



£500 Active Dover Sports Grant - APPLICATION FORM (CLUBS)

Applications welcome for the financial year 2013-14

The Active Dover grant is **available to sports clubs across the Dover District** who are seeking funding in order to achieve one of the following aims

- **Clubmark** Accreditation (from NGB equivalent / Sport England's Clubmark Accreditation)
- Increase the number of **training opportunities** for; coaches, referees, committee members and club volunteers
- Increase overall **participation** / membership, (target areas; adult & family participation, women & girls participation, people on a low income, people with a disability, people from a minority ethnic group)
- Improve **performance** of participants and associated competition costs,
- Associated **promotion** and publicity costs to any of the above,

In order to successfully **apply for up to £500.00**, all applicants must meet the following criteria:

- Have a non-discriminatory constitution and a membership which is open to all
- Submit 2yrs of club accounts
- Demonstrate that other funds are being brought together through; fund raising activities, sponsors and other funding bodies.

Deadline for applications is Wednesday 31st July 2013 and Monday 23rd January 2014.

Grant Application for SPORTS CLUBS / ORGANISATIONS (2013-2014)

Applicants are eligible for only one award every other financial year (up to £500), based on the grant criteria and scoring, which can be read on the reverse of the form.

APPLICANTS PERSONAL DETAILS

Name of person completing the application	
Job position/role within the Club / Organisation	
Applicants Address & Post Code	
Telephone & Mobile No:	
Email Address	

INFORMATION ABOUT THE CLUB / ORGANISATION

Club / Organisation Name			
Venue Address / Location			
Club/Org Chairperson			
Club/Org Secretary			
Which sport(s) is the Club/Org associated with?			
Which National Governing Body is the Club/Org affiliated to?			
Which calendar month does the Club/Org hold their AGM?			
Has the Club/Org achieved Clubmark accreditation from its NGB or Kent Sport?	YES / NO If yes, when does the accreditation expiry?		
Please state current membership numbers & membership fees ?	Membership Numbers		Membership Fees
	Male	Female	Weekly Sub Annual Fee
Juniors (18yrs & under)			£ £
Adults (19 – 55yrs)			£ £
Adults (56yrs & over)			£ £

PROJECT / EVENT DESCRIPTION

In no more than 30 words please describe the main reason for your grant application.
(for example: to contribute towards the cost of coach education courses)

Please use this section to describe why the Club/Org is requesting a revenue grant from 'Active Dover'? Please read the criteria and scoring on the reverse of the form before completing this section. This section can be hand written or typed but it must not be in capitals letters.

FINANCIAL INFORMATION	
EXPENDITURE Please provide the project / event costs?	
	£
	£
	£
	£
	£
TOTAL	£
INCOME Please list all the funding partners / sponsors / fundraising activities that will financially contribute to the project / event.	
	£
	£
	£
How much funding is the Club / Org contributing to the project / event?	£
How much funding is the Club / Org requesting from 'Active Dover'?	£
TOTAL	£

CHECK LIST & BANK DETAILS			
Please tick which of the following documentation is enclosed, those marked with an * are compulsory.			
	Club Constitution *		
	Annual Accounts / Balance Sheets (covering the last 2 complete financial years) *		
	Proof of affiliation to National Governing Body of Sport (NGB) * <small>(a print off from your NGB website to prove affiliation is sufficient)</small>		
	Public Liability Insurance Certificate *		
	Clubmark Accreditation Certificate		
	Development / Action Plan (see template attached)		
Signature		Date	
Applicants will be notified of the success of their application within 15 working days after the submission deadline (please see dates below). If your application is successful a BACS transfer will be made to the appropriate Bank Account.			
Bank Account Name			
Bank Account No		Sort Code	
Name of Bank			

SUBMISSION DEADLINE for applications: Wednesday 31st July 2013 & Monday 23rd January 2014.

COMPLETED APPLICATIONS should be sent to: Communication & Engagement Team,
Dover District Council, White Cliffs Business Park, Dover, CT16 3PJ

Grant Application for SPORTS CLUBS / ORGANISATIONS (2013-2014)

PLEASE NOTE that clubs / organisations are only eligible to apply for the 'Active Dover' grant every other financial year.

CRITERIA Clubs/Organisations applying for grant aid must:

- Be a constituted group that operates within the Dover District,
- Have a non-discriminatory constitution / membership open to all,
- Demonstrate that other funds are being contributed through; fund raising activities, sponsors and other funding bodies,
- Aim to achieve one of the following;
 - Clubmark Accreditation (from NGB equivalent / Sport England's Clubmark Accreditation),
 - Increase the number of training opportunities for; coaches, referees, committee members and club volunteers,
 - Increase overall participation / membership, (target areas; adult & family participation, women & girls participation, people on a low income, people with a disability, people from a minority ethnic group.)
 - Improve performance of participants and associated competition costs,
 - Associated promotion and publicity costs to any of the above,
- Applications for capital expenditure or running costs (i.e. insurance / affiliation fees) will not be accepted.

SCORING Assessment of applications will be based upon the above criteria and the following:

- The number of people that will benefit from the project/event,
- The extent to which participation/performance in sport/active recreation will be increased,
- Whether a club has gained or is working towards 'Clubmark Accreditation',
- Financial need and the amount of fundraising the club achieve to contribute to the project / event.

(FOR OFFICE USE ONLY)

Officer responsible for processing grant	
Date application received	
Date submitted to Grants Panel	

Previous applications made to 'Active Dover'

Grants Panel Recommendation	Approved / Not Approved
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And additional notes/advice

Date applicant notified of decision	
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