Staffordshire Moorlands Sports Council

Conditions and Guidance Notes
Clubs and Organisations

Staffordshire Moorlands Sports Council values the contribution of local clubs and organisations in enhancing the local sporting community and the quality of life in the Staffordshire Moorlands. We have therefore devised this grant scheme to encourage local clubs and organisations to further develop their activities and the opportunities they provide.

PLEASE READ THESE CONDITIONS AND GUIDANCE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

The maximum amount you can apply for is £500
Grants of up to £500 are available to assist local sports organisations with the expense of creating new and improving/ extending existing activities and/or events. In order to ensure that the grants are reaching the organisations that are most in need of them we have produced a number of conditions and have outlined our priorities of the grant.

**Conditions:**

1. The organisation must be located within the Staffordshire Moorlands or be able to demonstrate that the majority of its membership resides in the Staffordshire Moorlands. If the project is a ‘one-off’ event organisations located outside the Staffordshire Moorlands are able to apply if the event is to take place in the Staffordshire Moorlands.

2. The project/initiative/event being applied for must fulfil at least one of six developmental targets: (it is up to the applicant to provide evidence about how this will be done)
   - Improving Health e.g. general fitness and mobility
   - Increasing participation
   - Increasing competitive opportunity
   - Improving the quality of life in the Moorlands
   - Increasing sporting skill in the Moorlands
   - Helping to reduce health inequalities

3. The organisation must be a member of their local Sports Council and attend 70% of their scheduled meetings.

4. If the organisation is a sports club it must have an open membership policy, an up to date constitution and for clubs with junior sections a child protection policy and for clubs for older people a vulnerable person protection policy (assistance can be provided to help the organisation to put these into place).

5. The organisation must provide their previous years accounts to accompany the application, and where juniors are involved a copy of their Child Protection Policy.

6. The sport/activity must be one that is recognised by Sport England* or be an activity that is recognised as improving health inequalities.

7. Match funding of 25% is required for all applications. This means that the grant applied for must be no more than 75% of the total project costs (example: for a project costing a total of £400, match funding of £100 would be required from the applicant, this would mean that the organisation would be able to apply for
£300). The match funding contribution can include ‘in-kind’ contribution (i.e. volunteer/coach time or equipment. This ‘in kind’ contribution rate for volunteer and coach time will be calculated at the current national living wage.

8 Every successful applicant will be required to complete and return an evaluation form after the project has taken place. This will help us to measure the impact of the project, including any monitoring figures, participant numbers etc). Failure to return the evaluation form will disqualify the applicant from making future applications. This also includes providing appropriate invoices to ensure that the grant is spent correctly. Approved grants will only be paid once the appropriate invoices have been submitted to SMDC Leisure Department.

9 Only one application per year is allowed, and any grant received must be spent within 12 months of the award date.

10 If the project includes any work to develop property or land the work is subject to planning permission and the organisation must have security of tenure on its facilities for a period of ten years, either through the ownership of the freehold or by means of a long-term lease.

11 Any changes to the project must be agreed with the Staffordshire Moorlands Sports Council.

12 All successful applicants must agree to being identified in publicity for the grants and they may be required to provide interviews to the local media.

*For a full list of sports recognised by Sport England refer to Sport England’s List [Sport England’s list](#)

**Priority:**

The aim of the grant scheme is to provide help to sports clubs and organisations when creating new and improving/extending existing activities and/or events. Therefore it is necessary that Staffordshire Moorlands Sports Council sets priority criteria to ensure that the available funds are allocated as effectively as is possible. Priority will be given to applications that can demonstrate one or more of the following priority criteria:

1 Projects increasing sports/physical activity opportunities for young people (aged 5 – 18 years) or for under-represented groups (e.g. girls and women, people with disabilities, older people (65+), families on low income etc.).

2 Projects run in partnership with other organisations.

3 Applications will be looked upon more favourably if the club can demonstrate commitment to their sport (through club accreditation, coach CPD, etc.) or have made efforts to obtain other funding for their activities.
How to Apply:

Complete the form "Sports Grants for Clubs and Organisations". Make sure that you refer to these guidance notes when you complete the application form and use the checklist at the end of the form to ensure that you have included all necessary information. Payment to successful applicants will be made upon receipt of invoices.

Examples of projects might include:

- The setting up of a club junior section.
- The purchase of coaching aids and equipment.
- Providing taster sessions for your club to increase membership.
- Setting up a performance squad.
- Organising a new tournament / league to take place at your club.
- Initiatives that will help the club attain Clubmark or NGB accreditation scheme e.g. Child Protection Course fees.
- Events to promote club and recruit volunteers.
- The setting up of an older persons physical activity group
- Some items of maintenance equipment e.g. mowers, tractors
- Some items of clothing/ kit e.g. new teams but not existing club teams kit

What we will not fund:

- Retrospective equipment purchases or projects / events.
- Initiatives organised solely for fundraising or charitable purposes.
- Loss of earnings.
- Existing projects or events unless they are being changed or developed.
- Applications that do not include constitutions, policies and financial records.
- Non-participatory activities or events.

Deadlines:

Grant applications will be assessed within 8 weeks from receipt of application.

What Happens Next:

All applicants will be notified of a decision within 5 working days of the completion of the assessment.