



Ref No. \_\_\_\_\_ (for office use only)

**DIRECTORATE OF REGENERATION AND LEISURE  
LEISURE AND SPORT**

**FUNDING APPLICATION FORM  
DISABILITY SPORT  
(ORGANISATION)**

**The Data Protection Act 1998**

The information in this application form will be held by the Authority in its records for the awarding of grant. Information given will also be used by officers of the Authority for monitoring, review and analysis of its grant schemes.

**Grant is for the express purposes approved. Any changes to the approved project must be agreed in writing by the County Council. The County Council will require repayment if the funding is not used for the stated and approved purpose.**

1. Full name of Organisation in respect of which the application is made

\_\_\_\_\_

2. Contact Name & Status

\_\_\_\_\_

\_\_\_\_\_

3. Address, Postcode  
& Telephone No.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. E-Mail address \_\_\_\_\_

5. Which best describes your organisation? For Example, Voluntary Sports Club with Consitution, County Sports Specific Development Group, School Sports Association etc

\_\_\_\_\_

6. Has the organisation been registered as a Charity by the Charity Commissioners?  
(Please circle)

Yes

No

7. If yes provide registration number



8. Is the applicant V.A.T. registered?

9. Resources of the Organisations?  
Total Annual Income £ \_\_\_\_\_

Total Annual Expenditure £ \_\_\_\_\_

10. Please attach a copy of: -

Constitution  copy of last audited statement of accounts   
or copy of most recent annual report

11. Has the organisation received any grant from the County Council during the last three years? (Please circle) Yes No

If yes, please give details, dates and the amount awarded

Grant Amount	Date

12. Has the organisation received grants from other public sources within the last three years? Please include Community Chest, Minor Grant, Sportlot funding from Sports Council for Wales. (Please circle).  
Yes No

If yes, please give details and dates

Source	Grant Amount	Date

13. Is an application being made on behalf of the organisation for a grant from any other County/Community Council or other public source?  
Yes No

If yes, please give details and assistance sought/received. Describe status i.e. application, under consideration, approved stage

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14. About the Project



Current Participation/Membership

**Members/Teams**

	Male	Female	Mixed	Total
Juniors (U16)				
Junior Teams (U16)				
Senior Individuals				
Senior Teams				
Disabled				
Coaches				
First Aiders				

How many additional participants/members will you have on completion of your project? (Approximately)

	Male	Female	Mixed	Total		Male	Female	Mixed	Total
Juniors (U16)					Disabled				
Junior Teams (U16)					New Coaches				
Senior Individuals					New First Aiders				
Senior Teams									

Please describe your proposed project? Please attach plans, drawings where relevant or club/association sports development plan.

Why do you need to do this project? Please state how this project will enhance current provision and opportunities



Is your organisation affiliated to the relevant National Governing Body? Yes No

If Yes, please state \_\_\_\_\_

15. Financial details: -

Total project cost: - List how money will be spent

Revenue (Please state)	Amount (£)
<b>Total</b>	

How will these costs be funded: -

Sources of Funding	Amount (£)	% of Project Cost
Private Sector		
Public Sector		
Own Funds		
Other Grants		
Sponsorship		
Sales		
Partnership (please specify)		
Donations		
Other (please specify)		

TOTAL GRANT SOUGHT from Carmarthenshire County Council Disability Sports and Leisure Grant	Amount (£)	% of Project Cost

16. Please give details of the funding sources identified including whether support is non-financial. Indicate whether the funding is secured: -

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17. Does your club/association work in partnership with the Disability Sports Development Officer for Carmarthenshire?

Yes No

Please provide details:

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18. Does your club/organisation have a Child Protection Policy? Please state whether this is a National Governing Body Policy etc

Yes No

Please provide details:

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19. Is your club working towards/or has achieved the National Governing Body Club Accreditation Scheme (If applicable)

Yes No

20. Please indicate what arrangements have been made to Insure Participants

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**21. Events (*only complete this section if the grant you are seeking is to fund a specific event(s)*): -**

**Name of the Event:** \_\_\_\_\_

Please tick the type of event:

<b>Event</b>	<b>Amount</b>	<b>Please Tick one</b>
Community	£150	
County/Regional	£300	
National	£1000	

How many competitors do you envisage?

Male	
Female	
Disabled	



22. How many categories/age groups are there?

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23. Do you have a sponsor?

Yes

No

If Yes, Please provide details

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24. Does your Governing Body Support the event? How, e.g, advertising, providing volunteer/officer time?

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25. Please demonstrate any working partnerships as a result of this project/event

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26. Describe how the event will raise the profile of the Sport and/or the County of Carmarthenshire

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27. Does your organisation seek to ensure that staff and volunteers receive training in the skills required to deliver the activities provided by the organisation?

Yes

No

Please provide details:

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28. Please indicate what arrangements have been made to Insure Participants:

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29. How will you monitor the effectiveness of the event for which you are seeking funding e.g. surveys, feedback

\_\_\_\_\_

\_\_\_\_\_

30. PLEASE LIST THE SUPPORTING DOCUMENTATION AND PLANS.

1.
2.
3.
4.

**Please ensure all supporting documentation is attached**

**DECLARATION**

On behalf of ..... (name of recipient organisation) we can confirm that the information contained in this form is accurate

SIGNED: .....

PRINT NAME: .....

POSITION IN ORGANISATION: .....

DATE: .....

SIGNED: .....

PRINT NAME: .....

POSITION IN ORGANISATION: .....

DATE: .....

Please return completed form to: -

Business & Community Grants  
Economic Development  
Directorate of Regeneration  
Carmarthenshire County Council, Business Resource Centre, Parc Amanwy, New Road,  
Ammanford, Carmarthenshire, SA18 3EP,

Telephone: 01269 590218 Fax: 01269 590590

## DIRECTORATE OF REGENERATION AND LEISURE

### **SPORTS AND LEISURE GRANT DISABILITY SPORT**

#### ***Criteria and Guidance Notes***

#### **1. Voluntary Organisations**

Grants will be considered from Organisations that are requesting funding for the following:

- Seeking financial assistance in order for a team of athletes to compete in competitions
- Seeking financial assistance for the organisation of a Sporting Event in Carmarthenshire, which will enhance the profile of the County and will lead to an increase in the participation in that particular sport.
- Performance squad training for a maximum of 20 weeks (only one application can be submitted). Participants must reside in Carmarthenshire or attend a school or sports club in Carmarthenshire

All applicants must display the name Carmarthenshire County Council during the event and on entry forms, promotional material, press release etc. Promotional banners and boards are available.

#### Conditions

- Only one funding application per Organisation can be submitted within a 12-month period.
- If an athlete receives an Individual Sports Grant, that athlete is not eligible to be considered as part of an Organisational Grant within a 12 month period.

#### **2. Application Process**

- Applications will be considered approximately four times per annum
- All applications received by Carmarthenshire County Council will be registered and acknowledged and checked initially for eligibility.
- Applications that fulfil all the grant scheme conditions will be evaluated in relation to the Selection Criteria as agreed by the County Council and funding will be allocated competitively within available resources.
- Carmarthenshire County Council reserves the right to request additional information at its discretion.
- Carmarthenshire County Council reserves the right to vary the conditions of the scheme at any time.
- Carmarthenshire County Council's decision will be final and is entitled to refuse any application without disclosing its reasons or purpose in doing so.
- Carmarthenshire County Council reserves the right to publicise any grant award, acknowledgement to Carmarthenshire County Council must appear in all promotional material published by the organisation receiving the grant.
- Carmarthenshire County Council reserves the right to withdraw or reclaim grant monies whereby the above conditions are not met



### 3. **Grant Offers**

applicants to enter into a formal agreement setting out terms and conditions for the claiming of grant monies.

**All projects must be claimed within one year of the award letter. Failure to comply to this deadline will result in the Individual/Organisation re-applying**

#### a. Retrospection

- No grant will be payable to an activity that has already occurred prior to the date of application to and acceptance by the County Council. All applications will be date stamped when received by Carmarthenshire County Council and this will be the official submission date.

#### b. Viability of the Activity

- Applicants will be expected to produce evidence of the viability of the proposed activity together with submission of a statement of estimated income and expenditure. Grant support will not be given to activities that have proven to be unsuccessful in the past.

#### c. Publicity

- Due acknowledgement to Carmarthenshire County Council must appear in all promotional material published by the organisation receiving a grant.

#### d. Applicant's Declaration

- In relation to Sports Club/Voluntary organisation/Development group applications, two individuals must sign the application form and must have the necessary authority within the organisation making the application
- The signatures must be an original and signature stamps or persons signing on their behalf will not be acceptable

### 4. **Grant Payments**

**Due to limited financial resources all applications will be assessed against a set of selected criteria.**

<i>Item</i>	<i>Criteria</i>	<i>A</i>	<i>B</i>	<i>C</i>
		Weighing	Score (out of 100)	Weighing Score (A x B)
1	Value for money: Increase in membership and opportunities through an enhanced programme	10		
	OR			
1	Value for Money: Increase in membership and opportunities hosting an	10		



	event			
2	Funding Partners	5		
3	Sustainability	10		
TOTAL =				

The County Council on awarding a grant may only make a payment after the completion of the following: -

- a. The activities as stipulated in the application has occurred
- b. That suitable evidence is presented as proof of eligible expenditure; and
- c. That suitable evidence is presented of the success of the activity

(Suitable evidence will include visits by Carmarthenshire County Council staff; production of paid invoices/income receipts; attendance figures etc. In making a claim for a grant payment the applicant will be required to present a statement of account).

Only in special cases will payment of grant may be made in advance.

#### 5. **Grant Repayment**

Grant recipients must undertake to notify the County Council of any change in circumstances in regard to the grant award.

To make a formal application, please complete the appropriate grant application form and return to:

Community Grants and External Funding  
 Economic Development Division  
 Business Resource Centre, Parc Amanwy, New Road, Ammanford, SA18 3EP  
 No e-mail or faxed version can be accepted  
 Signed hard copies only.

N.B. Please remember to enclose supporting documentation, if requested.

For further information, please contact Sally Doughton, 01269 590218 or Hilary Jones or Allison Rees (Sports Development Unit) on 01554 744350