

Sporting Grant Award Scheme Application Form Questions

Before applying, please read the Sporting Grant Awards Scheme criteria document to ensure your application meets the award criteria. We estimate this application should take around 30 minutes to complete. Data cannot be saved in this form so please have any supporting documentation to hand and ready to electronically attach before you begin the application process e.g. recent club bank statement, Club Development Plan, two non-consumable equipment/professional fee quotes if applicable.

All fields are mandatory unless advised.

Who are you applying on behalf of?	☒ Club ☐ Club Partnership ☐ Community Sport Hub
Name of club/organisation	
Street Address	
City / Town	
County	
Postcode	
Are you an accredited club with West Lothian Council?	Yes/ No If yes, level of accreditation – Active Assured or Active Assured Plus
Meeting Our Requirements Please tick one or more of the boxes below that are applicable to your application.	Application requirements ☐ The club is based in West Lothian ☐ Two quotes have been provided for non-consumable equipment over the value of £500 ☐ A development plan is provided ☐ The CSH or Club Partnership has at least one accredited club involved.
Name of Club, Community Sport Hub (CSH) or Club Partnership	
Address of Club or Lead Club	
Are you affiliated to a National Governing Body?	Yes/ No
Please upload a recent club bank statement and provide the following details from your most recent annual accounts for your Club or Lead Club for CSH or Club Partnership.	Choose file

Total expenditure (£)	Enter a number only without using the £ symbol
Total income (£)	Enter a number only without using the £ symbol
Balance at year end (£)	Enter a number only without using the £ symbol
Savings or reserves (£)	Enter a number only without using the £ symbol
Other grants: If you have applied for or received any other grant relating to this project, please provide the details such as the name of the grant provider, the amount applied for and what the award will cover.	

Lead applicant information (must be the main contact for this application and over 16 years of age)

Title	
First Name	
Surname	
Position in Club, CSH or Club Partnership	
Mobile telephone number	
Email address	

Additional club contact (different to the lead applicant) who is aware of the application being submitted. This may be the chair, secretary, treasurer, chief executive or director of your Club, CSH or Club Partnership.

Title	
First Name	
Surname	
Position in Club, CSH or Club Partnership	
Mobile telephone number	
Email address	

About your application

Provide a brief overview of the project that will take place if the application is successful.	
How many people in West Lothian will benefit from the activity?	
How many new members will be gained (if any)?	
How many new volunteers will there be (if any)?	

To be considered for funding, information must be provided in **at least one** of the following areas of work. **Note it is not necessary to provide information in all the areas of work, please only select those areas directly aligned to the project/ programme. Good quality, concise information in one area is better than wordy text across all.** Please refer to the *Sporting Grant Awards Scheme criteria* document for further information on each area.

Tackling Inequalities (approx. 300 words)	
Development of Volunteers and Young Leaders (approx. 300 words)	
Enabling the Inactive to be More Active (approx. 300 words)	
Collaborative Working and Governance (approx. 300 words)	

Additional Questions (all applicants must complete)

Please detail the total cost of the project/ programme you are seeking support for.	Are there any non-consumable equipment or professional fees over £500? ☐ Yes ☐ No
How much are you requesting from the Sporting Grant Awards Scheme?	Enter a number only without using the £ symbol
Please provide detail on the financial figures associated with the application including a clear breakdown of the project/ programme costs.	
What is the planned impact of this funding i.e. how will you know the project/ programme has been successful?	
Does the project involve work with children, young people or vulnerable adults?	Yes/ No If yes, please check this box to confirm that the Club, CSH Clubs or Partnership Clubs have appropriate policies in place which are adhered to.

Applications must be linked to a Club, CSH or Club Partnership Development Plan that details costs, delivery model and projected impacts

Please upload a copy of your Club, CSH or Club Partnership Development Plan.	Choose file
Please check this box to confirm that your Club, CSH Club or Club Partnership agree to provide, when requested, a detailed report of how the award has been spent and of the project/ programme impact.	☐

Finishing your application

Please read and then tick the box below to confirm you understand and agree to the following terms.

You are authorised to apply for a grant from West Lothian Council on behalf of your Club, CSH or Club Partnership. If any seriously misleading statements (whether deliberate or accidental) are made at any stage during the application process, or information is knowingly withheld, this could make your application invalid. If the award is spent on something other than what is detailed in the original application, the Club, CSH or Club Partnership will be liable to repay the grant to West Lothian Council. Only award expenditure changes, approved in writing by the Sporting Grants Panel, will be valid.

The Sporting Grant Panel will not make any award decisions if the relevant sections of the application form have not been completed to their satisfaction or the required supporting evidence has not been provided e.g. club bank statements. We reserve the right to ask for additional information or evidence to help process the application. Evidence will be required of expenditure before the award is released.

☐ I can confirm that I have read and understood the terms.

If the application is successful, a BACS online payment will be made. Please provide bank details of the account the grant is to be paid into. Please ensure the uploaded bank statement clearly shows the account name, sort code and account number.

Please insert bank sort code and account number

Data Protection Statement

By clicking submit below, you agree to submit this application to West Lothian Council's Sporting Grants Panel. You also provide permission for the Sporting Grants Panel to discuss the application with relevant persons within your club or sport's governing body in addition to relevant West Lothian Council officers. The personal details included in this application will be stored securely and will not be shared with any other organisation outside West Lothian Council. The application, and the personal details included within, will not be stored by West Lothian Council for any longer than necessary.

Full name of signatory

☐ Confirm signatory