

Nithsdale Sports Grants Club Application for one year (2021/2022 – up to £500)

For our use only

Date received	
Reference	

Please read the Guidance, Criteria and Information document before you start.

If you would like some help understanding this information or need the documents in another format please contact: NithsdaleSportsGrants@dumgal.gov.uk

Section 1 – About you and your organisation

1.1 What is your club or organisation's name, as shown on your constitution (set of rules your organisation follows)?

1.2 Who is the primary contact for this application? We will contact this person about your application and they should also sign the declaration in Section 6.

Your title (please tick): Mr Mrs Miss Ms Dr Other

Your name:

Your position in the organisation:

Your address and postcode:

Your daytime phone number:

Your mobile phone number:

Your e-mail address:

We prefer to contact you by email. If you have provided an email address above, please tick to confirm that you check the mailbox regularly.

1.3 In which sport or sports do your members participate?

1.4 What is the name of the event, project, activity or service for which you need funding?

1.5 Please give the date you need the funding by. If you need the funding for an event, please give the date (or dates) of the event.

1.7 Is your club affiliated to the relevant Governing Body of Sport **YES** **NO**

1.8 Is your sports organisation accredited under the Dumfries and Galloway Sports Club Accreditation Scheme?

Yes **No** **Registered on scheme and working towards accreditation**

1.9 Status – tick any of the following that apply and give the details asked for.

Voluntary organisation

Community Council

Registered charity Charity number

Company limited by guarantee with charitable status Company number

Community Interest Company Company number

Scottish Charitable Incorporated Organisation (SCIO) Charity number

Other Please give details.

1.10 Does your organisation have public liability insurance? **Yes** **No**

1.11 If this application supports activities with people under 25 or with vulnerable adults, please detail your organisation's approach to PVG checks.

Section 2 – Finance

2.1 Please outline the total cost of your activities in relation to this grant application. All costs detailed **must** be eligible in line with the relevant criteria and financial year. Please note that grants cannot be awarded for expenditure already incurred.

Is your organisation able to reclaim VAT? **Yes** **No** If 'Yes', please show your costs **excluding** VAT. If 'No', please show your costs **including** VAT.

Item	Cost (£)
	£

2.2 How are you funding the remainder of this project?

Please note you can only apply to one Dumfries & Galloway Council funding source for the same purpose in any financial year.

Source of other funding	Amount available or applied for (£)	Has this been confirmed? (Please put 'Yes' or 'No')	If 'Yes', please give the date this was approved. If 'No', please give the date you expect a decision.
Total	£		

Please ensure the total of your match funding (question 2.3) added to the amount you are requesting (question 2.2) equals your total project cost (question 2.1).

2.3 Please complete the following table.

How much money does your organisation have right now?

(If you are part of a national organisation which provides you with a local budget, use the table to tell us the amount of your total **local** budget and give details of money set aside for specific purposes.)

Amount (£)	This money will be used for the following purposes (if money is not set aside for a particular reason, please put 'No reason')
£	Total

Section 3 – Your application in detail

Each of your answers in Section 3 should be no more than one or two paragraphs.

3.1 Please describe the event, project, activity or service you plan to carry out using our funding. If you need the funding for an event, please say where it will be taking place.

3.2 Why is your event, project, activity or service a good idea and how can you evidence you have consulted with others in the community?

3.3 For each Area Committee or Sports Council to which you are applying for a grant, please explain how what you propose to do meets their local criteria.

3.4 By the end of the event, project, activity, service or financial year, what do you hope to have achieved?

3.5 How will you market, promote or publicise your event, project, activity or service?

3.6 Please tell us how you will work with partners and tell us about any strategies or plans you will contribute to.

3.7 Please tell us anything you wish in support of your application here.

Section 4 – Checklist

Please tick the appropriate boxes below.

4.1 The main contact named in **question 1.2** has signed part 1 of the declaration in **Section 6**.

4.2 A different person has signed part 2 of the declaration in **Section 6**.

4.3 I have enclosed copies of quotes, estimates or other evidence to support costs.

4.4 I have enclosed a copy of our reserves policy.

4.5 We need a signed copy of your organisation's constitution or memorandum and articles of association (the set of rules your organisation follows).

I have enclosed a signed copy of our constitution.

4.6 You **must** enclose your organisation's most recent set of certified (examined or audited) accounts.

Our organisation was formed within the past calendar year – no accounts available. Tick this box, enclose a copy of your most recent bank statement and go to Section 5.

I have enclosed a copy of my most recent set of certified (examined or audited) accounts.

Date of accounts enclosed:

Give the details of the person who examined your organisation's most recent set of accounts. This person should not be a member of your organisation.

Name:

Address and postcode:

Daytime phone number:

Job title:

Experience and qualifications, if any:

Section 5 – Bank details

Give details of the bank or building-society account we should pay your funding into. We prefer to make payments electronically (by BACS), so we need your account details.

Name of bank or building society:	<input type="text"/>		
Address of bank or building society:	<input type="text"/>		
Sort code:	<input type="text"/>	Account number (if you have a bank account) and roll number (building-society account):	<input type="text"/>
Account name:	<input type="text"/>		

Section 6 – Declaration

Two people must sign this page.

Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it. The main contact named in question 1.2 must sign part 1 of the declaration. Another person who is an office bearer of your organisation and who is not related to the main contact must sign part 2 of the declaration.

- As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make this application and sign this declaration on their behalf. We understand that it may be a criminal offence to receive funding after giving false information, in which case you will cancel the funding and claim back any money we have received. We agree that you can check, with others, the information on this application form and any supporting documents. If you award funding based on the information in this form, we confirm on behalf of the organisation that the activities we carry out will be as described in this form. We agree on behalf of the organisation that you, or your appointed agents, can examine any documents necessary to show that the activities have been carried out. On behalf of the organisation we will meet all your funding conditions shown in the award letter you send us.
- We agree that our organisation has its own UK based bank or building society account in the legal name of the organisation applying, which requires at least two unrelated people to authorise all cheques and withdrawals (this means any spouse, civil partner, a person with whom the signatory is living; and any parent, grandparent, child, step-child, brother or sister of the signatory (and their spouse)).
- We agree on behalf of the organisation that if there are any changes to the activities not agreed in writing with you beforehand, or if the activities do not go ahead for any reason, you can claim back all or part of any funding you have paid, as appropriate.
- We understand Dumfries and Galloway Council must comply with European Community (EC) rules when giving subsidies/grants for commercial activities operating in the European Union. We further understand that if our organisation is involved in economic activity we may be subject to State Aid/de minimis rules.
- **We agree that if the application is successful we will acknowledge your funding contribution in all correspondence and publicity associated with our organisation, including letterheads, websites, e-mails etc. We will use your logo, preceded by the words, “Supported by”.**
- We agree that you may make the information we have given on this form available to the public, and you may use it for publicity purposes.

Please give the name of your organisation as at question 1.1.

Part 1 – The main contact named in question 1.2 must sign in blue ink so we can clearly see this is an original signature.

Your
signature:

Date:

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Your name:

Position in organisation:

Part 2 – An office bearer who is not related to the main contact named in question 1.2 must sign in blue ink.

Your signature:

Date:

Your name:

Position in organisation:

Data Protection Notice

Dumfries and Galloway Council acts as Data Controller for the purposes of the Data Protection Act 1998. We are fully registered under the Act and ensure we comply with the protections the Act affords you. This notice explains how the information you supply will be used, and how you can remove it from our records. Please read this carefully.

How will the information we collect be used?

We require you to provide certain information so that we can adequately assess your funding application. We may also wish to pass your details to others who have specialist knowledge required to deal with your application. So that we can do this we may be required to pass your details to third parties who carry out these services for us.

May we share your personal details with our partners as part of our scoring process?

Yes No

We may also wish to use your information to send you marketing information. This may include information on programmes, services, and products we provide such as seminars and training opportunities that may be of interest to you. If you would like to receive marketing information, please indicate your preferred format for the marketing communications. Please tick the relevant box (es):

Telephone Mail Email Do not contact

We would also like to use your information to customise our products and services to serve you better, by providing more tailored products and services and to help us understand your needs better e.g. through internal research, data analysis and market research. So that we can do this we may pass your details to other parties who carry out surveys, questionnaires and customer evaluations for us. If you would like to be contacted for market research in the following formats please tick the relevant box (es):

Telephone Mail Email Do not contact

We would also like to pass your details to others who we feel may be able to provide you with information or services which may be of use to you. If you would like to receive marketing information from our partners in the following formats please tick the relevant box (es):

Telephone Mail Email Do not contact

How you can request that information about you is removed

If at any time you wish your details to be removed from our database please contact Nithsdale Active Schools & Community Sport by e-mail: NithsdaleSportsGrants@dumgal.gov.uk
When you contact us please tell us your full name; the name of your organisation; and your address including postcode.

Please email your completed form and documents to:

NithsdaleSportsGrants@dumgal.gov.uk