



Office use only

## Small Grants Project and Equipment Fund Application Form

Please ensure you answer all of the questions.

Where a question doesn't apply to your project, just write 'N/A'.

Save your answers as you go along and keep a copy of your completed application form.

Use the **i** symbol to help you complete this application form.

### 1.0 About Your Organisation

#### 1.1 Organisation Details

Name of your organisation

Address

Postcode

#### 1.2 Project/Equipment Details

Is your project or equipment being predominately used at the above address?

Yes  No

If not please state why/where it will be used

When will the project start?

When will the project end?

*or*

When will the equipment be purchased?

How long is the equipment expected to last?

#### 1.3 Contact Details

Title

Contact name

Address

Postcode

Home/work phone number

Mobile phone number

Email address (most communication will be via email unless otherwise requested)

Position in the organisation

## 1.4 Bank Details

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

Name of bank/building society

Branch address

Postcode

Account number

Sort code

## 1.5 Nature of Organisation

How would you describe your organisation?

Sports club – CASC registered

Educational establishment

Sports club – charity

Private sector

Sports club – limited by guarantee

National governing body

Sports club – other

Other – please state

Are you a profit making organisation?

Yes  No

If **'Yes'**, provide details on a separate sheet

Do you have a constitution?

Yes  No

If **'Yes'**, provide a copy of this

Is your organisation affiliated to a national governing body?

Yes  No

If **'Yes'** please enter details

Is your organisation affiliated to or registered with any other organisation/body?

Yes  No

If **'Yes'** please enter details

Is your organisation Club Mark accredited or equivalent?

Yes  No

If **'Yes'** please enter details

## 1.6 Other Funding Applications:

Has your organisation in the past 18 months received funding from:

Welwyn Hatfield Borough Council?

If **'Yes'**, please enter date and amount

Yes  No

Hatfield Town Council?

If **'Yes'**, please enter date and amount

Yes  No

## 1.6 Other Funding Applications:

(Continued from previous page)

In the past 12 months has your organisation:

applied to Sport England for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to your national governing body for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to any other organisation for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

currently got any funding applications with any other organisation or body still pending in relation to this project? If **'Yes'**, date submitted, amount and expected date of result

Yes  No

## 2.0 About Your Project

What is the name of your project?

When will the project start?

When will the project end?

What are you planning on doing? (max 2000 characters including spaces)

What do you hope to achieve? (max 2000 characters including spaces)

Who is the project aimed at helping? (max 2000 characters including spaces)

## 2.0 About Your Project (continued)

Does the project require planning permission?

How will your project be managed overall? (max 2000 characters including spaces)

How will the facility be looked after and how will you ensure that the facility is replaced after its useful life?  
(max 2000 characters including spaces)

## 3.0 About Your Equipment

What equipment are you buying?

Who is it for?

Team specific

Disability specific

Adults

Other – please state

Juniors

Why do you need it? (max 1500 characters including spaces)

Where are you sourcing it from?

Does the equipment need to be insured?

Yes  No

If **'Yes'**, detail should be attached about how the organisation is paying for the insurance and the cost associated to that insurance.

Where will the equipment be stored?

How will the equipment be looked after and how will you ensure that it is replaced after its useful life?

## 4.0 About your Membership and Activity Programme

### 4.1 Sessions/Participants

How many activity/coaching sessions do you have now compared to how many you will have after the project?  
(If exact figures are not available enter estimates)

	Now				After Project Completion			
	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams
Junior Male								
Junior Female								
Junior Mixed								
Senior Male								
Senior Female								
Senior Mixed								
Junior Disabled								
Adult Disabled								
Junior Ethnic Minority								
Adult Ethnic Minority								

### 4.2 Coaches/Instructors

	Now		After Project Completion	
	Male	Female	Male	Female
Level 1 Coaches/Assistants				
Level 2 Coaches				
Level 3 Coaches				
Qualified Disability Lead Coaches/Assistants				
Leaders				
First Aiders				
Child Protection & Vulnerable Adult Officers				
Volunteers & Officials				

## 5.0 Project Financial Details

### 5.1 VAT

Are you registered for VAT?

Yes  No

Are you able to claim back your VAT?

Yes  No

### 5.2 Project Costs

What will the money be spent on? Please do not include any VAT you CAN reclaim in your figures below

Project Costs (Overview)	Total
<b>Total Project Costs</b>	£

### 5.3 Equipment Costs

What equipment specifically will be purchased? Please do not include any VAT you CAN reclaim in your figures below

Equipment Costs (Overview)	Total
<b>Total Project Costs</b>	£

### 5.4 Proposed Contributions

Please show any contributions you are able to make towards the project or equipment

Cash in Hand	
Grants from Other Sources	
Sponsorship	
In Kind Contribution	
Planned Fundraising Activities	
Other	
<b>Total Contribution</b>	£



## 5.5 Grant Requested

5.2 + 5.3 = Total Costs

£

5.2 + 5.3 (Total Costs) - 5.4 = Grant Requested

£

## 6.0 Market Research

How did you find out about the fund?

Welwyn Hatfield Borough Council website

WelHat Sport website/meeting

Hatfield Town Council website

Word of mouth

Other – please state

## 7.0 References

Please supply details for two independent referees:

1 Name

Organisation

Email address

Daytime telephone number

2 Name

Organisation

Email address

Daytime telephone number

## 8.0 Applicant's Declaration

**Signatories** (the two signatories **must not** be related)

Signed	<input type="text"/>
Name of primary contact	<input type="text"/>
Position in organisation	<input type="text"/>
Date	<input type="text"/>
Signed	<input type="text"/>
Authorised signatory	<input type="text"/>
Position in organisation	<input type="text"/>
Date	<input type="text"/>

### Terms and Conditions

Any offer of grant made to you will be subject to the Hatfield Community Sport Terms and Conditions of Grant, a copy of which can be found on the Welwyn Hatfield Borough Council website ([www.welhat.gov.uk/hcsf](http://www.welhat.gov.uk/hcsf)). Your Grant Application cannot be accepted until you have ticked the box to say you have read and agree to the Terms and Conditions.

Tick this box  to confirm that you have read and agree to the Terms and Conditions.

## 9.0 Supporting Documentation

Please provide the following either as an email attachment or in hard copy format via the post

Document	Attached to email	Sent in post
Organisation's constitution (if applicable)	<input type="radio"/>	<input type="radio"/>
Copy of the organisation's children and vulnerable persons policy	<input type="radio"/>	<input type="radio"/>
Quotation for any proposed equipment purchases (if applicable)	<input type="radio"/>	<input type="radio"/>
Quotation for any proposed building work (if applicable)	<input type="radio"/>	<input type="radio"/>
Copies of the organisation's last 3 bank statements	<input type="radio"/>	<input type="radio"/>
A copy of the organisation's last financial year end accounts, signed and audited	<input type="radio"/>	<input type="radio"/>
Copy of any certificate indicating the organisation's Club Mark or equivalent accreditation (if applicable)	<input type="radio"/>	<input type="radio"/>
Other documentation that would help support the application (if applicable)	<input type="radio"/>	<input type="radio"/>
Project budget	<input type="radio"/>	<input type="radio"/>
Project delivery plan and/or business plan	<input type="radio"/>	<input type="radio"/>
Supporting letter for National Governing Body (if applicable)	<input type="radio"/>	<input type="radio"/>
Evidence of recent successful, in process or unsuccessful funding applications that link to this project	<input type="radio"/>	<input type="radio"/>

If you are unable to provide any of the above please state why in an accompanying letter

## 10.0 What Happens Next?

Before you send the form off you should check:

- That you have answered all questions and all fields are completed
- That the application is signed by authorised signatories
- That all supporting documentation is attached to your email reply along with this completed application form, or posted separately to the address below
- That you keep a copy of the application and all documents submitted with it

**Return your completed application form via email to: [sport@welhat.gov.uk](mailto:sport@welhat.gov.uk)**

- **And either**

attach all supporting documents to your email message

- **Or**

post hard copies to:

Hatfield Community Sports Fund  
Community Partnerships Team  
Welwyn Hatfield Borough Council  
Campus East  
Welwyn Garden City  
AL8 6AE

# Project and Equipment Fund Application Form – Information Guide

## 1.0 About Your Organisation

### **i** 1.1 Organisation Details

Enter the name, registered address and postcode of the organisation/club applying for funding.

### **i** 1.2 Project/Equipment Details

Any dates entered here need only be indicative – the Board will not hold the organisation or club to these dates.

### **i** 1.3 Contact Details

Enter the details of the individual who is the main contact for this application and be responsible for the delivery of the project if the application is successful. This person must be either an elected member or paid employee of the organisation/club applying for the funding.

### **i** 1.4 Bank Details

Enter the bank details where the fund should be paid in to, should this application be successful.

### **i** 1.5 Nature of Organisation (Club Mark)

Enter the date your organisation achieved club mark status and your club mark registration number or equivalent.

## 2.0 Project Details

### **i** What are you planning on doing?

This is your opportunity to explain to the Board what exactly you are going to do with the funding if you are successful. Make sure you have read and understood the Fund's strategic objectives and have highlighted in detail how your project will directly support the your sport in becoming more sustainable plus one of the other three objectives. Make sure you are concise in this area of your application but use the character count wisely.

### **i** What do you hope to achieve?

Here the Board wants to hear about how your project will provide new sporting opportunities and what impact that will have on the community of Hatfield.

Make sure that you answer this question fully by explaining what your project hopes to achieve and why the project is necessary. A 'strong application' will be very clear about what achievement looks like and the difference that that funding will make to the number of people playing sport in Hatfield.

Only those applications that can be supported with research and evidence will be supported. It is therefore vital that here you provide any evidence that supports the need for your application. Also use any information/data that sets the wider context to why your application should be supported (e.g. local authority data, social/health information or sports participation statistics). This section should provide:

- Evidence of demand from participants for your project to happen. This can include surveys, waiting lists, letters of support or any other evidence you can provide that shows your application is driven by local demand.
- Evidence of support for your project from your national governing body (NGB) and/or county sports partnership (CSP), i.e. anything that indicates your project will contribute to the wider picture in your sport and local area.

Full details of evidence can be provided in a supporting document(s) and submitted along with your application form. It is important to make reference to the separate evidence in your answer if you chose to do this.

### **i** Who is the project aimed at helping?

Before answering this question, make sure you read and understand the Fund's 'Strategic Goals', which highlights the groups the Fund particularly wants to see more engaged in sport, leisure and physical activity.

In your answer, highlight how you are going to engage and work with these groups or individuals and typically cover:

- What benefit your project will have on the community?
- What impact it will have on the immediate community, is the community supportive?
- Are there any possible negative impacts on the community with regards to this project? If so, what are they and how will they be overcome?

### **i** How will your project be managed overall?

Here the Board wants to see more information about how you have planned your activity to make sure it's successful. The level of detail you need to provide will vary depending on the complexity of the activity you are planning. The Board want to gain a full picture of what will happen to have assurance that everything has been planned thoroughly. This includes all aspects of the project from early delivery (building phase) to what will happen post building phase. Examples of things to consider include:

- How will the building phase be managed?
- How will the facility be managed once built or re-developed?
- Who will have access to it?

You need to highlight here how you will deliver the project from start to end. A full, detailed plan (short, medium and long term) should be provided in a separate document along with your application; ensure you make reference to it in this section.

You will also need to provide a detailed business plan and budget plan, which will include how the new/improved facility will be kept fit for purpose. When writing the plans, think about what strategies will be put in place to keep project on track and how will the project be reviewed within your organisation to make sure that the project is successful as detailed above.

### **i** How will the facility be looked after ...

Here the Board wants to see what considerations have been made by your organisation to keep on top of the running costs for the facility, if there are any.

The Board also wants to see what will happen in the future when running repairs are necessary, and later on when the facility needs to be either replaced or significantly refurbished. Make reference here to the organisation's long term plan, for example has the organisation built in a 'Sink Fund' within the budget to help with future repair/development work?

## 3.0 About Your Equipment

### **i** Why do you need it?

Detail here the impact that the equipment will have on the club. For example, it will help attract new participants, increase the number of coaches, provide an overall better experience for those participating or the current equipment is not fit for purpose.

### **i** Where are you sourcing it from?

Here you need to highlight the research you have done in order to get best value for money. For example, why choose one specific company, have you obtained three quotes for the same products?

### **i** How will the equipment be looked after and how will you ensure that it is replaced after its useful life.

Here the Board wants to see what considerations have been made by your organisation to keep on top of the running costs for the equipment, if there are any.

The Board also wants to see what will happen in the future when running repairs are necessary, and later on when the equipment needs to be either replaced or significantly refurbished. Make reference here to the organisation's long term plan, for example has the organisation built in a 'Sink Fund' within the budget to help with future equipment repair and/or replacement?

## 4.0 About your Membership and Activity Programme

### **i** 4.1 Sessions/Participants

This is your chance to show exactly how the project can increase participation locally. The Board is looking to see what activity users currently have and what impact this project could have on future participation. It is important to consider and included the combined impact you and your partners will make when completing this section.

NOTE: Figures will be audited by the Board post project and your organisation will be required to provide evidence that the figures you submit here have been reached. It is important, therefore, that your figures are challenging but also realistic; this grid should form part of your organisation's delivery and development plan.

### **i** 4.2 Coaches/Instructors

Here the Board is looking to see what impact the project will have on the level/number of coaches/instructors/officials and volunteers. Again, it is important your partners' impact is taken into consideration when completing this section.

NOTE: As in 3.1, figures will be audited by the Board post project and your organisation will be required to provide evidence that the figures you submit here have been reached. As in your previous response, ensure that your figures are challenging yet realistic and use this grid to form part of your organisation's delivery and development plan.

## 5.0 Project Financial Details

Make sure that your application is within the financial constraints that are set out in the criteria document before submitting your application. Any application submitted that is outside of the funding parameters set by the Board will not be considered.

### **i** 5.2 Project Costs

These costs should be headline figures only. More detailed figures should be broken down in the main project budget plan, which should accompany this application.

### **i** 5.3 Equipment Costs

These costs should be headline figures only. More detailed figures should be broken down in the main project budget plan, which should accompany this application.

### **i** 5.4 Proposed Contributions

Evidence of financial support must be in the form of a written letter from specific individuals or organisations. '*Grants from other sources*' only to be included if the application has already been successful and you are guaranteed to be awarded a grant.

### **i** 5.5 Grant Requested

To calculate your project costs, add the Project Costs (5.2) to the Equipment Costs (5.3); this will give you your Total Cost.

Use this figure (Total Costs) to then deduct the Total Contribution (5.4) and enter the figure; this should equal the amount you are requesting from the Fund.



## 7.0 References

### References

Your referees should be two individuals who know and support your organisation or club but are not directly involved in it, i.e. they cannot be members.

Whoever you put forward should be aware that you are applying for funding.

## 8.0 Applicant's Declaration

### **i** Applicant's Declaration

All completed applications need to be emailed (or printed off and posted). You will only be required to sign and date the 'Declaration' section once the Board has confirmed your funding application has been successful.

### **i** Primary Contact

This should be the same as the contact on the front page.

### **i** Authorised Signatory

This can be any person within your organisation that has budget responsibility. Often this will be the treasurer or organisation account manager.

The two signatories must not be related.