



Perth and Kinross Sports Council



CLUB / EVENT GRANT GUIDANCE NOTES & APPLICATION FORM

Development grants of up to £400 are available for either new club start up costs, equipment, or the hosting/running of an event





CLUB / EVENT GRANT GUIDANCE NOTES

VISION

To promote interest and participation in sport throughout Perth and Kinross

ABOUT THE GRANTS

Funding is available for:

- New club start up costs
- Equipment
- Running/hosting an event

Up to a maximum of £400 will be awarded. Priority will be given to applications that enhance opportunities for children and young people within Perth and Kinross.

For all grants available to support the development of coaches please see Live Active Leisure website www.liveactive.co.uk/Sports-Development/live-active-coaching

THE PROCESS

Applications are considered by the Grants Sub Committee of the Sports Council every 6 weeks.

One person should complete section 1 of the application form on behalf of your club/organisation. Section 2 should be completed by your Treasurer.

Please email your completed form to pkscadmin@liveactive.co.uk or send to

The Sports Council Administrator

Live Active Leisure

Company Head Office

Caledonia House

Hay Street

Perth

PH1 5HS

You will be notified by telephone and presented with your grant cheque by a member of the Sports Council if you are successful.

For grants covering equipment, if practicable the Sports Council will directly purchase the equipment on behalf of the club/organisation.

TERMS AND CONDITIONS

1. Only clubs/organisations can apply for a club/event grant.
2. The club/organisation must be affiliated to the Sports Council in order to apply for a club/event grant.
3. Applications are limited to one a year.
4. Grants will only be awarded to clubs/organisations who operate within Perth and Kinross and will be allocated on a first come first served basis.
5. Grants will not be awarded retrospectively.

6. In line with Council policy, those clubs that operate from a licenced bar will not be eligible for a grant.
7. Where applicants have applied for other funding from alternative sources, you must disclose this in your application in order to avoid duplication of funding. The Sports Council will consider applications for part funding.
8. You agree to keep full written records of what the payment is spent on and obtain original receipts and proof of expenditure. This must be given to the Sports Council.
9. All equipment purchased must be maintained adequately and used for the purpose it was intended. Where an applicant ceases to exist, or goes into abeyance, ownership of the equipment will revert to the Sports Council.
10. You will be required to submit a short report detailing the difference the grant has made to your club/organisation. This may be used for the publicity and promotional purposes of the Sports Council Grants Programme.
11. Failure to adhere to these terms and conditions may result in the Sports Council requesting the grant award to be returned; or where equipment has been purchased, this may revert to the ownership of the Sports Council.
12. Banking of the cheque is seen as accepting the terms and conditions.
13. All Sports Clubs affiliated to P&KSC should be accredited through PACES or registered and working towards this.
14. Please tick this box if you wish to opt out of having your photograph taken during the presentation of your grant award.



CLUB / EVENT GRANT APPLICATION FORM

SECTION 1

ABOUT YOUR CLUB/ORGANISATION	
Name of club/organisation:	
Location of facility for training and participation:	
Name of Applicant:	
Address:	
	Post code:
Email:	Phone:
Relationship with club:	
Please confirm by ticking the box that your club does not have a licenced bar (Those clubs that operate from a licenced bar will not be eligible for a grant)	

ABOUT YOUR APPLICATION	
Please tick the grant that you are applying for	
<input type="checkbox"/>	New club start-up costs
<input type="checkbox"/>	Equipment
<input type="checkbox"/>	Hosting/running an event

Please give us a bit more detail about what your grant will be used for

Please tell us what difference this grant will make to your club and the local community

Who will be the main beneficiaries? (please tick)			
<input type="checkbox"/>	Club athletes (junior)	<input type="checkbox"/>	Community
<input type="checkbox"/>	Club athletes (senior)	<input type="checkbox"/>	Other (please detail)
<input type="checkbox"/>	Whole club		
<input type="checkbox"/>	Club volunteers		

How will you know the difference the grant has made? Please tell us your approaches to evaluation

GRANT REQUEST

Breakdown of projected costs

Item description	Cost

If you are applying for an equipment grant please attach 2 different quotes to the application

Total cost:	
Total grant request:	

If the grant does not cover the whole cost of the project, please tell us if you have applied for funding from an alternative source?

Funding Organisation	Date Applied	Amount Requested	Amount Awarded

Please provide further detail below if the shortfall is being met in an alternative way

I agree to the terms and conditions outlined in the Guidance Notes on behalf of my club

Signed:	Date:
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Please email the completed form to pkscadmin@liveactive.co.uk or send to:
 The Sports Council Administrator, Live Active Leisure, Company Head Office, Caledonia House, Hay Street, Perth,
 PH1 5HS



CLUB / EVENT GRANT APPLICATION FORM

SECTION 2: To be completed by the Treasurer of the club

FINANCIAL INFORMATION	
Name:	Position:
Email:	Phone:
Name of club/organisation:	

Please indicate whether you are:			
A not for profit organisation	<input type="checkbox"/>	A commercial organisation	<input type="checkbox"/>

Please provide the clubs bank or building society balance at the time of application			
Balance:			
Is any of this balance a committed spend?	Yes	<input type="checkbox"/>	No
If YES, please state how much			
The Sports Council may request copies of club bank/building society statements as verification of the information given above.			

I confirm that the information given in section 2 is correct to the best of my knowledge	
Signed:	Date:
Please email the completed form to pkscadmin@liveactive.co.uk or send to: The Sports Council Administrator, Live Active Leisure, Company Head Office, Caledonia House, Hay Street, Perth, PH1 5HS	

Our Data Promise: Live Active Leisure take your privacy seriously. We collect personal data when you register with us and will only use your personal data to administer your account or provide important information our products and services. However, from time to time we would like to contact you with information of new classes, special offers, Live Active events and more. If you agree to being contacted in this way, please tick the relevant boxes:

Post Email Phone SMS Social

We promise that we will never share your details for marketing purposes with any third parties. For more information explaining how we use your information please see our privacy policy available on our website.

Data Protection: The information provided by you will be used only for the purpose stated. In terms of the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2016 and you are entitled to know what personal information Live Active Leisure Ltd hold about you. Application should be made to: Data Protection Officer, Live Active Leisure, Caledonia House, Hay Street, Perth, PH1 5HS.

Office Use only					
Date received:	Decision made	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Grant awarded:	Further info needed	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Processed by:	Date:				

GRANTS COMMITTEE CRITERIA FOR A GRANT AWARD

- Are they an amateur member of a Sport recognised by SportsScotland
- Is the individual or club in a Perth & Kinross postcode, and affiliated to PKSC
- Does the club have a PVG structure in place with verification
- Has the application form been completed and signed
- Has the application form been supported by a sport professional
- Have other sources of funding been disclosed
- Are any travelling costs shared with two or more people
- Is the event (where applicable) being held in Perth & Kinross
- Are copy receipts (where applicable) enclosed
- Is Public Liability Insurance required and if so was a copy enclosed
- Is there a PACES accreditation or are they working towards it
- Are they a Community Amateur sports Club (CASC) member where they operate a bar
- Does the application meet all requirements of the standard PKC Grant Conditions

Any individual or organisation unable to meet the criteria would have their application rejected. The application may be resubmitted at a later date once the criteria is met but subject always to satisfactory fund and the criteria in force at the application time.