




Grant Application Form

Please write in black ink or type. Where a question doesn't apply to your project, just write "N/A".

Further notes on how to answer each question can be seen in the guidelines marked .

1.0 - About Your Organisation

1.1 - Organisation Details

Name of your organisation (in full)

Address



Postcode

1.2 - Project Details



Is your project taking place at this address?

Yes No

If No: Enter project address (including Postcode)



In which Local Authority is your project taking place?



When will the project start?

And when will it finish?



1.3 - Contact Details

Title

Contact name

Address

Please continue to next page.

Postcode



Telephone (daytime)

Telephone (evening)

Mobile number

Email*

Position in organisation



*Please tick to indicate whether you are happy for us to send you correspondence relating to this project using the email address provided.



1.4 - Bank Details

How does the name of your organisation appear on your bank account? (Please write in full)



Please provide the following information for ALL awards, with the exception of **Community Chest**, to support your application:



Name of bank/ building society
Address / Postcode



Account number

Bank sort code

1.5 - Nature of Organisation

How would you describe your organisation?

- Sports Clubs and Associations
- Local Authority
- Education Establishment
- Private Sector/Workplace
- National Governing Body



If **“Other”**: please specify.

Are you a profit making organisation?

- Yes No



Do you have a constitution? (N/A for Statutory Organisations, Plc's or NGBs)

- Yes No



Is your organisation affiliated to a National Governing Body of Sport?

- Yes No



If **yes**: please state which Governing Body of Sport.

1.6 - Past Funding

Has your organisation received previous grant funding from Sport Wales?

Yes No



If the name of your organisation has changed since your last award, please enter the previous name here

If No: Go to **2.0 - About Your Project** section

If Yes: What was the date of the last award?



What was the value of the last award?

Is the project complete?

Yes No



If Yes: Have you submitted all claims/monitoring forms?

Yes No



2.0 - About Your Project

What is the name of your project?



What are you planning to do?

Please continue on the separate sheet available at the end of this application if necessary.



Why do you need to do this project?



3.0 - About Your Membership and Activity Programme

3.1 - Sessions / Participants

- How many activity /coaching sessions currently take place, including participants?
- How many once the project is complete?



	Now				After Project Completion			
	No. of sessions per week	Duration of sessions	No. of Participants / Members	No. of Teams	No. of sessions per week	Duration of sessions	No. of Participants / Members	No. of Teams
Junior Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Junior Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Junior Mixed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Mixed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Junior Disabled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Disabled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Junior Ethnic Minority Community Groups	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Ethnic Minority Community Groups	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 - Coaches / Instructors

- How many coaches / instructors, activity leaders and first aiders do you have now?
- How many do you expect to have after the project is completed?



	Now		After Project Completion	
	Male	Female	Male	Female
Coaches / Instructors Level 1				
Coaches / Instructors Level 2				
Coaches / Instructors Level 3				
Leaders				
First Aiders				

How will you measure the project's results?



How will you continue the project after the grant has ended?



Is the WELSH Language used in the delivery of these sessions, in part or in full?

Yes No



If Yes: Please tell us how many sessions are delivered in the Welsh Language. If applicable, please tell us how many suitably qualified people can deliver an activity session in Welsh.

What sports equipment/facilities do you already have?



4.0 - Project Financial Details

4.1 - VAT

Are you registered for VAT?

Yes No



Are you able to claim back your VAT?

Yes No



4.2 - Project Costs

What will the money be spent on? Place the value of VAT in the VAT Column alongside those items you are NOT able to reclaim VAT against.



Please list and price each item included in your TOTAL Project costs.

Net
price

VAT

Total (Net
+ VAT)

Please list and price each item included in your TOTAL Project costs.	Net price	VAT	Total (Net + VAT)
Totals			

Total Project Costs Inc. VAT (A)

4.3 - Proposed Contribution

Please show us the contribution you are able to make towards your project....

Cash in Hand (£)

Grants from Other Sources (Including Sponsorship) (£)

In Kind Contribution (£)

Planned Fundraising Activities (£)

Other (£)

Total Contribution Costs (£) (B)

Grant Requested Inclusive of VAT (A-B)

5.0 - Applicant's Declaration

This declaration must be signed (*if producing this in print*), or name printed (*if sending electronically*), by the named contact and one other authorised member of your organisation. The authorised signatories should not be related.

Signed (if using printed form)

Name of Primary Contact (print name)

Date

Position in organisation

Signed: Authorised Member
(if using printed form)

Authorised Member (print name)

Date

Position in organisation

Terms & Conditions

- Any offer of grant made to you will be subject to the Sport Wales Terms and Conditions of Grant, a copy of which you have received. Please read these Terms & Conditions before submitting your grant application. Please tick to indicate you have done so.

6.0 - Supporting Documentation

Please provide the following information for ALL awards, with the exception of **Community Chest**, to support your application:

- 3 itemised quotations for items of sports equipment, where the individual value of an item exceeds £250. For building works 1 Quantity Surveyor's estimate of costs or 3 itemised quotations. Please tick to indicate that you have done so. Attached when sending this form. To follow by (give date)
- Copies of bank statements from the last 3 months for ALL accounts held by your organisation (N/A for Statutory Organisations, Plc's or NGBs e.g. Local Health Boards/LA's etc.). Please tick to indicate that you have done so. Attached when sending this form. To follow by (give date)

If you are unable to provide any of the requested items, please tell us why in the space provided.

7.0 - What Happens Next?

Before you send off the form, you should:

Check that you have answered every question in the application.

Make sure the application form has been signed by two authorised people in your organisation.

Take a copy of your completed application form and documentation, and keep in a safe place for future reference.

Attach all supporting documentation as described in [6.0 – Supporting Documentation](#)

And finally... for ALL awards, with the exception of **Community Chest**, please send the signed and completed original application form to:

Corporate Support, Sport Wales, Sophia Gardens, Cardiff, CF11 9SW.

Or alternatively for electronic applications, please send to: grantfunding@sportwales.org.uk

For **Community Chest**, please send your application form to your Local Authority Grants Officer (LAGO). Details of how to submit your application appropriately can be found on the following website: www.sportwales.org.uk/funding--support/our-grants/community-chest.aspx

Thank you for completing your application. You will be contacted shortly to progress your application further.

8.0 - For Further Information

For ALL awards with the exception of **Community Chest**, if you have any questions or would like further information about our awards schemes, please contact your nearest regional office:

- National/South East: 0845 0450904
- South West: 0845 0450906
- North East: 0845 0450908
- North West: 0845 0450910

For **Community Chest**, please contact your relevant Local Authority Grants Officer (LAGO). Details can be found on the following website: www.sportwales.org.uk/funding--support/our-grants/community-chest.aspx


Any additional information you would like us to know.

Suggested Guidance;


Sport Wales Grant Application Form


Use this symbol  to return to the form.


1.0 - About Your Organisation


 **1.1** This address could be your club house or meeting house. Please do not abbreviate e.g. AFC, could be Athletic or Amateur Football club.

 The correct post code will help speed up the processing time for your application.


 **1.2** Please tell us where your project will take place. This could be in any number of locations such as a community hall, playing field, sports club or country park. Please provide as much address detail as possible.


 Please tell us in which of the following 22 Local Authorities your project is going to take place: Anglesey/Ynys Mon; Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Merthyr Tydfil; Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan; Wrexham


 We simply want to know when you plan to start the project and when you think it will finish. Please note that projects that have already started cannot be funded.

 **1.3** **Contact Details:** Please put the contact details of the person we should contact if we have any queries regarding the application. Please include your title e.g. Mr, Mrs, Ms and your full first name.


 The correct post code will help speed up the processing time for your application.

 For example 'Club Secretary'.

 Simply tell us by ticking the box if you would like us to correspond with you via email with items relating to this project e.g. Requests for additional information relating to your project.

 **1.4** Applicants must hold a bank account in the name of the organisation. The bank account name should read as it appears on your organisation's bank statements or cheque book. Do not abbreviate, please write in full.

 Bank Account details are not required for **Community Chest** awards.

 **1.5** Please tell us what type of organisation you are.

 Please tell us whether your organisation is profit making.

Voluntary organisations applying for a grant must be properly constituted. You may be required to submit a copy of your Organisation's Constitution with any offer of award.



Recommended Affiliation: If you are a sports club we recommend that you affiliate to your National Governing Body of Sport. Some Governing Bodies may insist your club is affiliated if you wish to take part in leagues and/or for insurance purposes.



1.6

Please tell us if your organisation has previously received funding from Sport Wales.



Please enter the year(s) of the award(s) and where possible values. If you have a reference number relating to any previous awards this would be useful also.



A project will remain open until all claims and monitoring forms have been submitted to Sport Wales.



Your project may not be eligible for funding if previous awards have not been closed by Sport Wales.

2.0 - About Your Project



Please tell us the name of your project and how you would like it to appear on any correspondence we send you.



Please tell us simply what you want to do. e.g. Start a Pilates Class in the community hall; Increase the number of training sessions per week by installing training lights; Progress club coaches from level 1 to level 2. You do not need to go in to a great deal of detail, a list of bullet points is fine.

Sport Wales' priority areas are women and girls, disabled people and ethnic minority community groups. Please tell us of any impact that your project will have on these groups. **Note:** Although not a compulsory requirement, let us know if the Welsh language will be incorporated into the project and in what way.



Please tell us simply why you are running your project and what difference it will make.

3.0 - About Your Membership and Activity Programme



3.1

Now: Tell us the number of activity sessions your organisation offers at the moment. "Activity" could mean a coaching session, sports fixture, exercise class, or other forms of exercise such as lunch time walks or cycling.

After: Tell us how many sessions you will offer when the project is completed.



3.2

To lead activities in the community leaders should be 16 years and over. This may vary dependent on the sport. Please contact your Governing Body for clarification. For this application, a 'Coach' could also mean Assistant, Apprentice, Senior or Master Coach.



Results: We'll be looking for evidence that your project has made a difference, so you'll need a way of measuring the changes that take place. In other words, how will you show that membership has increased or that you've improved the frequency or quality of training sessions?



The grant is only there to help you set-up the project – it's your responsibility to make it a long-term success. So tell us what you'll be doing to raise the funds needed for ongoing costs like coaching or hiring facilities. You need to demonstrate how sustainable the project is.



If ANY of your sessions can be delivered through the medium of Welsh, in part or in full, please indicate by answering yes to this question.



If you are applying for equipment or for the provision of facilities, can you please provide details of what equipment/facilities you currently have or have access to.

4.0 - Project Financial Details



4.1

Please tell us if you are VAT registered.



Please tell us if you are able to reclaim, in part or in full, your VAT



4.2

Total Project Costs VAT: Please total the project costs including VAT, where you are NOT able to reclaim the VAT element.

Please list and price each item included in your TOTAL Project costs.	Net price	VAT	Total (Net + VAT)
Cricket Balls	100.00	20.00	120.00
Bowling Machine	1000.00	0.00	1000.00
Cricket Nets	1000.00	200.00	1200.00
2 x Level 1 Coaching	200.00	0.00	20.00
Vehicle Hire	300.00	60.00	360.00
Pitch Hire	200.00	0.00	200.00
First Aid Training	175.00	0.00	175.00
Totals	2975.00	280.00	3075.00
Total Project Costs Inc. VAT (A)			3075.00

Total Project Costs:

Please list clearly what you intend to spend the money on. Costs should be realistic. If your project involves capital works or the purchase of equipment, (with the exception of the Community Chest awards) you must submit three itemised quotations, where the individual value of an item exceeds £250. For building work, we can accept one quantity surveyor's estimates of costs or three itemised quotations.



4.3

Proposed Contribution: Tell us about the funds you can contribute to the project e.g. funds in your organisation's bank account, proceeds from a fundraising event, sponsorship, in-kind contributions such as labour costs or member's contributions to project costs.

Grant Requested: This value represents the total cost of your project including VAT less ANY contribution from yourselves and other sources.

Cash in Hand (£)	718.00
Grants from Other Sources (Including Sponsorship) (£)	200.00
In Kind Contribution (£)	
Planned Fundraising Activities (£)	
Other (£)	
Total Contribution Costs (£)	918.00
Grant Requested Inclusive of VAT (A-B)	2157.00

5.0 - Applicant's Declaration



It is important that this declaration is signed by the named contact and one other authorised member of your organisation. Please ensure the authorised signatories are not related.



Terms and Conditions: Please note that your declaration confirms that you have read and accepted the terms and conditions. Before signing the form, this is a good time to check through your application and ensure that you have completed all relevant questions.

6.0 - Supporting Documentation



For ALL awards, with the exception of awards for the **Community Chest** scheme, please ensure you provide the the supporting documentation as requested. Without the necessary documentation we will not be able to process your application.



Should equipment be from a specialist supplier, less than 3 quotes is acceptable.



Please provide statements for ALL accounts held by your organisation.



Please tell us your reasons if you are unable to provide any of the requested items in support of your application.

7.0 - What Happens Next?



Check that you've answered every relevant question and read the supporting documentation. Indicate that you have done so by ticking the appropriate boxes.



If supporting documentation is not provided this could result in a delay in processing your application.



Please ensure you send your application to the correct location in order for it to be processed as quickly as possible.



If you have any questions or would like further information about our award schemes, please contact your nearest regional office:

National/South East: 0845 045 0904

South West: 0845 045 0906

North East: 0845 045 0908

North West: 0845 045 0910

sportwales
chwaraeon cymru

