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 retrospectively.

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 it's 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.
TALENT SUPPORT FUND

Purpose of grant: to support talented individuals in their training and competition at Regional, National and International level.

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

1. Applicants must live in the Newark & Sherwood District.

2. Apart from exceptional circumstances, support will be given for one year only in the form of either a Free User Access pass to NSDC Leisure Facilities* or a grant up to 50% of training and competition costs to a maximum of £200 in any one year.

3. Applicants must provide written support from their Regional/ National Governing Body of their sport or appropriate Governing Body, club or school representative.

4. Higher priority will be given to individuals who are members of sports clubs based in the Newark & Sherwood District.

5. Applicants must be a current member of their Regional/National training squad at the date of application and compete and represent in competitions for East Midlands, Midlands or above. Higher priority will be given to applicants who are not currently receiving financial support from other sources.

6. Individuals will be expected to provide agreed levels of acknowledgement in all publicity material and where appropriate display the Newark & Sherwood logo at any event or competition.

7. Grants cannot be made retrospectively and funding will only be provided for costs incurred up to a maximum 12 month period from the date of receipt of application.

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.

9. 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.

The financial contribution of up to £200 can provide support for:

- Essential items of equipment required to compete and train.
- Costs of travel for training and competitions.
- Cost of facility hire.
- Coaching costs. (Not coaches salary)
- Incurred competition costs (eg overnight accommodation, meals, and entry fee).
- Club subscriptions.

PLEASE NOTE: Maximum rates of reimbursement below:
Mileage- maximum of 16.0p per mile
Overnight accommodation - actual cost or up to a maximum of £20 per night per person.
Meals: Lunch/evening meal -maximum of £5 per meal or actual cost if less than this amount.

N.B. Claims can only be made for meals if staying overnight
* This pass is subject to conditions
**Talent Criteria (To be completed by or on behalf of Applicant)**

1. Do you reside within the Newark and Sherwood District?  
   Yes/No

2. Are you prepared to contribute to overall costs? (maximum grant contribution will not exceed 50%)  
   Yes/No

3. Do you have a clear need for financial assistance?  
   Yes/No

4. Are you able to provide written support from the Regional/ National Governing Body of Sport?  
   Yes/No

5. Do you have evidence of representation at Regional/ National/ International level?  
   Yes/No

6. Have you received or going to receive financial support from any other sources?  
   Yes/No

7. Are you a member of a sports club based in the Newark & Sherwood District?  
   Yes/No

8. Has the activity detailed within the application already happened?  
   Yes/No

**SUPPORTING COMMENTS**

________________________________________________________________________

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**TALENT SUPPORT FUND**

**GRANT APPLICATION FORM**

**Personal details**

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Would you like to sign up to the free Sports Development e-mail newsletter? (Please circle)

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**In which sport do you participate?**

**Are you a member of a sports club?**  Yes/ No

If Yes, please give details of the club and name and address of secretary

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**Which level(s) of your sport are you currently competing at?**

Give details (Regional, National, International)

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Are you a member of a training/coaching squad?
Yes ☐ No ☐ If Yes, please give details

Please give details of your competitive results over the past two years

SUPPORT AVAILABLE
If your Talented Individual application is successful, which support option would you prefer to receive? (one option only is available)

- Up to £200 financial contribution ☐
- Free access to NSDC Leisure Facilities ☐

Are you receiving or have you received sponsorship or any assistance from the Sports Aid Foundation, National Lottery funding or any other source in respect of your sport?
Yes ☐ No ☐ If Yes, please give details (including grants still pending)

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Have you previously applied for a grant from Newark and Sherwood District Council?
Yes ☐ No ☐ If Yes, please give details

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Indicate type and level of support you are seeking
How much does it cost for you to participate in your sport annually?
Please list the expenses you expect to incur during your training and competition for the forthcoming financial year
Please refer to the maximum rates for reimbursement listed within the grant criteria

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<th>Venue/competition</th>
<th>Competition squad/coaching</th>
<th>Accommodation/Subsistence</th>
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PLEASE NOTE CRITERIA 3: In normal circumstances only one grant application will be approved per applicant per year, and could be up to a MAXIMUM of £200 or 50% of approved costs.

GRAND TOTAL: £
@50% RATE = £
GRANT CLAIM: £
AUTHORISATION SECTION

Additional comments to support claim
Signed authorisation required by 2 officials (eg County governing body, Club representative, Head of PE/Headteacher)

THIS SECTION MUST BE COMPLETED BEFORE SUBMITTING THE APPLICATION


Signed (1) Position in organisation  
Print name Daytime Tel No  

Signed (2) Position in organisation  
Print name Daytime Tel No  

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 of individual or parent/guardian  
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 ☐