GUIDANCE ON APPLYING FOR GRANT AID

The Aim of the Scheme

NSDC Grant Aid Scheme aims to support District based Parish Councils, community groups, voluntary sports clubs and coaches and, talented individuals to help them achieve their individual aims and aspirations.

This may involve the introduction of new or development and expansion of existing activity programmes and projects to improve the range and quality of opportunity for our residents to access better sport, recreation and leisure activities leading to a healthier lifestyle.

Funding Available

Newark & Sherwood District Council’s Sports Development Service (SDS) has a number of specific grant funds that individuals and organisations can apply to, to support the development of sport, recreation and leisure activity within the District.

It is important to remember that financial support is limited, therefore applicants that have raised funds or obtained contributions towards their project costs will be considered a higher priority and will receive more favourable consideration.

Application Process

1. Complete the application forms and return to:

   **The Sports Development Service**
   Newark & Sherwood District Council
   Kelham Hall
   Newark
   Notts
   NG23 5QX

2. The SDS will assess your application and you will receive correspondence informing that your application is being processed. A member of the SDS will contact you if any further information is needed.

3. Once all the details have been finalised, the District Council’s Awarding Panel will consider your application at its next panel meeting date and you will be advised of the outcome.

4. There are 4 panel dates throughout the year. Under normal circumstances applications should be received at least a week prior to the date of the panel in order to be considered. Please check the District Council’s website for future panel dates at [www.newark-sherwooddc.gov.uk/sportsdevelopment](http://www.newark-sherwooddc.gov.uk/sportsdevelopment) and look at sports grants.

Equal Opportunities

The District Council is keen to receive applications from all sections of the community.

All groups and individuals who receive support from the District Council 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 retroactively.

Conditions of Grants

1. The applicant must obtain approval from the Council 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 to the District Council 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.

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 its receipt, otherwise the District Council may request any under spend to be re-allocated or returned. Any requests for an extension to the grant period must be submitted in writing to the District Council.

6. Applications will only be considered when submitted on the official form, 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 by the Council to attend on-going training opportunities.

8. Recipients agree to provide the Council with monitoring and evaluation information on request in order to measure the value and impact of the sports grant aid scheme.

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:

The Sports Development Service
Newark & Sherwood District Council
Kelham Hall
Newark
Notts
NG23 5QX

Tel. No. 01636 655701
Fax. No. 01636 655705
E-mail. sportsdevelopment@nsdc.info

YOU MUST NOT BUY OR ORDER ANY GOODS OR SERVICES UNTIL YOU RECEIVE WRITTEN CONFIRMATION THAT YOUR GRANT HAS BEEN APPROVED.
COACH DEVELOPMENT - GRANT AID FORM

**Purpose of grant:** To enable committed coaches, volunteers, leaders and officials to improve their qualifications and experience.

APPLICATIONS WILL BE JUDGED ON WHETHER THEY MEET SOME OR ALL OF THE FOLLOWING CRITERIA:

1. Each grant application will be considered on its own merits, and applicants are expected to contribute, where possible, towards the overall cost of a course and associated required resource materials. Grants will normally be awarded up to a maximum rate of 50% and a maximum amount of £200.

2. The course in which the individual is applying for grant aid must be recognised by Sport England, a Sports Specific National Governing Body or Newark and Sherwood District Council’s Sports Development Unit.

3. Applicants must be or will be actively involved with voluntary coaching/officiating or activity leadership within the Newark and Sherwood District.

4. Applicants should reside in the Newark and Sherwood District. In exceptional circumstances applications will be considered from applicants who reside outside the District but who are actively involved and support the development of sport within the District of Newark and Sherwood.

5. Grant recipients may be expected to assist with an agreed number of sports coaching sessions/or events on behalf of your organisation organised by Newark and Sherwood District Council’s Sports Development Unit. In such instances an agreement may be negotiated prior to a grant award.

6. Application forms must be received by Sports Development prior to the course start date and under no circumstances will grants be made retrospectively.

7. Individuals attached to a sports club must ensure their club is registered on the Intosport website, Nottinghamshire’s Free Sporting Website – [www.intosport.org.uk](http://www.intosport.org.uk).

8. It is Newark and Sherwood District Council policy not to award financial support to individuals and or organisations, if monies are owed to the Council.

**PRIORITY WILL BE GIVEN TO:**

(i) Applicants currently involved with coaching and leading young people under 18 years of age.

(ii) Individuals who coach groups or individuals on a voluntary basis.

(iii) Individuals who are members of sports clubs and organisations based in Newark & Sherwood District.

(iv) Applicants who are members of under represented groups e.g women, people with disability, ethnic groups.

(v) Applicants who will be working with hard to reach groups and in areas of social and economic deprivation.
COACH CRITERIA

To be completed by applicant and submitted with application. Please circle appropriate answer.

1. Are you committed to improving your qualifications/ experience?  Yes/No

2. Are you prepared to contribute to overall costs?  (maximum 50% grant of course fees or up to £200)  Yes/No

3. Is the course you are planning to attend recognised by Sport England the Sports Specific National Governing Body or Newark and Sherwood District Council’s Sports Development Unit?  Yes/No

4. Are you actively involved with coaching and/or leadership within the Newark and Sherwood District?  Yes/No

5. a) Do you reside in Newark and Sherwood District?  Yes/No

   b) If “No” do you actively develop sport within the Newark and Sherwood District?  Yes/No

6. Are you willing to assist with an agreed number of sports coaching sessions or events on behalf of your organisation organised by the Newark and Sherwood District Sports Development Unit?  Yes/No

7. Has the course/activity already taken place?  Yes/No

8. Are you currently coaching young people under 18 years?  Yes/No

9. Do you coach on a voluntary basis?  Yes/No

10. Are you a member of a voluntary sports club or organisation based in Newark and Sherwood District?  Yes/No

11. Are you a member of an under represented group?  Yes/No
    Women/people with a disability/ethnic minority group (please circle)

12. Are you willing to attend a Newark and Sherwood District Council Safeguarding Children and Vulnerable adults awareness workshop?  Yes/No

13. Is your sports club registered on the intosport website: www.intosport.org.uk?  Yes/No

SUPPORTING COMMENTS

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Coach Development  Grant Application Form

Personal details

Name __________________________________________________________
Address _______________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
Postcode _______________________________________________________________________________________
Email Address _______________________________________________________________________________________

Would you like to sign up to the free Sports Development e-mail newsletter? (Please circle)     Yes/No

Telephone _______________________________________________________________________________________
Age ________________________     Date of Birth ________________________

How did you find out about this grant? ________________________________________________________________

Do you belong to an organised sports club or community group? (Please tick box)

Yes  □  No  □  If yes please give details below.

Sport: _______________________________________________________________________________________

Name of club/group ____________________________________________________________________________
Location of club/group __________________________________________________________________________

Has your club/group achieved Clubmark or club accreditation? (Please circle)     Yes/No

Present Coaching/Leadership activity

Please give details of your present coaching and leadership activity in the Newark and Sherwood District
______________________________________________________________________________________________
______________________________________________________________________________________________

Do you coach on a voluntary basis? (Please circle)     Yes/No

If yes, how many hours per week? __________________________________________________________________

Who do you coach? (Please tick the relevant box(s))

Adults □  Juniors □  Males □  Females □  People with disabilities □

Please give details of any of your coaching for which you are paid (i.e. how many hours, how much payment
is received)
______________________________________________________________________________________________
______________________________________________________________________________________________
**Current sports/leadership qualifications**

Please give details below of any:

**Sport specific/governing body awards e.g. Level 1 Certificate in Coaching Football**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Course/qualification</th>
<th>Date awarded</th>
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**SportsCoach UK/Running Sport workshops e.g. Safeguarding and Protecting Children**

<table>
<thead>
<tr>
<th>Course</th>
<th>Qualification</th>
<th>Date awarded</th>
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**Leadership/other courses e.g. Community Sports Leaders Award, Emergency First Aid**

<table>
<thead>
<tr>
<th>Course</th>
<th>Qualification</th>
<th>Date Awarded</th>
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**Level of grant sought** (maximum 50% of course fees or up to £200)

**Please indicate the type and level of support you are seeking**

Please provide information about which course(s) you are planning to attend and the amount of funding support you are seeking.

<table>
<thead>
<tr>
<th>Course title &amp; name of organisation running the course</th>
<th>Start date</th>
<th>Full cost of course &amp; required materials</th>
<th>Amount of grant aid sought</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
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<tr>
<td>Organiser</td>
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<tr>
<td>Title</td>
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<tr>
<td>Organiser</td>
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</tbody>
</table>
Have you made, or intend to make any other applications to grant aid the courses you are applying for?

Yes ☐ No ☐ If Yes, please give details below.

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>Date grant sought</th>
<th>Amount awarded/sought</th>
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</thead>
<tbody>
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</tbody>
</table>

Have you made an application to this grant (Newark and Sherwood Coach Development) within the last year?

Yes ☐ No ☐ If Yes, please give details below

<table>
<thead>
<tr>
<th>Course attended</th>
<th>Date grant sought</th>
<th>Amount awarded/sought</th>
</tr>
</thead>
<tbody>
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Supporting information

How will the new qualification or increased experience benefit the work you do in sport in the Newark and Sherwood District?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Declaration

I, the undersigned, undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that Newark & Sherwood District Council reserves the right to withhold the payment of the whole or any part of a grant or to require repayment of any grant if the information is subsequently discovered to be false or I fail to comply with the scheme criteria.

Signature ___________________________________________

Print name __________________________________________

Date _______________________________________________

Data Protection Act 1998

The personal information collected on this form will be used to provide and manage the information or service that you requested. The information you have provided will be treated in accordance with the Data Protection Act 1998 at all times. For further information about your rights under this legislation please contact the Council’s Data Protection Officer at Newark & Sherwood District Council, Kelham Hall, Newark, Nottinghamshire NG23 5QX or email freedom@nsdc.info.
Equal Opportunities Monitoring Form (Optional)

Your responses to the questions below are classed as sensitive data which will be used for monitoring purposes and to promote equality in coaching. Please tick the relevant boxes.

**Are you?**

- Male ☐
- Female ☐

**What is your ethnic group?**

- White
  - British ☐
  - Irish ☐
  - Any other white background __________________________

- Mixed
  - White & Black Caribbean ☐
  - White & Black African ☐
  - White and Asian ☐
  - Any other mixed background __________________________

- Asian or Asian British
  - Indian ☐
  - Pakistani ☐
  - Bangladeshi ☐
  - Any other Asian background __________________________

- Black or Black British
  - Caribbean ☐
  - African ☐
  - Any other Black background __________________________

- Chinese or other ethnic group
  - Chinese ☐
  - Any other please Specify ____________________________

The Disability Discrimination Act 1995 defines a disabled person as anyone with a ‘physical or mental impairment which has a substantial and long-term adverse affect upon his/her ability to carry out normal day to day activities’.

**Do you consider yourself to have a disability?**

Yes ☐ No ☐

If Yes, what is the nature of your disability?

- Visual ☐
- Physical ☐
- Hearing ☐
- Other ☐ ____________________________
Referee Form

This page must be returned with the application form and not be completed by a relative of the applicant.

Name of applicant ____________________________

Referee details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td></td>
<td></td>
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<tr>
<td>Email Address</td>
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<tr>
<td>Sports Club</td>
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In what capacity do you know the applicant?

________________________________________________________________________

Does the applicant coach in a voluntary capacity for the organisation mentioned on page 3? (Please circle) Yes/No

How many hours per week? ________________________________________________

Who does the applicant currently coach? (Please tick the relevant box(s))

Adults □  Juniors □  Males □  Females □  People with disabilities □

Please detail any further information in support of this application

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I certify that this application is correct to the best of my knowledge and support this application.

Print Name ____________________________

Signed ____________________________ Date ____________________________

Position within the club/sport ____________________________