

# Sports Club Development Grants Scheme

The Sport and Outdoor Education service is responsible on behalf of West Lothian Council Area Services for the administration of grant assistance to sport. This scheme will be reviewed and any changes will be introduced accordingly. When considering applications for grant assistance, we will be particularly concerned with the value and relevance to the community of the proposed project/expenditure. The contribution made by the organisation to the development and promotion of sport within West Lothian will also be a key consideration.

## Organisations eligible for awards

1. Voluntary sports clubs within West Lothian which are affiliated to a National Governing Body of Sport which is officially recognised by sportscotland.
2. Grants to swimming and football should be made through their respective local forums.
3. **Applications will NOT be considered for**
  - Clothing or consumable equipment e.g. shuttlecocks, balls
  - Prize money
  - Existing activities and repeat or regular events, including those we have funded before (unless it is 3 years or more since those activities/events took place, or they have been developed, for example they are going to be run with new beneficiary types or in a new area)

## Guidelines for applicants

1. Accredited clubs will be prioritised except in the instance of the award of a start up grant. Accreditation must be achieved before receiving any further funding.
2. Projects working alongside West Lothian Council's framework and associated strategies are more likely to be favourably considered.
3. Applications for grants cannot be made in retrospect. Any expenditure already made will not be considered as part of the application.
4. You can only make one application per year if you are successfully in receipt of grant funding.
5. Copies of the clubs constitution, independently certified accounts, together with a copy of the most recent bank statement must accompany applications.
6. All information requested in the application is required before the application will be considered.
7. Organisations applying for grants are expected to demonstrate that they are committed to pursuing an equal opportunities policy in all aspects of the clubs activities and also have written procedures for child protection and how they will be implemented.
8. Each application will be considered on its merit and West Lothian Council reserves the right to reject any application.

9. Grants will be allocated taking into account the constraints of the grants budget and other competing requests.
10. Applications must be submitted by 1 February, 1 May, 1 August and 1 November where the Grants Panel will review them and notification will be given to the applicant within one month of the submission deadline.
11. You will be required to complete a simple grant report form following the receipt of any grant.
12. Semi-commercial or commercial clubs will not be eligible to receive public funding.

## Grants can be awarded under the following headings:

### 1. Club development projects

A grant of up to £250 may be available for clubs to attract new members; promote healthy living & lifestyles; develop pathways for continued participation and improvement; and enhance links between a club and the local community.

### 2. Performance projects

A grant of up to £200 may be available to cover travel costs of club members to attend competition / training outwith West Lothian to enhance performance or engage the services of a professional coach (tutor or athlete) for a special event / activity. The professional coach must not already be a member of the club applying for the grant.

### 3. Purchasing equipment

A grant of up to £200 may be available to purchase essential equipment. Two quotes must be submitted with the application form. Equipment must be for new equipment and for the organisation's use.

### 4. Start a new club/ section grant

A grant of up to £250 may be available for the establishment of a new club or section. Clubs must provide clear aims and objectives and details of costs where applicable. Costs for which assistance will be awarded includes affiliation fees, equipment purchase, facility hire, insurance and coaching.

### 5. Events

A grant of up to £200 may be available for clubs to organise a new event for club members and also events of a higher standard to the club's normal fixtures/events.