



GUIDANCE NOTES FOR FUNDING APPLICATION FORM

Should you need further assistance phone the Solihull Active Team on 0121 704 8207 or David Acton 0121 704 6156 during office hours.

Eligibility

Clubs or organisations must:

- Be involved in a sport recognised by Sport England.
- Be affiliated to a National Governing Body (NGB) of sport
- Be able to produce evidence plan (or part of it) with time scales and costings.
- Be delivering activities in the Borough of Solihull.
- Be registered on the Solihull Active database www.solihullactive.co.uk
- Not be in receipt of a Sport Solihull Grant in the last 2 years
- Not be applying for a grant for an activity that has already taken place.

Existing or potential coaches must:

- Hold or working towards a current governing body qualification/licence
- Prepared to be registered on a local and/or regional Coach Database.
- Prepared to identify and illustrate how they will use their enhanced qualification or experience for the benefit of sport in their club /Solihull.
- Clubs with coaches working with young people in Solihull should meet their NGB requirements for appropriate level of supervision, liability insurance, child protection training and Disclosure/barring registration.
- Provide a copy of DBS disclosure.

Note: Clubs/organisations should be aware that the information required for the Club Mark scheme and other NGB accreditation schemes would provide all of the information required to complete the application.

Question 1

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

Question 2

Grants are available to assist affiliated clubs or organisations:

- The promotion of sport within the local community.
- To increase sports participation.
- To develop new or existing sports coaches.

Items considered for funding:

- 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.
- Banners that can be reused
- External Coaching resources
- Safety /team equipment
- NGB Course fees external tutor
- Other Qualifications Mandated by NGB

Items considered for funding only for one off events/'taster days':

- Leaflets and one-off advertisements
- Staff and volunteers payments
- Facility Hire
- Payment for coaches

Items not considered for funding:

- Capital expenditure for facility/ building maintenance
- Personal/team kit/other than safety equipment
- Entry fees for leagues etc.
- Travel and expenses
- NGB Annual Registration/Licence Fees
- Statutory and Liability Insurance Fees
- Payment of referee/umpire fees for competitions/tournaments
- Medals and trophies for competitions
- Payment to coaches other than for a one-off event

Question 3

A brief description of your club/organisation's main activity. Please let us know who the activity is for, what the activity is and where & when the activity takes place. Please be clear if anyone can participate in the activity.

Please state here if you have or are working towards Clubmark/NGB Accreditation scheme.

Question 4

- The maximum amount awarded is £1,000. This is at the discretion of the executive committee.
- Ensure that the amount that you request is based upon real and accurate costs.
- You should list each cost separately. Please continue on an additional sheet(s) if necessary.
- If you are requesting an item of safety equipment please provide a copy of a quote.
- Proof of purchase/paid invoices are required for payment of grant monies.

Question 5

- Explain how you normally cover your costs, i.e. sponsorship, fundraising activities, fees and charges.
- 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.

Question 6

Tell us what the activity you are seeking funding for and when will it take place. If this is going to be over a period of time, tell us the start and finish dates.

Question 7

- 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.
- Indicate if your accounts have been externally verified or audited (this is best practice)
- 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.

Question 8

This must be the same person whose details are given in Question 1, and should be the monitoring and evaluation contact-

Question 9

Your National Governing Body (NGB) contact person should be someone at County, Regional, National Level who can confirm your affiliation to the N.G.B. and comment on your club/organisations alignment with regional/national development plans if required. A letter or email of support can be supplied. Providing the NGB contact person's email address and telephone number is essential to enable this reference to be validated.



Sport Solihull Club Grant Scheme

Terms and Conditions

Your organisation will be required confirm acceptance of the following terms and conditions when you are successful in your application and before any funds are released.

Attachment to letter confirming successful application

General Conditions of Receiving a Sport Solihull Grant

1. Applicants must be nominated representatives of the applying clubs/organisation. One of the representatives signing the conditions needs to be either the Chairman or Secretary of your organisation.
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, social media and publicity material where the Club/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 a report 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 officially paid invoice.
9. No organisation, nor limited company, may apply for a grant for monetary gain.
10. Any grants approved must be spent within a timescale as specified by the Sport Solihull executive as identified in the agreed activity plan.

We the undersigned ofclub or organisation

Agree to the terms and conditions for receiving a Sport Solihull grant

1. Signed.....
 Name (print).....
 Position in above club organisation.....
 Date.....

2. Signed.....
 Name (print).....
 Position in above club organization.....
 Date.....