Guidance & Overview

The purpose of these guidelines is to inform local sports clubs, organisations and individuals of the Council’s Sports Development Grant Fund, its criteria and to assist in advising applicants on the completion of the application form. These guidelines may be subject to review according to council policy development.

Halton Borough Council is committed to developing taking positive steps in achieving social inclusion throughout the borough of Halton. The Council believes that Sports Development can make a major contribution to improving social inclusion.

Applications can be made at any time and will be decided upon by the Executive Board Member responsible for Sport. Grants are awarded for a range of purposes, such as; provision of equipment/kit; coaching and specialised development; special events and projects. Further advice on what can be applied for will be provided by the nominated officer/s in the Council’s Sports Development Team

Funding is **not** available for the following purposes- To reimburse money that has already been spent. Building funds or repairs. Rent, rates or leasing of buildings. Purchase or repair of mini buses. Routine overheads or running expenses for established groups. Personal items or expenditure on visits or trips. To pay club/organisation honoraria. To replace items previously stolen, damaged or vandalised. Purchase of pool or snooker tables and certain disposable items of equipment. Projects which may be funded by other funding streams such as Football Foundation, Sport England and other community funds when available (can be advised by sports development team). Evidence of applying for other funding may be required.

Funding will not be available for payments for coaching and training courses – applications need to be made on a sports coaching bursary form.

Criteria

1. What is the Sports Development Group Grant fund?

The fund is an amount of money set-aside annually by the Council’s Executive Board and administered by the Sports Development Team. Its primary purpose is to assist local clubs and organisations that, through their activities provide sports development benefit to the inhabitants of the Borough.

1. How much is available and what can you apply for?

The levels of grants will vary, as each application will be judged on its merits and a range of criteria. **A general guideline for the group grant is £50- £300.**

1. What is the grant criteria?

Further advice on the information provided below can be obtained from the Council’s Sports Development Team. Existing Clubs/Organisations or those wishing to set up a new group must demonstrate that the body meets the following essential conditions- Has a commitment to equal opportunities. Has accountability within the organisation. Has effective financial management arrangements. Be an organisation that operates on a not-for-profit basis and has bank account with 2/3 unrelated signatories and not co-habiting. Be a non-political party. Has the ability to continue after the grant money has expired. Working towards NGB Club Mark Award. Minimum of 50% of grant beneficiaries must reside in Halton.

Preference for grant aid will generally be given to those benefiting who are under 21 years of age and in particular applications that demonstrate one or a number of the following-

A contribution to the total cost by the applicant. A commitment to coach and volunteer development. Development of junior sections. Encouraging the involvement of people with disabilities. Links with schools. Social inclusion. Development of skill base.

Successful applicants for sports kit will normally not be considered for similar assistance for a period of 3 years, unless a case can be made for exceptional circumstances. Co-ordinating bodies for more than one team will be considered with due regard to this 3 year rule

1. What type of club/ team can receive a grant?

Grants will be made available were the applicant supports or compliments relevant council policy. Applicants are advised to discuss this with the Sports Development Team. Your club must be in the Borough of Halton and be for the local residents.

Applicants are advised that grant will not normally be progressed for approval unless the group applying for funding is known to the council’s sports development team or has spoken to them about their application, prior to final submission.

Grant aid will not normally be provided to clubs/organisations unless they are affiliated to the appropriate amateur league or governing body. (i.e Liverpool/ Cheshire County FA, RFL, UK Athletics, England Netball, ECB etc).

1. How to submit an application.

For general applications, the Treasurer, Secretary or a nominated officer of the group should make the application.

You can now submit your application on-line by going to [www.halton.gov.uk](http://www.halton.gov.uk/) , click on “Halton on-line” and follow the instructions. If you do not have access to the internet, please post your application to – Grant and Bursary Applications FAO Jonny Fraser, Halton Leisure Centre, Moor Lane, WA8 7AQ.

If you will be sending your application by post, please complete the attached overview questions. If you are submitting your application on-line, you will be asked to answer these questions before you submit.

Alternatively they can be emailed to [Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)

1. Consideration of application.

General applications can be made at any time and will be considered and decided upon by the Council’s Executive Board Member responsible for Sport within 28 working days, provided that all supporting evidence is submitted. The panel’s decision is final – no correspondence will be entered in to.

1. Conditions of grant.

The Organisation or Group must not discriminate on grounds of race, gender, religion, sexuality or disability.

Checks may be made on how the grant has been spent and therefore all recipients are requested to maintain proper relevant receipts and records.

Organisations applying for a grant must submit a copy of their constitution. (Assistance can be given with the development of a constitution if one does not exist).

Your club most recent accounts should be sent in with the application and an original bank statement which is less than 3 months old. Please note – all personal names on the accounts and bank statements need to be hidden, but payments in and out can be shown.

As part of the Council’s scrutiny responsibilities, if requested, groups should be willing to attend the relevant Policy and Performance Board.

The Council reserves the right to reclaim any grant not used for the specified activity within the grant application form or should the group or purpose of bursary cease.

1. Other requirements.

The Council has sports grants database to enable accurate recording of grants provided by the Council and contacts for your group will add to this database. The database will also be used to inform local sporting groups of items of interest from time to time, such as sports competitions

1. Further Information.

For further information and advice please contact the Sports Development Team on 0151 511 8282 or email [Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)

Section 1- Overview questions

1. How much are you requesting? £
2. Please summarise briefly (one or two sentences) what the grant money will be used for-

1. Which of the following Councils objectives are you making a contribution to?

Healthy Halton

Halton’s Children and Young People

Safer Halton

1. What is the name of your group? (please include any names your group has previously been known as):
2. Which geographical area does your organisation cover? (Widnes, Runcorn, Halton wide, ward specific)

1. Has your organisation applied for a Halton Borough Council grant before?

Yes- Please provide further details of the grant (How much was applied for, name of grant, if you was successful)

No

Section 2- Details of group

1. What is the name of your group
2. Name of main contact within the group and position held
3. Address for correspondence (Include postcode)
4. Contact phone number
5. Email address
6. Are you linked or affiliated to any other organisation, governing body or local league

Yes- if so please state which

No

\*\* Please note- Applicants who are not affiliated to a recognised governing body or local league will not normally receive funding (if unsure please discuss with sports development officers).

1. When was your group set up
2. What are the main activities of your group and what services do you provide
3. How many members does your club have

Adults-

Juniors-

If new, how many are estimated

Adults-

Juniors-

Section 3- Reasons you group requires a sports development grant

1. Which of your following categories most accurately reflects the purpose for which grant aid is sought (Tick the multiple boxes if appropriate).

Provision of equipment/ sports kit

Assistance with junior development

Assistance for people with disabilities

Improve players safety

Volunteer development

Assist with senior development

Special event

Contribute towards summer camp

Partnership with local authority

Other

Please state if other-

1. Outline your project and how it will benefit your group and the wider community
2. How many people will take part/ benefit from the project
3. Where do most of the participant live, who will benefit from the project (i.e. electoral ward/ wards)

Section 4- Financial details

1. How much are you apply for? Please give a breakdown of all your costs (including VAT where appropriate)

|  |  |
| --- | --- |
| **Item/ Activity** | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |

\*\* A complete breakdown and costings of all equipment and kit must be provided in the form of a quotation from each supplier if necessary

**Total project costs-**

**Total grant requested-**

1. If the costs of the project exceeds the grant requested, how will it be funded and how much

Club/ Organisation funds-

Sponsorship-

Donations-

NGB-

Other-

1. Grant applications to other bodies or organisations- Is the group applying for grant aid/ funding from other bodies or organisations in addition to this application or received any funding in the last 12 months

Yes**-** *If so please provide names of bodies/ organisations and provide contact name and telephone number where contact has been made. You will need to show evidence that you have applied for other funding if available for the project*.

No

1. Bank details, you will need to complete all parts of this section.
2. Should your application be successful, the groups bank details will need to be kept on record to process any funds. Please tick Yes to give permission-

|  |  |
| --- | --- |
| **Group account name** |  |
| **Bank/ Building society name** |  |
| **Bank/ Building society address** |  |

Yes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Sort code

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Account Number

1. How many signatures are needed on each cheque to pay money from the groups account-

Please list all the members who are authorised to sign cheques on this account

Name Position in group

Name       Position in group

Name       Position in group

1. Treasurer details

Name of clubs treasurer-

Address-

Phone Number-

Email-

Section 5- Supporting material & declaration of interest

1. Supporting material

Please provide any additional details that you feel may assist your application. Remember the more information you provide, the easier it will be to obtain the grant-

1. Declaration of interest

Are you or any of the committee members of your group related to a councillor or officer of Halton Borough Council (This includes blood relative or partner)

Yes- if so please provide further details

No

1. To be signed when submitting the application

I hereby declare that on behalf of the group that we operate on a non for profit basis and that to the best of our knowledge the information we have given is true and accurate. I/ We agree to be bound by the criteria and conditions of the grant. As outlined in the original “guidance and overview section” I do not personally financially benefit from this application.

Signed-

Print Name-

Date-

The information provided may be used and processed by the Council for other legal purposes and may, in certain circumstances be disclosed to other organisations. The use, processing and disclosure of the information is subject to data protection and related legal controls. Your signature of this document indicates your approval, where required by law, to all proper uses and disclosures by the Council. If you require any further information then please contact the Sports Development Team on 0151 511 7869

Signed-

Print Name-

Date-

Section 6 Privacy notice

HBC is the data controller for the personal information you provide. The Council’s Data Protection Officer can be contacted on 0151 511 7003 or by email to [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

Using your personal information

We collect and hold information about you in order to:

* Process your grant application and keep you informed
* Provide support and guidance to your organisation
* Evaluate the work of our service

We will keep this information for 7 years.

The information will be stored securely on HBC’s SharePoint and can be viewed by the Community Development Team and relevant administration staff only.

We will not share your data with external partners.

We will not use our information to make automated decisions about you.

Your data will not be transferred abroad.

The lawful basis for processing your persona data as set out in the General Data Protection Regulation is ‘Consent’.

I consent to providing my personal data and it being processed by HBC for the reasons stated above.

Yes

No

I consent to joining the mailing list that includes information about community activity in Halton (training, events, funding, consultation)

Yes

No

You have the right to withdraw consent by contacting [Jonny.Fraser@halton.gov.uk](mailto:Jonny.Fraser@halton.gov.uk)