

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.

Guidance

Section 1 – About you

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

If you are unsure if your club has achieved or are working towards Clubmark/club accreditation you can view the full list on this website: www.clubmark.org.uk.

If you are attached to a Sports Club/Community group it must be registered on the club finder section of the Sport Nottinghamshire website: www.sportnottinghamshire.co.uk.

All coaches must be registered on the Nottinghamshire Coaching Database through Nottinghamshire County Council. There are a number of benefits for being on the database including information on coaching employment, courses, useful resources and assistance with developing a coaching CV. To sign up to the database please contact Pete Forster on 0115 9774403, email: pete.forster@nottscc.gov.uk.

Section 2 – Present Coaching/Officiating activity

Present coaching activity example answers:

I coach the under 8's hockey team on a weekly basis which consists of training practices, followed by monthly tournaments.

I referee on a weekly basis on youth football league matches usually with the under 13 age group. I also officiate at cup finals and tournaments when required.

Section 3 – Level of grant aid sought

Applicants can apply for up to 50% towards the course fee and individuals are only eligible for a maximum of £150 in a year. Please see examples below:

If your umpiring course cost is £150, you will be eligible for 50% of the course fee, £75.

If your coaching course is £600, the maximum an individual is eligible for is £150, so you can only apply for a maximum of £150.

Applicants can apply for more than one course however they must not exceed the £150 individual limit in one year (which is taken from the date the individual last applied), and no more than 50% per course fee will be awarded.

All application forms must be received by Active4Today Ltd before you attend any course. Funding will not be awarded to anyone that has already attended the coaching/officiating course.

To check whether your sport has a recognised National Governing Body (e.g. The FA, The ECB, England Hockey etc.) through Sport England please visit this website:

www.sportengland.org/about_us/recognition_of_sports_and_ngbs/recognised_sports_and_ngbs.aspx

Frequently Asked Question's

What is the Coach and Official Development fund?

The fund aims to support coaches and officials who live or coach in the Newark and Sherwood District with a financial contribution towards course fees. All applicants must be doing an element of volunteering within Newark and Sherwood to be eligible for a grant.

How much grant aid can I apply for?

Applicants can apply for up to 50% towards the course fee and individuals are only eligible for a maximum of £150 in a year. Please see examples below:

If your umpiring course cost is £150, you will be eligible for 50% of the course fee, £75.

If your coaching course is £600, the maximum an individual is eligible for is £150, so you can only apply for a maximum of £150.

Applicants can apply for more than one course however they must not exceed the £150 individual limit in one year (which is taken from the date the individual last applied), and no more than 50% per course fee will be awarded.

All application forms must be received by Active4Today Ltd before you attend any course. Funding will not be awarded to anyone that has already attended the coaching/officiating course.

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 Sports Development 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**

NG24 4DHO or by email – sportsdevelopment@active4today.co.uk

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

Coaches and officials must submit a completed Referee Form with their application 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 acknowledgment to confirm we have received your application which will inform you of 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 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.

Once you have completed your course, you will need to supply evidence that you attended to claim back the approved amount, to do this you need to send a copy of your certificate to sportsdevelopment@active4today.co.uk. You have 12 months from your application date to send this into the sport development inbox. If, for any reason you have not got this evidence in time, please contact us and keep us informed as we can grant an extension.

Once we have received this evidence, our finance team will start the payment process. We pay the grant by automatic bank transfer; therefore you will need to provide us with your updated bank details.

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 coaches and officials as long as they still meet the criteria and it is more than 12 months since the last application was received.