



Funded by Scottish Borders Council

## GUIDANCE NOTES ON FUNDING

(for Tweeddale Sports Council only)

**Please read these Guidance Notes carefully before completing the application form**

### 1. WHAT ARE SPORTS COUNCILS?

Sports Councils exist to represent member groups/clubs and individuals and to support them with the achievement of their sporting goals. There are four Sports Councils in the Scottish Borders area representing Ettrick & Lauderdale, Tweeddale, Roxburgh and Berwickshire. Sports Councils are managed by volunteers from the local sporting community. They meet approximately 6 times per year to encourage, develop and support all sport by providing advice, support and limited grant funding. Sports Councils receive funding from Scottish Borders Council (SBC) and are key partners in SBC activities such as the Sports Academy, Sports Development Unit programmes, Scottish Borders Disability Sport and Club Development. Tweeddale Sports Council operates a small grant schemes for groups/clubs and a sports award scheme for individuals. Applicants must be members of the Sports Council as detailed at 2 below.

### 2. WHO CAN APPLY?

You can apply for a grant **if you are a group/club which;**

- is a member of the Tweeddale Sports Council, with membership of 12 months or more (with the exception of new clubs)
- has a constitution or set of rules, and
- has a bank or building society account, and
- has approved annual accounts or statement of income/expenditure
- is affiliated to any one of the four Sports Councils

You can apply for a grant **if you are an individual living in Tweeddale;**

- whose group/club is a member of the Tweeddale Sports Council with membership of 12 months or more, or
- whose group/club is outwith Tweeddale, but within the Borders, and that group/club is a member of either Ettrick & Lauderdale, Berwickshire or Roxburgh Sports Councils, or
- who is individually a member of the Tweeddale Sports Council where no group/club in the Tweeddale area caters for your specific needs (ie. due to level of sporting ability or no group/club)

### 3. WHO CANNOT APPLY?

You cannot apply if you are;

- a group/club which is not a member of the Tweeddale Sports Council, or has membership of less than 12 months (with the exception of a new club who may seek assistance with set up costs)
- an individual who is not living in Tweeddale and who is not a member as above
- a company
- a school
- an organisation set up to support public bodies (eg. Local Authorities)

### 4. WHAT FUNDING IS AVAILABLE?

Tweeddale Sports Council operates two funding schemes. These are;

- The General Grant Scheme
- The Sports Award Scheme

#### THE GENERAL GRANT SCHEME

Tweeddale Sports Council operates a **General Grant Scheme** which is designed to encourage, develop, support and increase involvement in sport. The Scheme can contribute towards a range of sporting needs as follows;

- enable new groups/clubs to set up (general equipment can be considered for new groups/clubs)
- have developmental significance to the group/club
- are essential to the continued existence of the group/club
- purchase of specialist sports equipment

The **General Grant Scheme** details below are for guidance only. Tweeddale Sports Council will determine the appropriate award to be made and all decisions of the Executive Committee are final. **It is very important that you contact the Secretary to discuss your plans before applying. Tweeddale Sports Council funding is very limited and highly competitive. It is essential, and often beneficial, to check other sources of more appropriate funding before applying. You may be asked to apply to other funders and we will support you do to do this.**

The **General Grants Scheme** can provide;

- 50% of the total costs of the project up to a maximum of £1,000

The **General Grant Scheme** will not contribute to;

- spending or commitments made prior to the date of the award. This includes fees for any technical work (surveys, planning permission etc)
- groups/clubs who have received funding for **works to facilities** in the last 2 years
- alterations and improvements to serving areas which are licensed to sell alcohol
- value of work done by volunteer labour, other than on the cost of materials used
- running costs (ie. rental, staff electricity, water etc)
- endowments or loan payments
- activities promoting religious beliefs (as they do not meet our equal opportunities requirements)
- second hand vehicles
- foreign trips or tours for clubs
- feasibility studies
- groups/clubs with savings in excess of 12 months income, unless the excess is allocated to other purposes

**NB Groups/clubs can only apply once every 2 years for new projects only**

### Other conditions of the General Grant Scheme;

- equipment purchased with a grant cannot be disposed of within 5 years from the date of the award, without the written permission of Tweeddale Sports Council.
- equipment purchased with a grant will become the property of Tweeddale Sports Council in the event of a group dissolving within 5 years of an award date
- groups/clubs must provide appropriate evidence of how the project will be funded (match-funding).
- no changes can be made to a project following the award date without the written permission of Tweeddale Sports Council. Tweeddale Sports Council reserves the right to withdraw the award if this condition is not met.
- financial records relating to the group/club and to the project must be made available, on request
- clubs cannot apply for a grant if they have a grant award outstanding with Tweeddale Sports Council

### THE SPORTS AWARD SCHEME

In addition to the **General Grant Scheme** Tweeddale Sports Council operates a **Sports Award Scheme**, helping to meet the needs of sporting individuals.

The **Sports Award Scheme** is designed to help:

- **individuals** who are members of the Tweeddale Sports Council **with potential or proven ability (ie. selected for regional/national squads)**, living in Tweeddale.

It can support an individual whose:

- group/club is a member of the Tweeddale Sports Council, or
- group/club is outwith Tweeddale, but within the Borders, and that group/club is a member of either Ettrick & Lauderdale, Berwickshire or Roxburgh Sports Councils, or
- is individually a member of the Tweeddale Sports Council where no group/club in the Tweeddale area caters for your specific needs (ie. due to level of ability or no group/club).

It can support costs as follows:

- **Special competition** costs – The Sports Award Scheme can contribute to travel and accommodation costs of individuals who require to attend training courses or specialist centres, or to use facilities, which are outwith the Tweeddale area.

**Sports Award Scheme** funding is available as follows:

- 50% of the total claim up to a maximum of the amounts listed below
- £1,000 for International Athletes selected by NGB
- £750 for National Level Athletes selected by SGB
- £500 for Regional Athletes selected by the relevant organisation
- £300 for club performers seeking to attend a development activity

Other conditions of the **Sports Award Scheme**:

- application forms must be completed (at Section 3 of the form) by the appropriate National Governing Body, a club official (Chairman/Treasurer/Secretary) or head coach
- The Sports Award Scheme aims to supplement rather than replace voluntary effort, and applicants must provide appropriate evidence of their financial commitments, other financial support, competition and performance details
- The Sports Award Scheme cannot fund Sport Tours, personal equipment, payment of coaches (unless this is a one off event that is of sports development significance)
- spending or commitments made prior to the date of the award cannot be considered. You should apply well in advance of course/competition etc

- final decision on all applications is at the discretion of the Sports Council
- applicants should always obtain the advice of the Sport Development Officer (details at end of form).

## 5. HOW WILL APPLICATIONS BE ASSESSED?

If you are a group/club, team or squad, we will look at:

- how your group/club is set up and managed
- how your project will contribute to the encouragement, development and promotion of sport on the Borders
- your group/club's finances and the need for funding
- how your project provides value for money
- your efforts to secure other appropriate sources of funding
- how your group/club has been funded in the past
- how you have demonstrated the need and demand for your project
- how you have taken account of equal opportunities
- how you protect children or vulnerable adults

If you are an individual, we will look at:

- how you demonstrated the need for support
- performance

All applicants may be asked for more information.

## 6. WHAT IS THE TIMESCALE FOR GRANTS?

Applications can be submitted at any time. **Applicants must ensure that applications are submitted well in advance, preferable 3 months before the project start date.** In general, Sports Councils meet approximately 4-6 times per year. If you are successful we will write to you letting you know how much the grant is for. If you are unsuccessful we will tell you the reasons why and provide advice on accessing other potential sources of funding. The decision of the Executive Committee is final. Payment will be made once completion certificate, receipts or invoices relating to the project have been forwarded to the Sports Council Secretary.

## 7. HOW TO APPLY

Contact the Tweeddale Sports Council Secretary to discuss your application and get advice. All applications must be submitted on the official application form which must be fully completed. We can provide help to complete the application form, if necessary. Failure to send us all the required information will cause delays and may result in your application being returned to you. The application will be considered at the next available Executive Committee meeting following the assessment of your application and you will be notified of the outcome in writing.

# GENERAL APPLICATION NOTES

This section takes you through each question. Please refer to these notes while you complete this form.

## **Part 1 – ABOUT YOUR GROUP/CLUB**

**Question 5** – Tell us the full details of the main contact. The main contact must be someone from your group/club who can speak to this application in detail. State **full** postcode.

**Question 7** – Tell us when your group/club was set up. If your group is less than 2 years old, you must tell us the month as well as the year.

**Question 8** – Tell us how many people are involved in running your group/club. You **must** have a minimum of 3 on your group/club's Management Committee.

**Question 10** – Tell us which type of group/club you are. If you do not feel your group/club fits with any of the categories listed please give details.

**Question 12** – Tell us what your group/club does and the kinds of the activities it undertakes. Tell us about the people your group/club works with. Also tell us how people hear about your group/club and how they can get involved. If you are a new group/club, describe the activities or services which you plan to provide.

**Question 13** - Tell us of any benefits your group/club brings to your sport. Include references to strategies, where appropriate, and how your group/club contributes to the encouragement, development and promotions of sport in the Borders.

**Question 15** – Tell us the full details of your group/club's bank account. **It is a minimum requirement that at least 2 members of your group/club are authorised to sign each cheque/withdrawal. Signatories must not be related.** Any grant awarded will be paid directly into your group/club's bank account. **The group/club's bank account name should be the same as that detailed on the Constitution and annual accounts.**

**Question 17** - If your group/club has more savings than the amount of money your group/club gets in a year, you should explain what you are planning to do with this money. **If you have more savings than your annual income, and this is not set aside for anything in particular, it is unlikely you will receive a grant.**

**Question 18** – Tell us how your group/club takes account of equal opportunities. Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

**Question 19** – Tell us if your group/club works with vulnerable adults or children and give details of any policies you have in place to protect them.

## **PART 2 – TELL US WHAT YOU ARE APPLYING FOR**

**Question 21** – Tell us in detail what your project is and what the grant will pay for.

**Question 22** – Tell us who will benefit from your project and in what way. You should give us a realistic figure of the number of people who will directly benefit from the grant - do not put everyone in the area. Tell us what you hope to achieve from the grant and the difference it will make to the encouragement, development and promotion of sport in the Borders. You should refer to any local strategies which it links to.

**Question 23** – Tell us how you know there is a need for the project and any consultation you have undertaken to reveal this (ie. involvement of parents, coaches etc)

**Question 24** – Tell us the date your project is due to start. This should be at least 3 months in advance of the project start date. **Retrospective funding cannot be granted** and applications require to go before the relevant Sports Council for decision in advance of the project start date.

**Question 25** – If your project involves work to land or buildings tell us who owns the land or buildings. Give us details of any lease agreement you have (ie. when the lease was taken out and the date it is due to expire), whether or not your project requires planning permission and whether this has been obtained. Let us know if you have written permission from the owner.

**Question 26** – Tell us the cost of the project and how much you require from the Sports Council. Make sure that the amount you ask for is based on real and accurate costs and represents value for money. Give us a full breakdown of your project costs. You should list each item and its cost. Make sure all costs listed add up to the total. Tell us which items of expenditure the Sports Council will pay for and submit quotations for these items with your application. If you are obtaining funding from other sources list these giving details of the amount and the current stage of the application. Detail what your group/club is contributing towards the project – we expect most groups/clubs to contribute something towards the cost of the project in cash.

### **PART 3 – COMPLETING YOUR APPLICATION**

**Question 27** – The first signatory should be the main contact detailed in Question 4. The second signatory should be an office bearer of your group/club, but someone different from the main contact (ie. chairman, treasurer, secretary etc). The third signatory should be a representation from the National Governing Body or a member of the Scottish Borders Council Sports Development Team

Ensure all accompanying documentation is submitted with your application (ie. Constitution, annual accounts, original bank statement, quotations. **Your Constitution, annual accounts and bank statement should all be in the same name.** Failure to enclose any items of accompanying documentation requested will result in your application being returned.

**You can get this document on tape, in Braille, large print and various computer formats by contacting the address below:-**

**The Sports Development Unit  
3 St John Street  
Galashiels  
TD1 3JX  
Tel: 01896-756274  
Fax: 01896-759716  
Email: [jmcbay2@scotborders.gov.uk](mailto:jmcbay2@scotborders.gov.uk)**

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