



perth and kinross sports council



**EVENTS
GRANT GUIDANCE
NOTES & APPLICATION
FORM**

www.perthandkinrosssportsCouncil.co.uk



EVENT GRANT GUIDANCE NOTES

VISION

To promote interest and participation in sport throughout Perth and Kinross

ABOUT THE GRANTS

A grant of up to £1000 is available for member clubs to host or run regional or national sporting competitions in Perth & Kinross

Priority will be given to applications that enhance opportunities for children and young people within Perth and Kinross.

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.

TERMS AND CONDITIONS

1. The club must be affiliated to Perth & Kinross Sports Council.
2. The club must be based in Perth & Kinross.
3. The event must be held in Perth & Kinross.
4. The event must be of a regional or national standard
5. Grants will not be made retrospectively.
6. Applications are limited to one a year.
7. If the event is cancelled, you will be required to return the grant in full.
8. Where practically possible, you agree to promote the Sports Council at your event and on your event promotional material. You also agree to mention the Sports Council in any press coverage of the event.
9. 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.
10. A copy of your public liability insurance must be enclosed with this application.
11. In line with Council policy, those clubs that operate from a licenced bar will not be eligible for a grant.
12. Failure to adhere to these terms and conditions may result in the Sports Council requesting the grant award to be returned.
13. Banking of the cheque is seen as accepting the terms and conditions.



EVENT GRANT APPLICATION FORM

SECTION 1

ABOUT YOUR CLUB/ORGANISATION	
Name of Club:	
Name of Applicant:	Position with Club:
Address:	
	Post Code:
Email:	Tel:
Please confirm by ticking the box that your club does not have a licenced bar <input type="checkbox"/>	

ABOUT YOUR EVENT			
What type of event (please tick)	Regional <input type="checkbox"/>	National <input type="checkbox"/>	
Name of the event:			
Where will the event be held:			
Will you be working in partnership with any other clubs/organisations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give details:			
Is your event supported by the National Governing Body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Estimated no. of athletes attending:	Adult (18 & over) <input type="checkbox"/>	Youth (under 18) <input type="checkbox"/>	
Please provide fee details for athletes:	Adult: <input type="checkbox"/>	Youth: <input type="checkbox"/>	
Are you charging spectators an admission fee:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please tell us how much:			
Will the event attract media attention	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give details:			

FUNDING FROM OTHER SOURCES			
Please tell us if you have applied for any other funding for this event?			
Funding Organisation	Date Applied	Amount Requested	Amount Awarded
Please tell us if you are receiving a financial contribution from any other source towards this event?			

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

Who will be the main beneficiaries? (please tick)			
	Club athletes (junior)		Community
	Club athletes (senior)		Other (please detail)
	Whole club		
	Club volunteers		

GRANT REQUEST

Breakdown of projected costs

Item description	Cost

Total cost of event:

Income received (please detail)	
Total funding/financial contribution from other sources :	
Total income generated from athlete/spectator fees:	
Total grant requested from PKSC:	

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

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

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 club's 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			
<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:
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	

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:				