

CLUB AND COACH
DEVELOPMENT

SUPPORT

Club Development Grant Application Form (i)

- Medway Sports Development Team provide information, training and support to local clubs and coaches and are committed to enhancing their development
- Medway based clubs are invited to apply for a grant of a maximum of £500 between the 1st April and 1st October each financial year (one application per club per year only).
- The main areas that we will fund are: clubs establishing new school-club links. School-club links help to provide a pathway from school sport into the sports community. Your application needs to be endorsed by those schools you will be working with
- We will also fund clubs who are working towards clubmark accreditation and clubs that need some financial assistance to enhance their club development.
- The questions in this application form allow us to gather the information we need to be able to decide whether to fund your project. Therefore please write clearly and give us much information as possible.

1. Contact Details

Club name:

Club address:
.....

Name of main contact for this application:

Position in club:

Telephone: (day) (eve)

Email address:

Contact address – where all correspondence will be sent (if different from the club address)
.....

Full name and address of the national governing body to which the club is affiliated:
.....



- Is your national sports governing body fully recognised by Sport England nationally (please tick)
Yes No (if no, funding cannot be given to an unrecognised sport)
- Is your club working towards the national governing body club accreditation scheme (e.g. Clubmark, Swim 21, CAPs, Premier Club etc - please tick)
Yes No
- Have you contacted your national governing body to gain your clubmark pack (to be answered only by those clubs who are applying for a grant to help them achieve accreditation).
Yes No

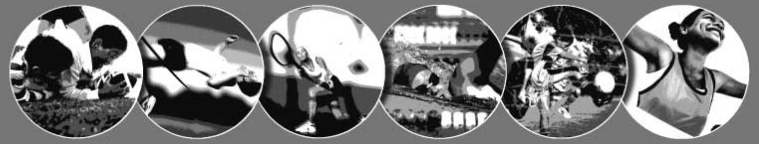
2. Project Proposal

What project or activities will take place if you receive a grant?
(Be specific about what you will do and how you will do it, including any event date and time)

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Please indicate how you identified the need for the project and how you intend to promote the scheme?

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Please tick which target groups you will focus on?

- Primary (yrs 1-6)
- Secondary (yrs 7-13)
- Special School:
- Disability (please circle): Physical Learning Visual Hearing

Please state why you have chosen this particular project and targeted groups?

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What three main objectives / targets does your club wish to achieve if successful with the application

- 1)
- 2)
- 3)

3. Budget

How much is your project going to cost and how much are you applying for?
(Please give as much detail as possible. To support your costings please send us the quotes you have based them on. Remember to check our guidelines as to what we will / will not fund)

Expenditure item	£
Expenditure Total:	

Income item	£
Income Total:	

Grant requested: £ (expenditure – income)
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4. Bank Details

Please complete this section thoroughly. You can only apply for a grant if you have a bank / building society account in the name of your group

Your groups account name:

Bank/building society name:

Bank/building society address:

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Sort code

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Bank account number:

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Building society roll number

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List all the people who are authorised to sign cheques or withdrawals on this account:

Name: Position in group:

Name: Position in group:

How many people have to sign each cheque or withdrawal from this account?
(We will only pay grants into an account, which requires at least two people to sign each cheque or withdrawal who are not related)

5. Club profile

You will be required to provide evidence of the items below (please tick)

- Does your club have an agreed constitution?
- Does your club have a child protection policy?
- Does your club have a health and safety representative?
- Does your club have qualified first aiders
- Does your club have a current development plan
- Does your club have adequate property, personal accident and public liability insurance
- Do your qualified and active sports coaches have their own insurance cover?
- Does your club have open membership?



6. Details of sports coaches / volunteers

Please give full names and addresses of any committee members, coaches, volunteers at your club, detailing any coaching qualification, their position and the date of their most recent satisfactory enhanced CRB disclosure. If you have a large number of sports coaches at your club then please concentrate on those that will be involved with the delivery of your project should your application be successful.

Name and position	Address	Qualification gained and date	CRB and date

7. Checklist

Once you have completed your form please check through the following list:

- All the questions have been answered fully on the application form
- You have included a letter of support from the school (s) that you aim to work with including dates and times of your project (if applicable)
- You have provided bank account details of your club and this name matches the name of your group
- You have made a copy of this application for your records

8. Declaration

- I understand that the club development grant programme is working to a tight timetable. If we have not answered all relevant questions you will not process our application
- I understand that when you receive a complete application form, we will have your decision within 28 working days
- I confirm that, to the best of my knowledge, all the information in this application form is true and correct.
- If successful, I agree to provide you with evidence of the items listed in questions 5 & 6 (policies, procedures and coach details)
- All grant applications are subject to budget availability at the time of submission

Signed:

Date:

