

## **ACTIVE4TODAY SPORTS GRANT AID SCHEME GUIDANCE AND INFORMATION**

The aim of the scheme is to support district based sports clubs and organisations sports coaches, officials, volunteers and talented individuals to help them achieve their individual aims and aspirations.

This may involve an event which will raise the profile of sport and physical activity or the introduction of new or expansion of existing activity programmes and projects to improve the range and quality of opportunity for residents to access better sport, recreation and leisure activities leading to a more active and healthy lifestyle.

There are 5 funding programmes available – Talented Individuals, Coach and Official Development, Kit Sponsorship Award, Club Development/Project and Community Engagement.

### **Application process**

1. Complete the application form and return to:

**Active4Today Ltd  
Newark Sports and Fitness Centre  
Lord Hawke Way  
Newark  
Notts  
NG24 4FH**

**Or by email – [sportsdevelopment@active4today.co.uk](mailto: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 2 weeks prior to the date of the panel in order to be considered. Please check the website [www.active4today.co.uk](http://www.active4today.co.uk) for details.

### **Equal Opportunities**

Active4Today Ltd 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 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 in order to measure the value and impact of the sports grant aid scheme.

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.

#### 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 655780

E-mail. [sportsdevelopment@active4today.co.uk](mailto: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.**

#### Frequently Asked Questions

##### 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 us on 01636 655780 or e-mail [sportsdevelopment@active4today.co.uk](mailto: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 two Board members from Active4Today Ltd and a member of the senior management team. Sports development Officers will make an initial assessment for presenting to the panel. The panel will 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.

##### 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 by email – [sportsdevelopment@active4today.co.uk](mailto:sportsdevelopment@active4today.co.uk)

If an application is unsuccessful, you may reapply 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.

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## Talented Individuals Guidance

### Section 1 – About you

Correspondence with all applicants will be made via a valid email address.

### 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. We are not able to process incomplete forms. 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.

## **Frequently Asked Questions**

### Who can apply?

This fund is open to individuals whose permanent home address is within the district of Newark & Sherwood. You must compete and represent your country in a sport that is formally recognised by Sport England. 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](http://www.sportengland.org/about_us/recognition_of_sports_and_ngbs/recognised_sports_and_ngbs.aspx)

### What is the Talented Individuals 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 leisure centres is offered for individuals meeting the required eligibility criteria.

### 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.

### 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.

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## **Coach and Official Development**

### Section 1 – About you

Correspondence with all applicants will be made via email.

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](http://www.clubmark.org.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/started 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](http://www.sportengland.org/about_us/recognition_of_sports_and_ngbs/recognised_sports_and_ngbs.aspx)

## Frequently Asked Questions

### 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.**

### 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.

### What happens now that my application has been approved?

If your application is successful we will write to you within 10 days of the panel to let you know the outcome.

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](mailto: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 may be able to 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.

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### **Kit Sponsorship Award**

**Applications are welcomed from all junior age groups from age U7 to U16 as well as any team that is providing opportunities for disabled people and playing competitively.**

Each team will receive sponsorship as part of a **3 year** deal that must include:

- Junior kit with Active4Today logo clearly placed on the front of all shirts
- Banner (supplied by Active4Today) advertising around the home ground/pitch (road side/ club house/grounds - different sizes available to suit location)
- Acknowledgment of sponsorship on team/club promotions and publicity
- Using social media (tagging in) Active4Today on posts relating to the team/club
- Email in a yearly update report on the team/club so we can celebrate your successes and provide support for your team/club development.
- Team cannot apply again for 3 years
- Winner announced via a draw on social media live – annually – end of July each year.

#### Criteria

- Must be a club affiliated to their National Governing Body of Sport
- Must be a developmental club (including having club mark or equivalent in place)
- Must have their home ground/base located in the district of Newark & Sherwood
- Must be a junior team (under 16's) or disability team

#### Section 1 – About your organisation

Please give details of the lead contact name from your organisation for the application.

Your organisation must be based within Newark and Sherwood district and be primarily for Newark and Sherwood residents.

#### Section 2 – Application detail

Tell us which age group/category the sponsorship is for and explain to us why this team are deserving of the sponsorship package.

#### Section 3 – People who will benefit from this project/event

Tell us who will benefit, where do the players/athletes predominantly live?

#### Section 4 – Bank account details

Please provide the club/organisations bank details to the payment to be transferred by BACs, if successful.

### **Frequently Asked Questions**

### What is the Kit Sponsorship Award?

The Kit Sponsorship Award aims to support junior teams and those teams that provide for people with a disability whose main base/home ground is in Newark and Sherwood district. Applications are welcomed for funding towards the purchase of a branded kit to wear for competitive matches and fixtures. This will be branded with the Active4Today logo.

### Who can apply?

The fund is open to junior teams that are affiliated to their National Governing Body and their home ground/main base is in Newark and Sherwood. They must also have a constitution and achieved Clubmark status from either Sport England or their own sports NGB. Commercial and statutory organisations, including schools, are ineligible.

### How much grant aid can I apply for?

There is £1,500 available annually and this will be split according to the successful winning teams, so may not be equal shares. The amount awarded will be at the discretion of the panel.

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

Yes, teams will need to provide confirmation from their NGB that they are affiliated and playing competitively in an organised structured league/competition for the correct playing season. If further information is required, a member of the team will contact you.

### What happens when my application has been approved?

If your application is successful we will write to you shortly after the panel has taken place to let you know. We are able to pay the grant either BACs transfer, therefore you will need to provide us with your bank details. You will also be asked to complete a short evaluation questionnaire which will provide us with feedback regarding your progress and how the grant has helped your development.

### When is the closing date?

The application process for the Kit Sponsorship Award will be open from 1<sup>st</sup> May to 30<sup>th</sup> June annually and awarded in July.

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## **Club Development/Project Award**

There are 2 awards per year, up to £1000 awards for a project up to 12 months in length.

- The award supports the organisation to contribute towards a one off sports project/event with the aim to improve access (infrastructure or offering) to sport within the Newark and Sherwood District.
- Sustainability is important to us. For your Development/Project Award to be successful you must show how you plan to ensure future events or your project will be self-sustaining.

The fund is open to voluntary sports clubs that are based in Newark and Sherwood and are 'not for profit'. They must also have a constitution and a separate bank account held in the name of the group. Commercial and statutory organisations are ineligible.

Applications are welcomed from organisations that have received funding from us before. The amount awarded will be up to a maximum of £1000.

## **Community Engagement Award**

There are 6 awards of £250 per year. These smaller grants will support club open door events or the start-up of new sessions within the club structure. The main aim of this award is to increase engagement in district wide sports/physical activity sessions.

Increasing participation in sport and physical activity is important to us. For your Community Engagement Award to be successful you must show the need for the open door/new session to take place.

## Criteria

- Must be a developmental club (including having Clubmark or equivalent in place)
- Must have their home ground/base located in the district of Newark and Sherwood
- Must have improved accessibility for residents of Newark and Sherwood at its heart
- Must clearly demonstrate the need both within the club and wider community
- Must be a not-for-profit sports club

The fund is open to voluntary sports clubs that are based in Newark and Sherwood and are 'not for profit'. They must also have a constitution and a separate bank account held in the name of the group. Commercial and statutory organisations are ineligible.

Applications are welcomed from organisations that have received funding from us before. The amount awarded will be £250.

Applications will be assessed using a matrix and then presented to the Grant Panel which will consist of staff from Active4Today Ltd and two Board Members. Officers will make an initial assessment for presenting to the panel. The panel will then assess the application against the criteria specified on the application form before making a decision as to whether the application has been successful.

Once you have completed your project you will need to supply evidence of its impact by completing a Project Evaluation, which may include photographs or short video clips of the project itself.

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## Guidance and information for Club Development/Project and Community Engagement Awards

### Section 1 – About your organisation

Please give details of the lead contact name from your organisation for the application. Your organisation must be based within Newark and Sherwood district and be primarily for Newark and Sherwood residents.

### Section 2 – Project description

Tell us what the project will actually deliver. Is it a sport activity programme or a single event? What will be achieved by delivering the project and why does your club/organisation want to do it?

Please tell us when the project will start and end. All projects must be completed and funding spent within 12 months of the start date. Grants will not be awarded if the project has started or has already taken place.

### Section 3 – People who will benefit from this project/event

Tell us who will benefit, who are you targeting and why. Please give approximate numbers of attendees in the groups listed.

Please highlight details of links to existing local or national campaign and initiatives. Does it link to schools or existing opportunities in the district? Is this project part of a bigger programme and a partnership with other organisations and groups?

Please demonstrate how you know this project is needed in the area. Have you undertaken a community survey and this has been identified as an area your residents would like to develop and support? Has a pilot project already taken place which was well attended? Have you got a waiting list at a particular age group and need money to extend capacity?

Please describe what publicity and marketing will be done to promote the project and event to ensure maximum impact.

The Panel place a higher priority on applications that demonstrate sustainability and continuation beyond the end of the project. Please give details of how the activities will be financed in future without grant support.

### Section 4 – Project/Event Budget

Please provide a list of costs for all items required to deliver the project/event. These can include coaching and in kind volunteer fees, facility hire, equipment and marketing and promotion.

Please also include details of contributions from other sources, including any entry fees or subscriptions. Applicants that have raised funds or obtained contributions towards their project costs will be considered a higher priority and will receive more favourable consideration.

#### Section 5 – Other supporting comments and information

Use this space to tell us if your club/organisation has achieved Clubmark accreditation, affiliations to other organisations including National Governing Bodies, safeguarding and health and safety.

Payments are made by BACs so you need to provide the bank details of your organisation.

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### **Frequently Asked Questions**

#### What is the Club Development/Project Award Fund?

The fund aims to support the organisation of one off projects or events, sports development programmes and schemes to improve access to activity within the Newark and Sherwood District.

#### Who can apply?

The fund is open to sports clubs that are based in Newark and Sherwood and are 'not for profit'. They must also have a constitution and a separate bank account held in the name of the group. Commercial and statutory organisations are ineligible.

#### How much grant aid can I apply for?

Clubs can apply for a grant of up to £1,000 for the Club Development/Project. Funding of £250 is available in the Community Engagement programme. Applications are welcomed from sports clubs that have received funding from us before. The amount awarded will be at the discretion of the panel. If applications are received for an event or project that has been previously funded, the panel will reduce the award on a gradual basis over three years (i.e. year 2 award up to 50% of year 1 award and year 3 award up to 50% of year two award) to encourage the event/project to become self-sustaining.

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

Yes. Clubs will need to provide 3 most recent bank statements for their group, a copy of the most recent completed financial accounts and a copy of the organisation's constitution or governing document. If further information is required, a member of the team will contact you.

#### What happens when my application has been approved?

If your application is successful we will write to you shortly after the panel has taken place to let you know. We are able to pay the grant either BACs transfer, therefore you will need to provide us with your bank details. You will also be asked to complete a short evaluation questionnaire which will provide us with feedback regarding your progress and how the grant has helped your development.

#### Does the club have to provide any match funding?

For the Community Engagement programme, as the award is relatively small at £250, there is no requirement for match funding.

When applying to the Club Development/Project programme, applications with in kind volunteer expenses and club contributions will be marked as a higher priority for receiving an award. Those that are also generating an income to be sustainable long term will also be awarded higher marks.