



# Perth and Kinross Sports Council



## CLUB / EVENT GRANT GUIDANCE NOTES & APPLICATION FORM

Development grants of up to £500 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 £500 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](http://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](mailto:pkscadmin@liveactive.co.uk) or send to

The Sports Council Administrator

Live Active Leisure

Company Head Office

Dewars Centre

Glover Street

Perth

PH2 0TH

You will be notified by email with a date to be presented with your grant check. During the presentation, your photograph will be taken by a member of the Committee and put onto the P&KSC website if you are successful.

## TERMS AND CONDITIONS

1. Only clubs/organisations can apply for a club, event, equipment grant.
2. The club/organisation must be affiliated to Perth and Kinross Sports Council for six weeks before submitting a grant application, operate within Perth and Kinross be recognised by Sports Scotland and be PACES accredited to apply for a club, event or equipment grant. For more information on PACES please email [sport@liveactive.co.uk](mailto:sport@liveactive.co.uk)
3. Applications are limited to one a year.
4. Grants will not be awarded retrospectively.
5. In line with Council policy, those clubs that operate from a licensed bar will not be eligible for a grant.
6. You agree to keep full written records of what the payment is spent on and obtain original

- receipts and proof of expenditure. Are copy receipts where applicable enclosed.
7. 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.
  8. The Club/Organisation will be required to submit an evaluation form 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.
  9. 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.
  10. Banking of the cheque is seen as accepting the terms and conditions.
  11. Does the club have a PVG structure in place with verification.
  12. Has the application form been completed and signed.
  13. Have other sources of funding been disclosed.
  14. Are any travel costs shared with two or more people.
  15. Is the event (where applicable) being held in Perth and Kinross.
  16. Is Public Liability Insurance required and if so was a copy enclosed.

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 has been met.



# CLUB / EVENT GRANT APPLICATION FORM

## SECTION 1

ABOUT YOUR CLUB/ORGANISATION			
Name of club/organisation:			
PACES Accreditation level:			
Location of facility for training and participation:			
Name of Applicant:			
Address:			
	Postcode:		
Email:	Phone:		
Relationship with club:			
Please confirm by ticking the box that your club does not have a licensed bar (Those clubs that operate from a licensed bar will not be eligible for a grant)			
<input type="checkbox"/>			
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:
---------	-------

Please email the completed form to [pkscadmin@liveactive.co.uk](mailto:pkscadmin@liveactive.co.uk) or send to:  
 The Sports Council Administrator, Live Active Leisure, Company Head Office, Dewars Centre, Glover Street, Perth,  
 PH2 0TH



# 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 <a href="mailto:pkscadmin@liveactive.co.uk">pkscadmin@liveactive.co.uk</a> or send to: The Sports Council Administrator, Live Active Leisure, Company Head Office, Dewars Centre, Glover Street, Perth, PH2 0TH	

**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, Dewars Centre, Glover Street, Perth, PH2 0TH



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:				