

APPLICATION FOR FUNDING

Individual Development in Sport, Active Recreation and Play Grant

Grants up to a maximum of £200



WEST OXFORDSHIRE
DISTRICT COUNCIL

HOW TO FILL IN THIS FORM

Please read the Information for Applicants (pages 5-6) before completing this application form. Complete all sections of this form using block capitals.

FOR OFFICIAL USE ONLY

Ref No: _____

Amount Awarded: £ _____

Case Officer: _____

Authorising Officer: _____

1. Applicant details

Name of organisation		
Organisation address	Postcode	
Name of organisation representative completing form		
Position held		
Contact address	Postcode	
Contact telephone no.		
Contact email address		
Please tick to indicate the status of your organisation	Registered charity	(give registration number and date of registration)
	Excepted charity	
	Constituted voluntary group	

2. Individual's details

Full name of individual undertaking training and individual's date of birth		___ / ___ / ___
Date individual started at organisation	___ / ___ / ___	
Does the individual have any previous coaching, officiating or playwork experience?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please specify:	
Please state enhanced Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) check number and date of issue for individual		___ / ___ / 20 ___

3. Course details

Course title	
Course provider/Awarding Body	
Please select the level of the course	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 and above <input type="checkbox"/> Continued Professional Development Course e.g. First Aid / Food Hygiene <input type="checkbox"/>
Course start date	___ / ___ / 20__
Course finish date	___ / ___ / 20__
When would the training/qualification expire?	___ / ___ / 20__ No expiry date <input type="checkbox"/>

4. Impact on organisation

What impact will this course have on the organisation?	
How do you know there is a need to undertake this course? Have you consulted with your governing body or equivalent to determine a need?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where will the coaching, officiating or playwork take place following the course? (Please list all locations and days/times)	
Who will be the main beneficiaries e.g. disabled people, older people, rural communities, young people?	
How many hours coaching, officiating or playwork per week will the individual be undertaking within your organisation following the course? Will this be paid or voluntary?	_____ Paid hours _____ Voluntary hours

5. Meeting the priorities of the Council

Tell us how the grant will help your organisation to contribute to the priorities of the Council. Please demonstrate links to the following key outcomes:

<p>Protect and enhance environment</p> <ul style="list-style-type: none"> • contribute to tackling anti-social behaviour <p>Vibrant, healthy towns and villages</p> <ul style="list-style-type: none"> • support initiatives focusing on physical exercise and healthy lifestyles • encourage positive activities for children and young people • give local groups the capacity to meet local needs • work in partnership with others in the community • protect access to local services and minimise additional costs associated with rurality <p>Efficient, value for money services</p> <ul style="list-style-type: none"> • provide easy access to services that meet residents', businesses' and customers' expectations 	
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6. Finance

Please give organisation bank account name	
Has the organisation received any previous grants from this scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state amount(s) and year(s)
Are you expecting to apply for/receive any other funding from West Oxfordshire District Council during 2016/17?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details
Total course cost (please see specifications for eligible costs)	£ _____
Contribution from organisation	£ _____
Contribution from individual	£ _____
Is the organisation receiving any <u>other</u> funding towards the course costs?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state amount and funder
Amount requested from WODC	£ _____

7. Supporting evidence

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Copy of course criteria / dates and times / cost / location from the course organiser |
| <input type="checkbox"/> | Supporting letter from Governing Body or equivalent endorsing your application |
| <input type="checkbox"/> | Signed constitution or aims and objectives of applicant organisation |

8. Declaration

I hereby declare on behalf of the applicant organisation that:

1. Membership is open to all and that no application will be refused on the grounds of an individual's disability, race, gender, age, ethnicity, sexual orientation or religious / political beliefs.
2. If any application for membership is refused, the group will be prepared to state reasons for refusal in writing.
3. We understand the terms and conditions of funding from the West Oxfordshire District Council Individual Development in Sport, Active Recreation and Play Grant and agree to comply with them.

The information contained in this application is correct to the best of my knowledge and belief.

Signed _____ Date _____

Print Name _____ Position _____

The information on this form contains your personal data. We will record, process and hold your personal data in accordance with the Data Protection Act 1998. West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998. We may from time to time contact you regarding other events and activities which we believe will be of interest to you. If you do not wish to receive such communications please tick here

9. Contact information

Please return your completed application form to:

Leisure and Communities
West Oxfordshire District Council
Woodgreen
Witney
Oxon. OX28 1NB

If you have any queries regarding your application, please contact Leisure and Communities Tel: 01993 861080 Email: leisureandcommunities@westoxon.gov.uk

PLEASE KEEP A COPY OF YOUR APPLICATION FORM FOR YOUR OWN RECORDS

Information for Applicants

Aim

To support organisations who wish to develop their workforce capacity in coaching, officiating and playwork.

Criteria

1. Applicants must show how the grant will help them achieve one or more of the priorities of West Oxfordshire District Council.
2. The maximum grant available is £200.
3. Organisations can apply for no more than 90% of the total course cost.
4. Applications will only be accepted from organisations as listed:
 - a. Registered charities
 - b. Excepted charities
 - c. Constituted voluntary organisations
5. Commercial organisations and exempt charities are not eligible to apply for funding.
6. Organisations must demonstrate how the award would significantly contribute to sport, active recreation and play in West Oxfordshire.
7. Coaching/Officiating/Playwork must take place within West Oxfordshire following the course.
8. The individual included on the application must be aged 16 years and above.
9. Individual must hold a valid enhanced Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) check if specifically working with children, young people or vulnerable adults. It is the responsibility of the applicant organisation to ensure this is the case.
10. Applicants must have a bank account in the name of the organisation.
11. Organisations can receive a maximum of two grants per year.
12. Applicants must evidence a need and consult with Governing Body or equivalent representative.
13. Grants will not be made retrospectively and the course which has been applied for must not have started before an offer of a grant has been received in writing.
14. Applicants must provide copies of supporting documentation as specified.

Specifications

1. Applications are considered on an on-going basis – there are no deadlines and applications can be made throughout the year. Applications must be received at least 4 weeks prior to the start of the course for which funding is being sought.

2. Awards will not cover the cost of:
 - Insurance
 - Equipment
 - Travel expenses
 - Accommodation
 - Annual subscriptions/memberships
3. All applications will be subject to a compliance check and review.
4. If an application meets the criteria it does not guarantee that an award will be granted. Each application will be assessed against the following:
 - a. Type of course
 - b. Delivery following course
 - c. Council priorities
 - d. Local need
 - e. Target beneficiaries
 - f. Partnership funding
 - g. Previous grants
5. Applicants can expect a decision within 4 weeks of receipt of the application.

Terms and Conditions

1. Grants will be released on proof of the applicants successful completion of the course for which funding has been offered.
2. Grants will only be paid to the applicant organisation.
3. Grants must be claimed within 8 weeks of the course finish date. In the event of a course not being completed the applicant may apply in writing for a 6 month extension to the time period, clearly stating the reasons for the delay and giving a new start date. No further extension will be available after this time.
4. The grant shall be used for the purposes given on the application form and will be subject to any conditions in the letter sent notifying the applicant of their award. If the course for which West Oxfordshire District Council offers funding is altered, curtailed, postponed or cancelled in whole or in part the recipients shall notify West Oxfordshire District Council immediately in writing and the grant may be reconsidered, reduced or recalled at West Oxfordshire District Council's discretion.
5. West Oxfordshire District Council must be acknowledged for their support on all publicity. Evidence that this has happened must be supplied as part of the report submitted after the project is completed.
6. A report form must be completed and submitted 6 months after the course for which funding has been given. Subsequent applications cannot be made until this has been received.

How to acknowledge West Oxfordshire District Council's support

1. The Council expects each grant recipient to acknowledge its support on all publicity materials distributed by an organisation or individual - e.g. posters, leaflets, programmes of events, exhibitions and fixtures, club handbooks, newsletters, press releases and flyers.
2. Grant recipients must use the words 'Grant aided by' followed by our logo, on all the above publicity materials, see example below. A number of alternative formats are available from the Publicity Office, contact publicity@westoxon.gov.uk or telephone 01993 861616. They can help advise you with regard to format and colour.

Example:

Grant aided by



WEST OXFORDSHIRE
DISTRICT COUNCIL

3. If you are unable to use the Council's logo please use the words 'Grant aided by West Oxfordshire District Council' in full – do not use an abbreviation when referring to the Council – i.e. W.O.D.C. or West Oxon.
4. Please do not use the words 'sponsored by' when referring to support from grant aid – instead use the words 'grant aided by'.
5. Grant recipients are expected to acknowledge the Council on their website and make a link to – www.westoxon.gov.uk
6. If the Council has supported a building project the grant recipient is expected to acknowledge the Council's support by way of a permanent plaque, prominently positioned at the site.