals? Yes  No

**B.9** On average, how many coaching hours per week are offered to Under 18's?

**B.10** Do you own your Facilities?

Yes

No

If No, what arrangements do you have?

## **C** Your Sports Project

**C.1** Will your application for funds be added to other grant aid?  
(eg. National Lottery Fund, Foundation for Sports and the Arts, Awards for All, etc).

Yes

No

**C.2** Please give concise but detailed description of your proposed project.  
(See Grant Categories for amount of grant available).

**Please note:** If the organisation is wound up, any equipment purchased with money from the Sports Club Development Fund should be returned to **(enter council name)**

**(enter council name)** is not responsible for the actions of Organisations receiving funds from the Sports Club Development Fund.

**C.3** Please give a detailed breakdown of the anticipated costs of this project. *(Remember to include costs for coaching, equipment, facilities, kit, etc).*

	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL</b>	£

**C.4** How much do you wish the Council to contribute?  
*(Please note: the Council will only contribute 50% of the total cost of your project, 75% if the project is £1,000 or under).*

£
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**C.5** Give a detailed breakdown of how you propose to cover your proportion of the costs involved:

What funds for this project do you have immediately available?

£
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What other finance is in prospect of being arranged?

£
---

What other grants have you obtained?

£
---

Have you applied for, or received any grant aid from other Departments of **(enter council name)**?

£
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Other sources of finance to be used. Please state:

£
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**TOTAL**

£
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**C.6** If your grant is successful, please inform us how you propose to recognise the support of **(enter council name)**.

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## D Documentation

In addition, where applicable, we will require:

- D.1** A copy of your Organisation's Constitution or Articles of Association
- D.2** Recent copy of Club accounts (preferably audited)
- D.3** Committee minutes that have sanctioned your application to the Sports Club Development Fund
- D.4** Three competitive tenders/quotes if capital projects over £5,000 are involved
- D.5** Copies of Equal Opportunities and Child Protection Policies of your Club, plus any evidence of discount schemes for disadvantaged families/individuals.


## E Declaration

As a responsible Council we must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

- E.1** I/We certify that I/we have read and understand the criteria applicable to application for Sports Club Development funds and agree to comply in full therewith. I/We certify that all information provided in this application and all information given in any documentation submitted in support is truthful and accurate.

Signed

Print

Date

Organisation

## F What To Do Now

Send your completed application to the address below:

**SPORTS CLUB DEVELOPMENT FUND  
(ENTER ADDRESS HERE)**

**Should you encounter any difficulty in completing this form,  
please contact (ENTER CONTACT NAME HERE)  
on (ENTER PHONE NUMBER HERE) who will be happy to assist.**