

YOUTH SPORTS FUND

Application Process 2007/08

Clubs

Introduction

This scheme aims to encourage clubs to be well run, progressive and provide opportunities for local people to be physically active. Obtaining Clubmark status or equivalent is one key aspect.

When considering applications the panel will pay particular attention to the value and relevance of the proposed project to the community and to its contribution to the development and promotion of sport within Hackney.

Club Accreditation Information

Does your Club meet the standard? 25 National Governing Bodies of sport have produced their own version of Clubmark – a nationally recognised brand of quality. Examples of Clubmark- Charter Standard (Football), Swim 21 (Swimming) Clubs 1st (Hockey). If your National Governing Body does not have their own version of Clubmark you will then be encouraged to do Sport England's generic sports club scheme.

We understand that Clubmark can be a daunting process but we are here to help and support you through the process.

Criteria for Funding

Clubs will only be considered for the Youth Sport Fund if:

1. Your club's home base is within the London Borough of Hackney.
2. Your sport in which your club is participating is recognised by Sport England. (www.sportengland.org)
3. There is a demonstration of clear aims and objectives.
4. Applications must demonstrate significant community benefit as a result of the project.
5. Applications will need to demonstrate a financial need for grant funding from the London Borough of Hackney.
6. Applicants will be required to submit copies of supporting documentation as specified on the application form.

Club Constitution - A club constitution is a simple document that outlines the functions of the club, procedures for membership, meetings, committees etc. having a constitution will help clarify how the club works.

Equal Opportunities Policy / Inclusive/Equity Clubs - Sports equity is about fairness in sport, equality of access, coaching and training opportunities. It is about recognising inequalities and taking steps to address them. It is about the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

Child Protection Policy Statement - A Child Protection Policy Statement is not as detailed as an actual Policy, but it outlines a statement of intent before the clubs develops a more comprehensive full policy.

Guidelines for Applicants

1. Applications for development grants cannot be made in retrospect. i.e any expenditure already made will not be considered as part of the application.
2. Gold clubs can receive up to £1,000 in a financial year (April 1st – March 31st)
3. Silver Clubs can receive up to £500 in a financial year
4. Bronze Clubs can receive up to £300 in a financial year
5. Clubs can only receive one Youth Sports Grant every financial year.
6. Training costs for volunteers/coaches, sports equipment and competition entry fees are examples of items which could be funded through the scheme.
7. All information requested must be received before any grant will be considered.
8. Ensure all information is correct and submitted on time.

Terms and conditions

1. The award or grant shall be used only for the purpose specified and in accordance with the terms contained in this document.
2. The council reserves the right to stop/reclaim any funding payments or part thereof outstanding where there is a change or proposed change in the organisation that could be regarded as contravening the original funding agreement.
3. Clubs /organisations receiving grants will be required to acknowledge the support of the London Borough of Hackney by using “supported by Hackney council” on publicity materials.
4. A monitoring report must be completed and submitted after the event or project for which funding has been given, and within 6 months of receipt of the grant. The council reserves the right to organise visits to the club/organisation.
5. The London Borough of Hackney reserves the right to request proof of expenditure relating to any grants awarded.
6. If the organisation ceases to operate for any reason, any equipment or purchased through the fund must be returned to the Council.
7. The London Borough of Hackney reserves the right to use your details in council/ service promotions and publicity.

Application Process

1. Parts 1-3 of the grant application form should be completed by the club representative.
2. The application should then be submitted to the details below:

sarah.davies@hackney.gov.uk or
Sports Development
Parks & Leisure

Maurice Bishop House
 17 Reading Lane
 London – E8 1HH.

3. The application closing dates are:
30th November 2007
30th April 2008
30th September 2008.
From 2009 to 2012 the application closing dates are 31st March and 30th September each year.
4. Applications are received and considered. All will receive an acknowledgement letter.
5. All applications will be assessed by our Grants Panel. All applicants will be notified in writing of the outcome within 3 months of the application closing date.
6. Payments will be made within 3 months of the panels decision to make an award. (50% will be paid at the start and 50% at the end of the project **ONLY** upon receipt of satisfactory monitoring information.)

Clubs		
Level	Criteria	Benefit
Gold	<ul style="list-style-type: none"> • Club mark status (3 out of 4 listed below) <ul style="list-style-type: none"> • Inclusive teams • Level 2 or equivalent coach • Junior Section • Competition structure 	<ul style="list-style-type: none"> • Allocated training access at boroughs leisure facilities. • Able to apply for Hackney Youth Sports grant £500 - £1000 • Coach education training – up to 50% support for up to two level 2/3 NGB courses. • Promotion of club through the Hackney sport and leisure directory • Assistance with funding applications
Silver	(4 out of 5 listed below) <ul style="list-style-type: none"> • Working towards Club mark status • Working towards being inclusive • Child protection Policy • Level 2 or equivalent coaches. • Junior Section 	<ul style="list-style-type: none"> • Allocated training access at boroughs leisure facilities • Coach education training – up to 50% support for one level 2/ 3 NGB course. • Able to apply for

		<p>Silver Club Youth Sports grant £300 - £500</p> <ul style="list-style-type: none"> • Promotion of club through the Hackney sport and leisure directory • Assistance with funding applications
<p>Bronze</p>	<ul style="list-style-type: none"> • Have a clear Structure/Constitution • Working towards accreditation/Club mark status 	<ul style="list-style-type: none"> • Assistance with obtaining accreditation • Progress monitored • Able to apply for Bronze Club Youth Development grant up to £300 • Promotion of club through the Hackney sport and leisure directory • Assistance with funding applications

Youth Sports Fund Application form 2007/08

For Clubs

Please note: Before completing this application please read the guidance notes. Carefully check that you answer in full ALL the questions and please type or write clearly.

Keep information concise and succinct, one additional sheet of information on A4 may be submitted in conjunction with the application form.

FOR OFFICE USE ONLY

Date received:	Amount requested: £
Assessment meeting date:	Amount awarded: £
Date Ack'ment letter sent:	Cheque request made:
Evidence received:	Cheque request no:

YOU MUST FILL IN SECTIONS 1, 2 and 3.

Return the form to: Sarah Davies, London Borough of Hackney, Parks and Leisure Services, Maurice Bishop House, 17 Reading Lane, E8 1HH
Or Email: sarah.davies@hackney.gov.uk

Section 1. Club details

Club Name:		
Principal sports activity:		
Club Address:		
Name of main contact for this application:		
Position held in club:		
Contact address where all correspondence will be sent if different from club address:		
Telephone Number:	Daytime	Evening
Email Address		

Section 2. Tell Us about Your Club

Organisation Status	voluntary	community	charity
If a charity - please give number:			
Affiliated to National	Yes	No	

Governing Body?					
Name of National Governing Body & membership no:					
Please attach to the application a copy of your: Please tick when attached	Club rules				
	Constitution				
	Equal Opportunities Policy				
	Annual statement of accounts (not more than 6 months old)				
How many qualified coaches do you have?					
Do your instructors / coaches have a valid CRB check? If so how many?					
Please give us a brief outline of the aims and objectives of your organisation.					
Section 3. Tell Us about the project or activity you are planning.					
Which level are you applying for		Gold	Silver	Bronze	
Amount of funding requested?					
Outputs . Please state how the club will benefit and its members?					
How many people will benefit from the grant? (please detail)		10-20	20-40	40+	
Please give breakdown of cost below:					
Item/Project	Amount from club	Amount requested		Total	
Please detail any					

match funding that your club will be contributing.	
We are happy for our clubs/organisation's details to be included in the Hackney sport and leisure directory. Yes <input type="checkbox"/> No <input type="checkbox"/>	

DECLARATION

I understand the terms and conditions of funding from the Youth Sports Fund and agree to comply with them.
 The information contained in this application is correct to the best of my knowledge.

Signed
 (this needs to be a chair, vice chair or secretary)

Date

The information on this form contains your personal data. We will record, process and hold your personal data in accordance with the Data Protection Act. We may from time to time contact you regarding other events and activities which we believe will be of interest to you. If you do not wish to receive such information please tick here.