



**PERTH & KINROSS SPORTS COUNCIL
CLUB GRANT APPLICATION FORM**

Return to:

Sports Council Administrator
Perth & Kinross Council
Education & Children's Services
Cultural and Community Services
79 Dunkeld Road
PERTH
PH1 5DH

Phone: 01738 472240



PERTH & KINROSS SPORTS COUNCIL
GRANT APPLICATION & GUIDANCE NOTES

GRANTS: (Please tick grant applied for).

STARTER – Grants of up to £200 are awarded to enable new clubs and sporting organisations (operating for 6 months or less) to become viable units.

EQUIPMENT – Equipments which a club/association would not be expected to provide for it's normal activities and which has coaching or player improvement significance.

DEVELOPMENT – Projects/Schemes undertaken by affiliated clubs to encourage participation in and/or increase standards in their particular sport.

COACH EDUCATION – For coaches wishing to gain nationally Recognised coaching / instructor qualifications in order to improve The quality of local coaching at club / community level.

DISTRICT SQUAD GRANT

Name of Organisation / Club _____

Type of Sport _____

Postal Address of Premises _____

_____ PostCode _____

Contact Name _____

Contact Address _____

_____ PostCode _____

Telephone (Day) _____ (Evening) _____

Office Use Only:

Ref. No. _____ Award Amount _____ Follow Up: _____

App

Def

Ref

SECTION 1 – GUIDANCE NOTES

PLEASE READ THE FOLLOWING GUIDANCE NOTES AND CONDITIONS BEFORE COMPLETING THIS FORM.

GENERAL

- i. The club must be affiliated to Perth and Kinross Sports Council prior to application (except for Starter Grants).
- ii. The Sports Council must be satisfied that the applicant has exhausted all other alternative sources so that no duplication of aid is provided.
- iii. Applications for grants **will not be** considered unless they are submitted prior to the purchase of equipment/start of project. Grants **will not be** paid retrospectively.
- iv. Applications will only be accepted on this form.
- v. Applications will be considered by the Grants Sub-Committee of the Sports Council.
- vi. All clubs must provide with their application:
 - A copy of their Accounts and Balance Sheet for the preceding 2 financial years (except for starter grants).
 - A statement certified by the Treasurer, of the total resources of the applicants at the date of application, (including capital held on trust or otherwise).
 - A copy of their constitution and rules.
- vii. Those clubs with an active Junior section will be given priority.
- viii. In line with Council policy, those clubs that operate from licensed bar facilities **will not be** eligible for a grant.
- ix. If a club is receiving grant aid from another source, up to a maximum of the remaining costs will be awarded.
- x. All clubs with members under 18 years old **must** have a Child Protection Policy in place and evidence of this must be submitted with the application.

SPECIFIC

STARTER GRANT

A maximum grant of £200 to be administered in a phased structure over 2 years. 60% awarded in Year 1 with the remaining 40% awarded in Year 2 upon successful completion of the following criteria:

- a. The club must remain in operation and be affiliated to PKSC.
- b. The club must show evidence of its meeting objectives set out in its constitution.
- c. The club must provide a balance sheet with projected income (including fund-raising) and expenditure.

EQUIPMENT GRANT

Up to a maximum of £400 will be awarded. Where appropriate, Junior and safety equipment will be given priority. Conditions include:

- a. A receipt of purchase must be produced within two months of receiving a grant.
- b. Clubs or associations receiving grant aid for specialist equipment which, in the opinion of Perth and Kinross Sports Council is being abused, not used in accordance with the applicant's declared purposes, under-utilised, or in the event of the applicant ceasing to exist or going into abeyance or for any other reason, which seems material to the Sports Council, the equipment shall revert to the Sports Council.
- c. In conjunction with the foregoing, it is further agreed by the applicant that if required a duly appointed member of the Sports Council's Executive shall, at all reasonable times, be afforded a right of inspection. This is in order to satisfy the Sports Council that the conditions of the grant are being observed.
- d. At present, grants where approved, will be paid on the production of two proper quotations and where possible will be purchased direct between the Sports Council and Supplier and invoice settled likewise.

DEVELOPMENT GRANT

Up to a maximum of £400 will be awarded. Where appropriate, Junior development will be given priority. The following conditions apply:

- a. The submission of a development plan/proposal showing evidence of it's meeting the objectives set out in the club constitution.
- b. Successful applicants can only be awarded a grant once every year.
- c. Clubs/associations receiving grant aid for development schemes/courses are required to produce a written report on the event.

COACH EDUCATION

The maximum amount payable to any one coach in one financial year is £300. The maximum grant is £500 for any one club in one financial year. The maximum grant is £250 for any one course. Subject to these restrictions, a coach may apply for several grants in any one year, or may submit one application for multiple courses. The following conditions apply:

- a. Refresher courses and NCF courses etc. **will not be** considered unless considered mandatory by the National Governing Body of the sport. *Evidence of this will be required.*
- b. List of attendees, dates and venue details must be included in application.
- c. Evidence of course completion must be produced. *Photocopies are acceptable.*
- d. In addition, some kind of 'impact' evidence i.e. trickle down, new sessions etc. must be produced.
- e. Grants may be awarded for travel, attendance fees, tuition and subsistence up to a maximum of 50% of costs. Grants **will not be** awarded for personal equipment or examination fees.

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS.

Signed _____

Date _____

Position _____

7a. What facilities do the organisation make use of at present?

7b. Do you have licensed bar facilities? YES/NO

8. Is your club presently receiving or making an application for grant aid from any other source? If Yes, please give details.

Funding Organisation	Date Applied	Amount Requested	Awarded	
		£	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		£	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		£	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 3 – GRANT APPLICATION INFORMATION

PLEASE GIVE FULL DETAILS OF GRANT REQUEST TO AVOID DELAY IN PROCESSING APPLICATION

1. STARTER

Please submit an accompanying letter giving details on how this grant award would be used if granted, i.e. how you plan to develop the club, initial expenditure and income, and any other details you wish to add regarding their Club.

2. EQUIPMENT

Item(s) to be purchased _____
& Purpose Of Use _____

Cost £ _____ (Enclose two quotations with application)

3. DEVELOPMENT/COACH EDUCATION

Details of Development _____
Venue/Date(s) _____
Breakdown of Costs _____

(use additional sheet if necessary)

SECTION 4 – DECLARATION

I CONFIRM THAT THE INFORMATION ON THIS APPLICATION IS A TRUE STATEMENT TO THE BEST OF MY KNOWLEDGE.

Signed on behalf of the applicant body: _____

Print Name: _____

Official Position in Club: _____ Date: _____

SECTION 5 – FINANCIAL INFORMATION PRO-FORMA

TO BE COMPLETED BY THE SECRETARY/TREASURER OF APPLICANT

CLUB: _____

Tick type of Grant Applied for:

STARTER EQUIPMENT DEVELOPMENT
 COACH EDUCATION DISTRICT SQUAD

TOTAL AMOUNT APPLIED FOR: £

CERTIFICATION

I/WE CERTIFY THAT IN MAKING APPLICATION FOR THE ABOVE GRANT THAT THE FINANCIAL POSITION OF THE CLUB IS AS FOLLOWS:

- ❖ A) The Club has prepared properly certified accounts and copies of the accounts for the last 2 years are attached.
- ❖ B) The Club does not prepare certified accounts but a statement signed by the Treasurer showing approximate income and expenditure for the most recent year is attached.

❖ DELETE AS APPLICABLE

The following balances are held as at _____
 (date of application)

Account	Balance
Bank or Building Soc. Current Account	£ _____
Bank or Building Soc. Deposit Account	£ _____
Other Accounts (please specify)	£ _____
Capital in Trust	£ _____
Cash	£ _____
TOTAL BALANCES IN HAND	£ _____

Copy of most recent account statements should be attached where appropriate.

Signed _____ Secretary
 _____ Treasurer
 _____ Date

**BEFORE YOU SEND YOUR APPLICATION FORM PLEASE CHECK
WHETHER YOU HAVE YOU REMEMBERED TO.....**

1. COMPLETE ALL SECTIONS? - Please tick the boxes!

- SECTION 1 – SIGNING GUIDANCE NOTES
- SECTION 2 – CLUB INFORMATION
- SECTION 3 – GRANT INFORMATION
- SECTION 4 – DECLARATION
- SECTION 5 – FINANCIAL INFORMATION

2. INCLUDE A COPY OF YOUR CLUBS CONSTITUTION & RULES?

3. INCLUDE A COPY OF YOUR CLUBS ACCOUNTS AND BALANCE SHEET FOR THE PRECEDING 2 YEARS (excluding starter grants)?


4. INCLUDE A STATEMENT BY THE TREASURER CONFIRMING THE CLUBS RESOURCES?


5. INCLUDE A COPY OF YOUR CURRENT CHILD PROTECTION POLICY?

ONCE ALL THE ABOVE INFORMATION IS COMPLETED, PLEASE SEND TO:

ADMINISTRATOR
PERTH & KINROSS SPORTS COUNCIL
79 DUNKELD ROAD
PERTH
PH1 5DH

Any queries to:

 Telephone : 01738 472235

 Email : aliceyeung@pkc.gov.uk