

CLUB AND COACH
DEVELOPMENT

SUPPORT

Club Development Grant **Application Guidance & Information (i)**

Introduction:

- Medway Sports Development Team provide information, training and support to local clubs and coaches and are committed to enhancing their development
- 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 (e.g. a letter of support)
- We will also fund clubs who are working towards clubmark accreditation and clubs that need some financial assistance to enhance their club development.
- If successful you must use the grant within the same financial year that it is issued.

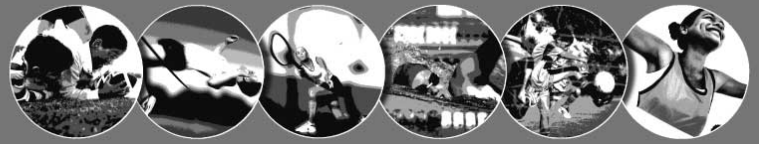
Who can apply:

- Any voluntary, not-for-profit sports club based in the Medway area. The club must have a bank account that requires at least two unrelated people to sign each cheque or withdrawal.
- All sports clubs must have a club constitution, child protection policy, club insurance, be affiliated to a national governing body recognised by Sport England nationally and have CRB checked, qualified coaches and volunteers. If your club does not have a constitution / child protection policy or any other policies the Sports Development Team can offer advice in the design of these for your club.

What we will fund:

Here are just a few examples of projects that are likely to meet the criteria

- Sports specific coaching sessions at a school e.g. coaching fees
- A coaching session at the club which schools are invited to
- School – club event e.g. year 3 & 4 tag rugby tournament
- Funding towards training workshops e.g. SCUUK Safeguarding and Protecting Children
- Purchase of equipment relevant to grant application
- Volunteer / coach qualifications relevant to grant application.

**Who/What we will not fund**

- Sports who are not recognised by Sport England
- Venue hire
- Transport costs
- Publicity material
- Refreshments
- Trophies / certificates
- Projects that take place or start before you receive our award letter

Completing the form:

- Please complete the form in black ink and use BLOCK capitals. If your form is eligible it will be returned to you.
- Your application form may not give us all the information we need to decide on your application therefore the contact name and address on the application needs to be available to answer any questions related to the scheme should they arise.
- All coaches/volunteers involved in the scheme must be CRB checked and qualified, we will ask to see a copy of this.
- It is important that you clearly outline what you are applying for. If you plan to run a specific event, you will need to tell us, what it is, where it will be held and who will be involved. Please also outline how the grant will enhance your club development.
- Remember if you are linking specifically with a certain school, please send us a letter of support from the school that you intend to work with.
- You will need to include a comprehensive budget breakdown (your budget will be assessed on if it is appropriate and realistic – remember to send us quotes or costings of equipment / coaching courses)
- If there are an excess number of applications then funding will be primarily be given to new ideas and innovation, sustainable development, full completion of application form and meeting all the requirements.
- All decisions on applications are final. If we give you a grant, you will have to keep to our terms and conditions.

Before you send your application to us, remember to complete the checklist. Then send your completed form to the sports development team office who will assess and process your application against a set criteria. We will write to let you know the outcome of your application within about 28 working days.

Please note we will not process incomplete applications. These will be returned.

Contact details

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Medway

SPORTS DEVELOPMENT

www.medway.gov.uk/sportsdevelopment

