

West Lothian Council Sporting Grants Scheme Application Guidelines for 2019-20

The Active Schools & Community Sport service is responsible on behalf of West Lothian Council for the administration of grant assistance to sport. This scheme has been reviewed for 2019-20 and changes have been made accordingly. The scheme will continue to be reviewed on an annual basis and as a result the criteria may change in the future.

General Criteria and Guidelines

Only applications from West Lothian accredited clubs, recognised Community Sport Hubs (CSHs) or a collection of clubs forming a partnership (with at least one of those being an accredited club) will be considered.

When considering applications for grant assistance, we will be concerned with the contribution to the development and promotion of sport and the value to the community. Particular consideration will be given to applications which align to a Club, CSHs or Club partnership Development Plan. Applications must target one or more of the following areas which align with the [Active Scotland Framework](#):

- Collaborate working with other partners e.g. clubs, schools, CSHs
- Development of volunteers and young leaders
- Enabling the Inactive to be more Active
- Planning, Governance and Profile
- Tackling Inequalities

We are looking for applications to be linked to a Club, CSH or Club Partnership Development Plan that details costs, delivery model and projected impacts. A follow-up report to show how you have applied your Sporting Grant is also a requirement. All requested information in the application form is required before the application will be considered.

Each application will be considered on its merits and the Sporting Grants Panel reserves the right to reject any application. A recent bank statement must be submitted along with the application (a statement from a Lead Club for CSHs and Club Partnerships).

Clubs, CSHs and Club Partnerships must provide details of costs that may be incurred e.g. affiliation fees, equipment purchase, facility hire, insurance and coaching.

Two quotes must be submitted with the application for any equipment and professional fees over £250.

If applying for funding towards a post please note there should already be 50% of the total funding in place, have full governing body support and have a lead club who has gained Active Assured Accreditation.

Applications can be awarded up to a maximum of £1,000 for individual clubs and up to a maximum of £5,000 for CSHs or Club Partnerships who are working towards the five guiding principles of Community Sport Hubs. You can find further information regarding the principles [here](#)

The final award will be decided by the Sporting Grants Panel and allocated in relation to the constraints of the Sporting Grants budget.

Sporting Grants will not fund: clothing; prize money; existing activities, repeat or regular events (including those we have funded before), ongoing overheads; any costs incurred putting together your application; any expenditure committed before we pay our grant; contingency costs; endowments; fundraising; items mainly benefitting individuals; loans or interest payments; political or religious activities; projects or activities that have a legal or statutory obligation to be provided; registration and affiliation fees; routine repairs and maintenance; used vehicles; VAT.

Continued Professional Development and Education & Training requests must not be retrospective, or be a standalone submission, but a key component to the planned success of a Club's application:

- Grants may be available to cover up to **50%** of the cost of National Governing Body qualifications.
- Grants may also be available to cover up to **50%** of Continued Professional Development opportunities e.g. attending conferences and seminars.
- **sportscotland** also support volunteers and coaches who apply for a UKCC course. More information can be found at <https://sportscotland.org.uk/funding/ukcc-subsidy-for-coaches/>

There will now only be one submission date for all applications – **1 September 2019** – and retrospective applications will not be considered.

Applicants will be informed of the decision in writing within 4 weeks of their application being considered at the Sporting Grants panel meeting.

Specific Criteria and Guidelines

Collaborative working

Applications that evidence a collaborative approach to working together and engaging with the local community to develop stronger connections.

Applications from sport clubs and key local partners who want to develop and grow the sporting opportunities offered in the community.

Applications that focus on sustainable, community led approaches that demonstrate how clubs will work together to provide a welcoming, safe and supporting environment.

Development of volunteers and young leaders

Applications need to evidence where Clubs, CSHs or Club Partnerships encourage and support leadership opportunities to young people in a range of roles including: decision makers; deliverers/coaches; event/competition organisers; technical officials.

Enabling the Inactive to be more Active

Applications need to evidence where Clubs, CSHs or Club Partnerships encourage and enable the inactive to be more active through a targeted approach and show how this contributes to personal, community and national well-being.

Planning, Governance and Profile

Grants may be available for up to 50% of courses and workshops that help a club become more sustainable e.g. business enterprise. For further information on matched funding visit <https://sportscotland.org.uk/coaching/funding>

Clubs may submit an application to support engagement of appropriate professionals to assist with: adopting appropriate governance; creating and developing a vision, mission and values; development of a business plan; and/ or equality plan.

Funding will be considered for Clubs, CSHs or Club Partnerships to create effective communications to encourage participation by raising awareness of opportunities to take part in sport in West Lothian.

Tackling Inequalities

Funding may be available to support the establishment of a new club or section or to develop an existing section which requires growth. Applications may target Young People and Adults in Areas of Deprivation, Women and Girls, Older People, People with a Disability, Black Minority Ethnic Groups, LGBTQI or Non-Binary people or a combination of any target populations. Clubs must also provide details of how they will fully embed a commitment to include this/ these population(s).

Complete an application online at: www.activewestlothian.com