

# Community Sport Grants Programme



Project details • Funding details • Applicant details



If you would like this information in a different format, such as large print, audio, Braille or in a different language please call (01603) 431133 and we will do our best to help.  
[www.broadland.gov.uk](http://www.broadland.gov.uk)



**NORWICH**  
City Council



# Community Sport Grants Programme

Grants of up to £1,000 may be awarded to sports clubs who have gained Clubmark (or their NGB equivalent). Sports clubs or voluntary groups who do not have Clubmark may apply for a maximum of £500. Applicants may apply for up to 100% of their project costs. This will only be awarded in exceptional circumstances where the applicant has met all the objectives listed below and has the full support of their relevant sports development officer.

Voluntary groups/sports clubs must be based within the Broadland District Council or Norwich City Council area.

## **What your group should have:**

- Constitution or set of rules
- Elected management committee
- Equal opportunities statement
- Appropriate insurance cover for your project
- Accounts or financial projections for new organisations
- Child Protection policy if applicable

Applications which do not provide the above information will be returned to the applicant without being scored.

## **Information we need to score your application:**

- A description of the project/proposal/event
- How the community and/or other local organisations will be involved in planning, delivery and evaluation of the project.
- Which sections of the community will benefit.
- What will the project achieve for those who take part and how will this be measured.
- How the project will be managed.
- Timetable of project and reporting.

Grants can be used towards the cost of additional equipment, coaching costs and venue hire. However, grants must be used to fulfil at least one of the following objectives;

1. Providing new opportunities in sport and physical activity in the Broadland and Norwich area.
2. Raising participation levels within sport and physical activity by 1% year on year.
3. Projects which inform local people about the health benefits of becoming more physically active.
4. Projects which demonstrate that sport can make an effective contribution to the physical, economic and social development of Broadland and Norwich.

The grant application must detail how the project is seeking to meet these objectives.

# Decisions

Decisions will be made within six weeks of the application being received subject to funds being available. An acknowledgement letter will be sent to you when your application arrives giving the timescale for this response.

Maximum points available are 100. Projects who score 60 points or more will be supported subject to funds being made available.

Applications must be made before the project begins and conclude within 12 months of the money being offered. You should bear this in mind when deciding when to apply.

Applications will not be accepted where a project has already begun.

Grants will be administered by representatives from Broadland District Council and Norwich City Council.

On acceptance of an offer of a grant, 80% of the funds will be released. The final 20% will be released on receipt of a satisfactory short report (maximum of 2 sides A4) on how the money was spent. Repayment will be required where the grant is not used for the purpose for which it was given.

**For help and advice with this application contact:**

Maria Alborough, Sports Development Officer, Broadland District Council, 01603 430570 or  
Jessica Tyson, Sport & Physical Activity Development Officer, Norwich City Council, 01603 212123.

We welcome applications from all sections of our communities.

# Project Details

**Q1** Please describe your project/proposal/event?

*We need to know what you are planning to do and where this will take place.*

## Q2 How will the community and/or other local organisations be involved in planning, delivery and evaluation of the project?

(a total of 30 points are available for this question)

- *How will you ensure that all those who may be interested in the project actually know about it and can become involved?*
- *What consultation have you done?*
- *What were the outcomes?*
- *How will these people then become involved in the application process, planning, delivery and evaluation of the project?*

## Q3 Which sections of the community will benefit?

(Total of 10 points available for this question)

*If you tick any of the boxes below, please explain how you will achieve this.*

- |   |  |
|---|--|
| <input type="checkbox"/> Young children (0-5 years) | <input type="checkbox"/> Children (6-10 years)   |
| <input type="checkbox"/> Young people (11-16 years) | <input type="checkbox"/> Young adults (17-25 years)  |
| <input type="checkbox"/> Adults (26-45)             | <input type="checkbox"/> Older people (46-59)  |
| <input type="checkbox"/> Senior citizens (60+)      | <input type="checkbox"/> Disabled people   |
| <input type="checkbox"/> Ethnic minority            | <input type="checkbox"/> Excluded people (this could be because of social or economic reasons) |

**Q4** What will the project achieve for those who take part and how will this be measured?

(Total of 20 points available for this question)

*We want you to tell us what you hope to achieve and how those who take part will benefit. Please be realistic with your achievements. We also expect you to put in place measurable targets and tell us what these will be.*

**Q5** How will the project be managed?

(Total of 10 points available for this question)

*Which organisation will be in overall control of the project and how will this be managed within the organisation? You will need to demonstrate that the project manager has the necessary skills to deliver the project.*

**Q6** Timetable of the project and reporting to the partnership?

(Total of 10 points available for this question)

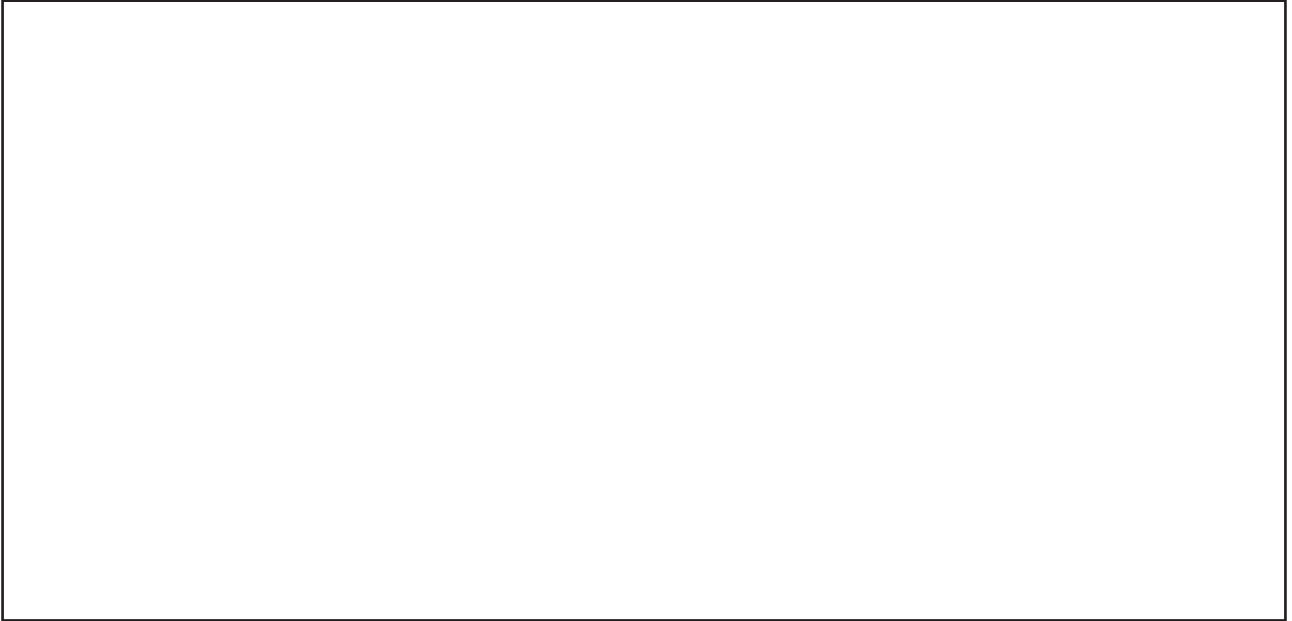
How many sessions? When will they be delivered? How will the sessions be advertised?

**Q7** How does your project meet the Partnership objectives which are:

(Total of 20 points available for this question)

a) Providing new opportunities in sport and physical activity in the Broadland and Norwich area

b) Raising participation levels within sport and physical activity by 1% year on year



c) Projects which inform local people about the health benefits of becoming more physically active.



d) Projects which demonstrate that sport can make an effective contribution to the physical, economic and social development of Broadland and Norwich.



# Funding Details

If your organisation is able to claim back VAT, then VAT is not eligible as part of the costs of your project and should not be included in the following. Be realistic when providing information. Figures from professional quotations should be used as much as possible. Include in-kind contributions.

## Q9 How much will the project cost?

--

### Costs

Venue hire for an activity	£
----------------------------	---

Equipment purchase	£
--------------------	---

### Coaching fees (please list what these are)

i)	£
----	---

ii)	£
-----	---

iii)	£
------	---

### Other expenses (please list what these are)

i)	£
----	---

ii)	£
-----	---

iii)	£
------	---

<b>(A) Total Project Cost</b>	£
-------------------------------	---

## Q10 What funding has already been secured?

Please list any cash or in-kind contributions with a value. Include an amount of your own organisations' funds that will be put towards a project.

Own funds	£
-----------	---

Parish Council (if applicable)	£
--------------------------------	---

### Contributions in kind (please list what these are, who from and give a cash value)

i)	£
----	---

ii)	£
-----	---

iii)	£
------	---

### Other cash contributions (please list who these are from)

i)	£
----	---

ii)	£
-----	---

iii)	£
------	---

<b>(B) Total Funding Secured</b>	£
----------------------------------	---

## Q11 What additional funding do you hope to raise for this project?

*What other organisations have you applied to and for how much? If you have been refused a grant from another organisation please send copies of refusal letters.*

Lottery funding	£
Charitable Trusts	£
Sport England	
Other i	£
ii	£
iii	£
(C) Total funding applied for	£

## Q12 Amount of funding requested?

Total Project Cost	(A)	£
Total Funding Secured	(B)	£
Total Funding Applied For	(C)	£
This leaves a shortfall of		£
Amount requested		£

## Q13 How is the project covered by insurance?

*We will require copies of the relevant certificate(s) to be provided with the application.*

# Applicant Details

## **A1** What is the name of the applicant organisation?

*Please give the name of your organisation as it appears on your constitution or set of rules.*

## **A2** What is the title of the applicant organisations bank account?

*This is the name that will be used to make any payments, e.g. 'somewhere Parish Council' or 'somewhere Bowls Club'.*

## **A3** Contact Name and Address?

*This should be the main contact in respect of this application and one of the people who signs the application.*

## **A4** Daytime Telephone Number/Email?

## **A5** Which of the following best describes your organisation?

*Tick the most appropriate. If you tick 'other' please briefly describe your organisation in the space provided.*

Voluntary Organisation (eg club/committee)       Parish Council

Sports Club

Charity (registration number)

Other (please state)

## **A6** Does your organisation have an Equal Opportunities Policy?

Yes  No

How many paid people does your organisation employ?

How many volunteers (people who help out without being paid) are involved in your organisation?

*If your organisation has a policy please enclose a copy with your application. If your organisation does not have a written policy and would like support in developing one, please contact Norwich and Norfolk Voluntary Services, 83–87 Pottergate, Norwich, NR2 1DZ. Tel 01603 614474 Fax 01603 764109 email admin@nvs.org.uk*

## **A7** Has your organisation gained Clubmark (or equivalent)?

Yes  No

Details and number

## **A8** On behalf of the organisation, I make application for funding and enclose:

- Quotations detailing the cost of the work where applicable
- Evidence proving how the community will be involved
- A copy of the organisations Equal Opportunities Policy
- For groups working with children, young people or vulnerable adults, a copy of your organisation's child protection policy.
- A copy of the relevant insurance certificate(s) as applicable
- The organisations latest audited accounts and balance sheet or financial projections
- Copy of the Constitution or Rules of the organisation

## A9 Declaration

*This should be the person named at A3.*

### Data Protection

#### Read this 'small print' before you sign the application form

Part or all of the information you give to us will be held on computer. This information will be used for the administration of applications and grants and for statistical analysis. Copies of this information will be given, when necessary, to individuals and organisations we consult when assessing applications and monitoring grants. You have the right to see the information we keep on you and to have any inaccuracies corrected.

Signature	Name
Position in organisation	
Date of application	

*Reports regarding grant applications are made available to the local press. They may request the name and telephone number of someone able to provide additional information. If you would object to your name and telephone number being released for this purpose please tick this box*

Please return all completed applications to

Maria Alborough, Sports Development Officer,  
Broadland District Council  
Thorpe Lodge, 1 Yarmouth Road  
Thorpe St Andrew, Norwich,  
NR7 0DU.

sport@broadland.gov.uk

# Contacts

For help and advice in completing this application contact one of the following:

Maria Alborough, Sports Development Officer 01603 430570  
maria.alborough@broadland.gov.uk

Jessica Tyson, Sport and Physical Activity Development Officer 01603 212123  
jessicatyson@norwich.gov.uk

You can also search for other appropriate sources of funding on our free, online GRANTnet service at [www.broadland.gov.uk/communitygrants](http://www.broadland.gov.uk/communitygrants)

