



perth and kinross sports council



CLUB GRANT GUIDANCE NOTES & APPLICATION FORM

Development grants of up to £750 are available for either new club start up costs and/or the purchase of equipment





CLUB 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

Up to a maximum of £750 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. The club must be affiliated to the Sports Council in order to apply for a Club Development Grant.
2. Applications are limited to one a year.
3. Grants will only be awarded to clubs who operate within Perth and Kinross and will be allocated on a first come first served basis.
4. Grants will not be awarded retrospectively.

5. In line with Council policy, those clubs that operate from a licenced bar will not be eligible for a grant.
6. 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.
7. 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.
8. 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.
9. You may be required to submit a short report detailing the difference the grant has made to your club. This may be used for the publicity and promotional purposes of the Sports Council Grants Programme.
10. 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.
11. Banking of the cheque is seen as accepting the terms and conditions.



CLUB GRANT APPLICATION FORM

SECTION 1

This form is an interactive PDF and can be completed online. Interactive PDF's are NOT compatible with Google Chrome

ABOUT YOUR CLUB

Name of club:	
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

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		

GRANT REQUEST	
Breakdown of projected costs	
Item description	Amount
	£
	£
	£
	£
<i>If you are applying for an equipment grant please attach 2 different quotes to the application</i>	
Total cost:	£
Total grant request:	£

Have you applied for funding from an alternative source? If yes, please give details			
Funding Organisation	Date Applied	Amount Requested	Amount Awarded

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

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

FINANCIAL INFORMATION	
Name:	Position:
Email:	Phone:

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

I confirm that the information given in section 2 is correct to the best of my knowledge	
Signed:	Date: