

West Lothian Council

Sporting Grant Award Scheme

Application Criteria & Guidelines

The Active Schools & Community Sport service is responsible on behalf of West Lothian Council for the administration of grant assistance to sport.

General Criteria and Guidelines

Only applications from West Lothian Active Assured Accredited clubs, a recognised Community Sport Hub (CSH) or a collection of clubs forming a partnership (at least one club must be Active Assured accredited) will be considered.

Applications for grant assistance will be considered based on the impact, contribution and value to the community. Any activity resulting from a successful award should be in addition to what the club or CSH is already providing and applications should target at least one of the following areas:

- Tackling Inequalities – providing opportunities for a targeted group or individuals that currently have a barrier(s) to participating in club activity e.g. people that face a financial barrier, have a disability or face cultural barriers to engaging in sport and physical activity.
- Development of Volunteers and Young Leaders;
- Enabling the Inactive to be More Active;
- Collaborative Working & Governance – e.g. connecting with partners (schools or Active Schools) to deliver schools outcome based projects, a change in governance structure or the pursuit of a Community Asset Transfer.

We are looking for applications to be linked to a club, CSH or club partnership development plan that details costs, delivery model and what the desired impacts or outcomes will be. Each application will be considered on its own merits, with the Sporting Grants Panel reserving the right to reject any application based on its relevance to the criteria along with the amount of funds still available. A recent bank statement should be uploaded when submitting an application, with the lead Active Assured club providing their bank statement if the application is on behalf of a CSH or club partnership.

Applications must provide a clear breakdown of anticipated costs (e.g. equipment purchases, facility hire, staffing/ coaching overheads, coach & volunteer education), with two quotes required to be submitted with the application for any non-consumable equipment or professional fees over £500. Retrospective applications will not be considered and applicants will be informed of the decision by email within 4 weeks of their application being considered.

Up to a maximum of £2,000 can be awarded to individual Active Assured clubs and up to a maximum of £4,000 to individual Active Assured Plus clubs. Up to a maximum of £5,000 can be awarded to CSHs or club partnerships that are working to the three pillars of Community Sport Hubs of *Meeting Community needs*, *Empowering Community Leaders* and *Fostering Community Collaboration*.

Successful applicants will be required to submit a report within 12 months of receipt of the grant that demonstrates how you have applied the funding and what the impact has been.

The scheme will not fund: existing activities; prize money; repeat or regular events (including those we have funded before); existing posts; ongoing overheads; any costs incurred putting together your application; any expenditure committed before a grant is awarded; 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; repairs and maintenance; used vehicles; and VAT.

Continued Professional Development and Education & Training requests must not be retrospective or be a standalone submission, but a key component of an identified outcome within a development plan:

- Grants may be available to cover up to **50%** of the cost of National Governing Body qualifications.
- Grants may be available to cover up to **50%** of Continued Professional Development opportunities e.g. attending conferences and seminars.

Scottish Governing Bodies also support volunteers and coaches with their development. More information on the process can be found at <https://sportscotland.org.uk/funding/coach-education-subsidy-funding/>

Specific Criteria and Guidelines

Tackling Inequalities

Applications connected to this theme should have a focus on targeting people living in or with one or more of the following areas: poverty and low income; care experienced children and young people; people with a disability; and, physical and mental health and wellbeing. In addition, people from the following communities can also be the focus of the application: Women and Girls; Older People; Black Minority Ethnic Groups; LGBTQI or Non-Binary people. Cost often impacts people facing one or more barrier to participation, and so we welcome applications that look to address this challenge for individuals or groups e.g. a hardship fund, a membership subsidy scheme.

Development of volunteers and young leaders

Applications connected to this theme should have a focus on encouraging leadership opportunities for coaches and volunteers, including young people, within a range of roles including decision makers, deliverers/ coaches, event/ competition organisers, technical officials, etc.

Enabling the Inactive to be more Active

Applications connected to this theme should have a focus on encouraging and enabling the inactive to become more active through a targeted approach, highlighting how this need has been identified and how the opportunity being created will contribute to participants personal well-being.

Collaborative working with partners

Applications connected to this theme should have a focus on a collaborative approach to working together and engaging with the local community to develop stronger connections and grow the sport, health and wellbeing offering within communities (e.g. with local schools through engaging with our Active Schools team to deliver outcome based projects, moving to change the governance structure of the club or the pursuit of a Community Asset Transfer).

Applications can be completed online using the following link:

[Sporting Grant Awards Scheme](#)

NB - Once the online application is started information cannot be saved, so we recommend that you have all the necessary details and documents to hand before beginning an application. A copy of the questions contained in the online form can be found [here](#).