

Guidance on applying for Grant Aid Funding

The aim of the scheme

The Grant Aid Scheme aims to support District based Parish Councils, community groups, voluntary clubs, sports coaches, officials, volunteers and talented individuals to help them achieve their individual aims and aspirations.

This may involve the introduction of new or development and expansion of existing activity programmes and projects to improve the range and quality of opportunity for our residents to access better arts, cultural, sport, recreation and leisure activities leading to a more active and healthy lifestyle.

Funding available

Newark and Sherwood District Council and Active4Today Ltd are responsible for distributing the fund to support the development of arts, culture and sport, recreation and leisure activity within the District.

It is important to remember that financial support is limited and grants will be awarded at the discretion of the Panel.

Application process

1. Complete the application form and return to:

**Active4Today Ltd
Newark Sports and Fitness Centre
Bowbridge Road
Newark
Notts
NG24 4DH**

Or by email – sportsdevelopment@active4today.co.uk

2. A member of the team will assess your application and you will receive correspondence informing that your application is being processed. You will be contacted if any further information is needed.
3. Once all the details have been finalised, the Awarding Panel will consider your application at its next panel meeting date and you will be advised of the outcome.
4. There are four panel dates throughout the year. Under normal circumstances applications should be received at least a week prior to the date of the panel in order to be considered. Please check the website www.active4today.co.uk for details.

Equal Opportunities

Active4Today Ltd and the District Council are keen to receive applications from all sections of the community.

All groups and individuals who receive support will be expected to follow current equal opportunity policy and practice in relation to management, employment practices, service delivery and training provision, and not to engage in any discriminatory activity.

What cannot be funded

- Projects must primarily benefit people within Newark and Sherwood.
- Grants will not normally be awarded retrospectively.

Conditions of Grants

1. The applicant must obtain approval for any changes to the original project outline.
2. In the event of a grant aided asset becoming surplus to requirements, this should be returned for reallocation or disposal.
3. The applicant will agree to submit progress reports, as deemed appropriate, and a post event/project evaluation report. The frequency of the progress reports will be agreed between the applicant and Active4Today Ltd/the District Council.
4. By accepting the award, the applicant agrees to comply with all statutory laws such as Town and Country Planning Legislation, Licensing Law etc as deemed necessary.
5. The grant must be spent within 12 months of receipt, otherwise we may request any under spend to be reallocated or returned. Any requests for an extension to the grant period must be submitted in writing to us.
6. Applications will only be considered when submitted via email or post, duly completed and signed and with any supporting documentation.
7. If the project involves young people, the applicant may be required to attend additional training such as 'Safeguarding Children and Young People' as deemed appropriate and to comply with any reasonable requests to attend on-going training opportunities.
8. Recipients agree to provide us with monitoring and evaluation information on request in order to measure the value and impact of the sports grant aid scheme.

Contact point for advice and information

If you would like to discuss your application proposal prior to submission or would like more information on the different sources of funding available please contact:

Active4Today Ltd

Tel. No. 01636 655701

E-mail. sportsdevelopment@active4today.co.uk

YOU MUST NOT BUY OR ORDER ANY GOODS OR SERVICES UNTIL YOU RECEIVE WRITTEN CONFIRMATION THAT YOUR GRANT HAS BEEN APPROVED.

Talented Individuals – Guidance and FAQ's

Guidance

Section 1 – About you

Correspondence with all applicants will be made via a valid email address. If an email address isn't provided, correspondence will be provided by letter.

Section 2 – Sporting information

If the applicant is from a team sport please provide a world ranking for the national representative team they are currently a member of (for example England Youth, world ranking 7).

Section 3 – Support available

A free access pass to one of our leisure centres is available for individuals meeting the qualifying criteria.

Please let us know if you are receiving financial assistance from other sources.

Section 4 – Other supporting comments and information

Please use this space to provide any other information that will support your application. Are you an active volunteer in your club or the community? Have you achieved any coaching awards?

Please ensure the referee form is completed when submitting the form. This will slow the process down if this is received at a later date. The referee must be aware of the individual and their performance and representation in order to complete the form. We may contact them for further information.

FAQ's

What is the Talent Support Fund?

The Scheme aims to support talented individuals to achieve their individual aims and aspirations. Your permanent home address must be in Newark and Sherwood to be eligible to apply. Applicants must be a current member of a National training squad at the date of application and compete and represent in competitions for their country. Higher priority will be given to applicants who are not currently receiving financial support from other sources.

What support is offered?

A Free User Access pass to an Active4Today Ltd and Southwell Leisure Centre Trust Leisure Facility is offered for individuals meeting the required eligibility criteria.

Can I get any help in filling in the forms?

Most of the questions on the application form are self-explanatory. However, if you have any specific questions, would like to discuss your application proposal prior to submission or

would like more information on the different sources of funding available please contact the team on 01636 655701 or e-mail sportsdevelopment@Active4Today.co.uk

What is the grant aid panel and when is the closing date for application forms?

The Grant Aid Panel consists of staff from Active4Today Ltd and Newark and Sherwood District Council and representatives of the Leisure and Environment Committee. Officers will make an initial assessment for presenting to the panel. The panel then assess the application against the criteria specified on the application form before making a decision as to whether the application has been successful. There are 4 panel dates throughout the year. Under normal circumstances applications should be received at least 2 weeks prior to the date of the panel in order to be considered.

Who do I return the forms to?

Please complete the application form and return to:

Active4Today Ltd
Newark Sports and Fitness Centre
Bowbridge Road
Newark
Notts
NG24 4DH

Or by email – sportsdevelopment@active4today.co.uk

Do I need to provide any other information apart from the application form?

Athletes must provide written proof of their representation on the Referee Form. A member of the team will contact you if further information is required.

Do you let me know that you've received the forms?

You will receive an acknowledgment to confirm we have received your application and the date it will be presented to the Panel.

How do I know if my application has been successful?

The Panel will consider your application at the next panel meeting date and you will be advised of the outcome within ten working days.

What happens if my application is not successful?

Applications that are deemed unsuccessful will not have been rejected without good reason or without effort to seek clarification on any uncertainties. However, if you require further information as to why your application has been unsuccessful, please contact the team via post, email or phone.

If an application is unsuccessful, you may re-apply for a grant at a later date when you have met the specific criteria. Support is available to ensure that applicants stand a good chance of success.

What happens now that my application has been approved?

If your application is successful we will write to you within one week after the panel has taken place to let you know. A Free User Access pass, an Active Card application form will be sent to you with instructions of what to do next. You will also be asked to fill in a short evaluation sheet which will provide us with feedback regarding your progress and how the grant has helped your development.

Can I apply again in future?

Yes. We welcome applications from athletes who have received support from us previously as long as they still meet the criteria and it is more than 12 months since the last application was received.