

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

If Yes, please state _____

15. Does the organisation have a development plan in place? I.e. where do you want it to go? How are you going to get there? Please attach sports development plan

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

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

Yes No

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

.....

.....

.....

19. 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 clubs sports development plan.

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

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20. Financial details: -

Total project cost: - List how money will be spent

Capital (Please state – Please complete if seeking funding for facility developments)	Amount (£)	Revenue (Please state)	Amount (£)
Total		Total	

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 Sports and Leisure Grant	Amount (£)	% of Project Cost
CAPITAL		
REVENUE		

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

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.....

22. Does your club/association work in partnership with officers from the Sports Development Unit Carmarthenshire County Council?

Yes No

26. **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:

Event	Amount	Please tick one
Community	£150	
County/Regional	£300	
National	£1000	

How many competitors do you envisage?

Male	
Female	
Disabled	

27. How many categories/age groups are there?

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28. Do you have a sponsor? (Please provide details) Yes No

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

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

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

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32. 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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.....

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

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.....
.....

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

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.....

35. 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:

Sport and Leisure grant application form

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 GRANTS**

Criteria and Guidance Notes

Persons/Organisations Eligible to Apply:

The Sports and Leisure Grant is a grant aid scheme funded by the Carmarthenshire County Council Sports Development Unit. Applications are invited from individuals or voluntary sports clubs/organisations in the following categories: -

1. Individual athletes who currently represent Wales/Great Britain
2. Sports Clubs/Voluntary Groups/Sport Specific Development Groups who require assistance in:
 - i. Enhancing the Sports Development Programme which will provide additional physical activity opportunities for the purpose of attracting new participants
 - ii. Hosting an Event
 - iii. Minor facility improvement
3. Carmarthenshire School Sport Association

1. Organisations – Facility Improvements/Development

- Grants will only be allocated to clubs/associations that have made applications to improve their sporting/recreational facilities. No grant will be given to a club that is improving its social facilities.
- Priority will be given to those applications relating to Floodlighting, Pitch Improvement and Changing Facilities.
- All clubs must be: -
 - Properly constituted sports clubs
 - Submit a financial record
 - Show a development plan of how the grant will be used (Sports development pro-forma is available to sports clubs on request)
 - Adhering to the Governing Body Club Accreditation Scheme (If available), The sport's club must demonstrate a commitment to achieving Club Accreditation.
 - Able to demonstrate match funding for the project
 - Applying for funding that will improve a sport that is featured on the Eligible Sports list (please see attached)

The relevant Governing Body may be consulted.

Carmarthenshire County Council will not fund 100% of the cost of a project. The applicant will need to provide information on match funding.

No grant will be payable for any facility development that has progressed prior to the date of the application

Only one funding application can be submitted within a 12-month period.

2. Organisations – Enhanced Programme

Sports Clubs/voluntary organisations/Sport specific Countywide Junior Development Groups can apply for funding to enhance existing sporting/physical activity opportunities IF NOT ELIGIBLE FOR COMMUNITY CHEST that will result in:

- Increased membership/participation

- An increase in frequency of participation (as a guide 5 x 30 minutes of moderate exercise per week for an adult and 5 x 60 minutes for a child)
- Increased number of volunteers/coaches
- The creation of additional partnership working

(A Sport Specific Carmarthenshire Development Group is made up of representatives from local clubs and its mission is to further develop a particular sport throughout the County)

- All clubs/organisations/development groups must be: -
 - Properly constituted
 - Submit a financial record
 - Show a development plan of how the grant will be used (Sports development pro-forma is available to sports clubs on request)
 - Adhering to the Governing Body Club Accreditation Scheme (If available), The sport's club must demonstrate a commitment to achieving Club Accreditation.
 - Applying for funding that will improve a sport that is featured on the Eligible Sports list (please see attached)

The relevant National Governing Body may be consulted.

A Maximum of £500 available per grant application

No grant will be payable for any activity that has already occurred prior to the date of the application

Only one funding application can be submitted within a 12-month period.

3. Organisations –Events

Grants will be considered for sporting events, which will be held within the County of Carmarthenshire and will enhance the profile of the County. (New or first time events will be referred to SPORTLOT Community chest in the first instance).

Carmarthenshire County Council must receive applications, prior to the event taking place

Only one funding application can be submitted within a 12-month period.

Event	Amount
Community	£150
County/Regional	£300
National	£1000

The relevant National Governing Body may be consulted

4. Extra Curricular School Sport Grant

- Ring fenced to Carmarthenshire School Sports Association (CSSA)
- The CSSA to provide the following information during the application stage:
 - Submit a financial breakdown of how the grant will be distributed to individual sports and provide information on planned activities
 - Links with Sports Development Unit Officers, in particular Sports Specific Officers (where applicable)

This scheme is vetted and co-ordinated via the Authority's PE Advisor.

No grant will be payable for any activity that has already occurred prior to the date of the application

Only one funding application can be submitted within a 12-month period.

5. **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

6. **Grant Offers**

Carmarthenshire County Council in making a grant offer will require successful 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 the County Council. All applications will be date stamped when received by Carmarthenshire County Council and this will be the official submission date.
- No grant will be payable to any minor facility development that has commenced prior to the application being submitted
- No grant will be payable to any club/organisation/development group that have commenced with a programme or held an event
- No grant will be awarded an Athlete that has attended a Competition prior to the submission of a grant application form.

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

7. **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 through improved facilities	10		
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.

8. **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