



CONDITIONS AND GUIDANCE NOTES

St Helens District Sports Council values the contribution of local sports clubs and organisations in enhancing the local sporting community and the quality of life in the St Helens MBC area. We have therefore devised this loan scheme to encourage local sports clubs and organisations to further develop their activities and the opportunities they provide.

**PLEASE READ THESE CONDITIONS AND GUIDANCE NOTES
CAREFULLY BEFORE COMPLETING YOUR APPLICATION
FORM**

**THE MAXIMUM AMOUNT
YOU CAN APPLY FOR IS:**

**Grant – up to £500
(£250 in first year of affiliation)**

Loans of up to £5000 are available to assist local sports organisations with the expense of creating new and improving/extending existing activities and/or events.

In order to ensure that the grants/loan are reaching the organisations that are most in need of them we have produced a number of conditions and have outlined our priorities of the grant / loan.

Conditions:

- 1 The organisation must be located within the St Helens MBC area or be able to demonstrate that the majority of its membership resides within the said area.
- 2 The club/organisation is a non-profit making organisation. Proprietary and private members clubs would not be eligible.
- 3 The project/initiative/event being applied for must fulfil at least one of four developmental targets: (it is up to the applicant to provide evidence about how this will be done)
 - Increasing participation
 - Increasing competitive opportunity
 - Improving the quality of life in the St Helens MBC area
 - Increasing sporting skill in the St Helens MBC area
- 4 The organisation must regularly attend relevant sports development meetings (these include local sports development groups and local Sports Councils).
- 5 The organisation must have an open membership policy, an up to date constitution and for clubs with junior sections a child protection policy (assistance can be provided to help the organisation to put these into place)
- 6 The organisation must be affiliated to The St Helens District Sports Council.
- 7 The sport/activity must be one recognised by Sport England*
- 8 Match funding of 25% is required for all applications. This means that the grant applied for must be no more than 75% of the total project costs (example: for a project costing a total of £400, match funding of £100 would be required from the applicant, this would mean that the organisation would be able to apply for £300). The match funding contribution can include 'in-kind' contribution (ie volunteer/coach time or equipment).
- 9 Every successful applicant will be required to complete and return an evaluation form after the project has taken place. Failure to return the evaluation form will disqualify the applicant from making future applications.

- 10 If the project includes any work to develop property or land the work is subject to planning permission and the organisation must have security of tenure on its facilities for a period of fifteen years, either through the ownership of the freehold or by means of a long-term lease.
- 11 Any changes to the project must be agreed with the Executive Committee.
- 12 St Helens District Sports Council's logo must be included on all publicity material relating to the project (this will be supplied when confirming successful grant applications).
- 13 All successful applicants must agree to being identified in publicity for the loans and they may be required to provide interviews to the local media.
- 14 All successful applicants must agree to abide by the Sports Council's Equal Opportunities Policy.

Priority:

The aim of the loan scheme is to provide help to sports clubs and organisations when creating new and improving/extending existing activities and/or events. Therefore it is necessary that St Helens District Sports Council sets priority criteria to ensure that the available funds are allocated as effectively as is possible. Priority will be given to applications that can demonstrate one or more of the following priority criteria:

- 1 Projects increasing sports opportunities for young people (aged 5 – 18 years).
- 2 Projects increasing opportunities for under-represented groups (e.g. girls and women, people with disabilities, families on low income etc.).
- 3 Projects run in partnership with other organisations.
- 4 Organisations who can demonstrate continuous development (examples include organisations with qualified coaches, National Governing Body accreditation, development plans and organisations who regularly attend training sessions).
- 5 Organisations demonstrating that they have made serious efforts to obtain other funding for activities (e.g. Lottery, sponsorship etc.).

How to Apply:

Complete the application form.

Make sure that you refer to these guidance notes when you complete the application form and use the checklist at the end of the form to ensure that you have included all necessary information.

The successful applicant must complete the evaluation form.

The Sports Council may ask you to repay the loan immediately if the evaluation form has not been completed and returned to the Sports council.

Examples of projects might include:

- The setting up of a club junior section.
- The purchase of coaching aids and equipment.
- Providing taster sessions for your club to increase membership.
- Organizing a new tournament / league to take place at your club.
- Initiatives that will help the club attain Clubmark or NGB accreditation scheme eg Child Protection Course fees.
- Events to promote club and recruit volunteers

What we will not fund:

- Retrospective equipment purchases or projects / events.
- Initiatives organized solely for fundraising or charitable purposes.
- Loss of earnings.
- Items of maintenance of equipment (such as line painters, lawnmowers etc.)
- Existing projects or events unless they are being changed or developed.
- Applications that do not include constitutions, policies and financial records or any other paperwork asked for and not included.
- loans for/to individuals
- Travel costs
- Running costs

Please note that the Sports Council only has a limited budget. Applications are received on a first come, first served basis. It may be that you are directed to more appropriate funding sources.