

## Guidance on applying for Grant Aid Funding

### The aim of the scheme

The Grant Aid Scheme aims to support district based community groups, charities, voluntary clubs, arts groups, sports coaches, officials, volunteers and talented individuals to help them achieve their group and individual aims and aspirations.

This may involve the introduction of new or the development and expansion of existing activity programmes and projects. Our aim is to improve the range and quality of opportunity for our residents to access better arts, cultural, sport, recreation and leisure activities leading to a more active and healthy lifestyle.

Grant panel members discuss and score applications and take into account the following factors – the need for the project, how local people will be encouraged to get involved, if the project improves access to sports or arts through a structured programme, if there are exit routes for participants, how the project will be managed and promoted, whether partnership working and partnership funding exists and whether project costs are appropriate.

### Funding available

Newark and Sherwood District Council and Active4Today Ltd are responsible for distributing the fund to support the development of arts, culture and sport, recreation and leisure activity within the district.

It is important to remember that financial support is limited and grants will be awarded at the discretion of the grants panel. Organisation may apply year on year for the same project or event over a 3 year period. In year 2 the project can be awarded 50% of year 1, and in year 3 half again.

### Application process

1. Complete the application form along with all the additional documents required.
2. **For sports projects return to:**

**Active4Today Ltd**  
**Newark Sports and Fitness Centre**  
**Bowbridge Road**  
**Newark**  
**Notts**  
**NG24 4DH**

Or by email –  
[sportsdevelopment@active4today.co.uk](mailto:sportsdevelopment@active4today.co.uk)
- For community events and arts projects return to:**

**Community Engagement**  
**Newark and Sherwood District Council**  
**Castle House**  
**Great North Road**  
**Newark**  
**Notts**  
**NG24 1BY**

Or by email to  
[communityengagement@nsdc.info](mailto:communityengagement@nsdc.info)

3. A member of the team will assess your application and you will receive correspondence informing you that your application is being processed. You will be contacted if any further information is needed.
4. Once all the details have been finalised, the grants panel will consider your application at its next panel meeting date and you will be advised of the outcome.
5. There are usually four panel dates throughout the year. Please check our websites for application deadline dates.
  - [www.newark-sherwooddc.gov.uk/artsfunding/](http://www.newark-sherwooddc.gov.uk/artsfunding/)
  - [www.newark-sherwooddc.gov.uk/communityfunding/](http://www.newark-sherwooddc.gov.uk/communityfunding/)
  - [www.active4today.co.uk/activities/communitysport/funding/](http://www.active4today.co.uk/activities/communitysport/funding/)

### Equal opportunities

Newark and Sherwood District Council and Active4Today Ltd are keen to receive applications from all sections of the community.

All groups and individuals who receive support will be expected to follow current equal opportunity policy and practice in relation to management, employment practices, service delivery and training provision, and not to engage in any discriminatory activity.

### What cannot be funded

- Projects must primarily benefit people within Newark and Sherwood
- Grants will not normally be awarded retrospectively
- We will not normally fund profit making and private businesses
- We will not fund curriculum based activities in schools

### Conditions of grants

1. The applicant must obtain approval for any changes to the original project outline.
2. In the event of a grant aided asset becoming surplus to requirements, this should be returned for reallocation or disposal.
3. The applicant will agree to submit progress reports, as deemed appropriate, and a post event/project evaluation report. The frequency of the progress reports will be agreed between the applicant and the district council /Active4Today Ltd.
4. By accepting the award, the applicant agrees to comply with all statutory laws such as Town and Country Planning Legislation, Licensing Law etc as deemed necessary.
5. The grant must be spent within 12 months of receipt, otherwise we may request any under spend to be reallocated or returned. Any requests for an extension to the grant period must be submitted in writing to us.
6. Applications will only be considered when submitted via email or post, duly completed and signed and with any supporting documentation.
7. If the project involves young people, the applicant may be required to attend additional training such as 'Safeguarding Children and Young People' as deemed appropriate and to comply with any reasonable requests to attend on-going training opportunities.

8. Recipients agree to provide us with monitoring and evaluation information on request in order to measure the value and impact of the sports grant aid scheme.
9. Publicity for funded projects will include the council's logo or the Active4Today logo.
10. The district council and Active4Today Ltd will be able to use details of the funded project for publicity on their websites and via their social media channels.

Contact point for advice and information

If you would like to discuss your application proposal prior to submission or would like more information on the different sources of funding available please contact:

Lynn Preece  
Newark and Sherwood District Council  
01636 655499  
[Lynn.preece@nsdc.info](mailto:Lynn.preece@nsdc.info)

or

Active4Today Ltd  
01636 655701  
[sportsdevelopment@active4today.co.uk](mailto:sportsdevelopment@active4today.co.uk)

**YOU MUST NOT BUY OR ORDER ANY GOODS OR SERVICES UNTIL YOU RECEIVE WRITTEN CONFIRMATION THAT YOUR GRANT HAS BEEN APPROVED.**

## SPECIAL PROJECTS AND EVENTS GUIDANCE AND FAQ

### **Guidance**

#### Section 1 – About your organisation

Please give details of the lead contact name from your organisation for the application. Your organisation must be based within Newark and Sherwood district and be primarily for Newark and Sherwood residents.

#### Section 2 – Project description

Tell us what the project will actually deliver. Is it an art or sport activity programme or a single event? What will be achieved by delivering the project and why does your club/organisation want to do it?

Please tell us when the project will start and end. All projects must be completed and funding spent within 12 months of the start date. Grants will not be awarded if the project has started or has already taken place.

#### Section 3 – People who will benefit from this project/event

Tell us who will benefit, who are you targeting and why. Please give approximate numbers of attendees in the groups listed.

Please highlight details of links to existing local or national campaigns and initiatives. Does it link to schools or existing opportunities in the district? Is this project part of a bigger programme and a partnership with other organisations and groups?

Please demonstrate how you know this project is needed in the area. Have you undertaken a community survey and this has been identified as an area your residents would like to develop and support? Has a pilot project already taken place which was well attended? Have you got a waiting list at a particular age group and need money to extend capacity?

Please describe what publicity and marketing will be done to promote the project and event to ensure maximum impact.

The Panel place a higher priority on applications that demonstrate sustainability and continuation beyond the end of the project. Please give details of how the activities will be financed in future without grant support.

#### Section 4 – Project/Event Budget

Please provide a list of costs for all items required to deliver the project/event. These can include coaching and artist's fees, facility hire, equipment and marketing and promotion.

Please also include details of contributions from other sources, including any entry fees or subscriptions. Applicants that have raised funds or obtained contributions towards their project costs will be considered a higher priority and will receive more favourable consideration.

Please include costs for VAT as we will only refund VAT where it is unrecoverable.

#### Section 5 – Other supporting comments and information

Use this space to tell us if your club/organisation has achieved Clubmark accreditation, affiliations to other organisations including National Governing Bodies, safeguarding and health and safety.

If you provide the bank details of your organisation, payments can be made through an automatic bank transfer which is the preferred payment method.

## **FAQ's**

### What is the Special Projects and Events Fund?

The grant aid scheme aims to support the organisation of one off projects or events, sports and arts development programmes and schemes to improve access to activity within the Newark and Sherwood District.

### Who can apply?

The fund is open to voluntary groups and organisations that are based in Newark and Sherwood and are 'not for profit'. They must also have a constitution and a separate bank account held in the name of the group. Commercial and statutory organisations are ineligible.

### How much grant aid can I apply for?

You can apply for a grant of up to £1500. Applications are welcomed from organisations that have received funding from us before. The amount awarded will be at the discretion of the panel. If applications are received for an event or project that has been previously funded, the panel will reduce the award on a gradual basis over three years (i.e. year 2 award up to 50% of year 1 award and year 3 award up to 50% of year two award) to encourage the event/project to become self sustaining.

### Who sits on the grants panel?

The grants panel consists of staff from Active4Today Ltd and Newark and Sherwood District Council and representatives of the Leisure and Environment Committee. Officers will make an initial assessment for presenting to the panel. The panel then assess the application against the criteria specified on the application form before making a decision as to whether the application has been successful.

### Do I need to provide any other information apart from the application form?

Yes. Organisations and community groups will need to provide 3 most recent bank statements for their group, a copy of the most recent completed financial accounts and a copy of the organisation's constitution or governing document. If further information is required, a member of the team will contact you.

### How do I know if my application has been successful?

The grants panel will consider your application at the next panel meeting date and you will be advised of the outcome shortly after the panel date.

### What happens if my application is not successful?

Applications that are deemed unsuccessful will not have been rejected without good reason or without effort to seek clarification on any uncertainties. However, if you require further information as to why your application has been unsuccessful, contact the team via post, email or phone. If an application is unsuccessful, you may re-apply for a grant at a later date. Support is available to ensure that applicants stand a good chance of success.

### What happens when my application has been approved?

If your application is successful we will write to you shortly after the panel has taken place to let you know. We are able to pay the grant either BAC's transfer; therefore you will need to provide us with your bank details. You will also be asked to complete a short evaluation questionnaire which will provide us with feedback regarding your progress and how the grant has helped your development.