



Caithness Sports Council



GRANT APPLICATIONS Guidance / Information Notes

General

1. Applications will only be considered from clubs or individuals who have been affiliated to the Caithness Sports Council (CSC) for at least 6 months except clubs applying for a start up grant.
2. Grant aid will not be made available to assist clubs who operate commercially or for a profit
3. Grant Aid will not be paid to a club unless the annual membership to the CSC has been paid. A club that does not renew its membership by the 31 August of the current financial year will have to serve a 6 months qualification period before grants aid may be applied for.
4. Postal applications MUST be received at least 2 days in advance of the course, event or purchase. No grants will be made in retrospect.
5. All applications should be made on the relevant official Caithness Sports Council application form.
6. An assessment of eligible costs will be based on standard maximum rates as follows:
 - Travel Costs: Travel costs will be calculated on 22p per mile.
 - Accommodation Costs: Maximum paid is £35 per night per individual for accommodation.
 - Food Costs: Maximum paid is £10 per day per individual
7. The maximum combined value for Travel and Equipment Grants to one club in a Financial Year (1 April – 31 March) is £550. The maximum value of Excellence Grants payable in one year to a club is £550.
8. One grant form must be completed per event
9. Financial support will only be offered and paid to clubs & club members who have not received support for the particular application from any other local sports council.
10. Any cash prizes won at a competition MUST be declared and will be deducted from the award up to the full value of the award
11. All applications forms must be legible and completed in full by the applying club / organisation. Incomplete or illegible applications may not be considered
12. Copies of all receipts must be forwarded to the Caithness Sports Council, c/o 7 East Church Street, Thurso, Caithness KW14 7HL

13. The applying club MUST keep detailed records of the travel expenditure during the event. When all accounts have been paid, original copies of receipts, vouchers etc should be forwarded to the Treasurer of the Sports Council for verification. Only then will grant aid be paid.
14. CSC reserve the right to seek publicity for any assistance approved for the applicant. Acknowledgement of any assistance approved must be given in response to any publicity sought by the applicant (e.g. press reports on the event)
15. Clubs are expected to remain a fully paid up member of the Sports Council for 3 years following the grant claim.
16. All clubs MUST have an up to date Child Protection / Vulnerable Adults Policy.
17. A person 17 years and under is considered a junior.
18. Unless there is a prior agreement in writing with the Caithness Sports Council, the offer of grant aid must be taken up within 3 months (except for equipment grants when the period is extended to 12 months) of the decision of the award or 1 month after the event, whichever is the latest, otherwise it will be assumed that the grant is not required. Also, if grant award cheques have not been banked within 6 months of the issue date, it will be assumed the grant aid is no longer required.
19. Grants will be available for sports activities which are recognised by SportScotland (www.sportscotland.org.uk)
20. For Excellence and Equipment Grants, successful applicants should provide a short evaluation report detailing what the grant has helped to achieve and include where appropriate, details of results.

Start Up Grant

1. This is only available to new sports clubs or groups.
2. The Caithness Sports Council must be satisfied that the applicant demonstrates a commitment to the success of the club.
3. Clubs / groups can apply for a start up grant as soon as they have returned their affiliation form and membership fees
4. Applications must be accompanied by a copy of the club's constitution, bank account and Child Protection / Vulnerable Adults Policy.
5. The applicant MUST provide a detailed outline of their aims and objectives and full financial information on how they propose to use the grant.
6. Maximum level of funding available for sporting equipment is 50% of costs up to a maximum of £200.
7. The Sports Council will seek re-imbursement of a start up grant if a club / group fails to maintain its membership of the Sports Council.

Travel Grant

1. The event must normally be a scheduled competitive event
2. Grant assistance of up to 50% of the costs may be available up to a maximum of £200 per event. The only costs which will be considered are transport, accommodation and food.
3. Transport costs will only normally be considered for cars or hired buses where large numbers are involved. Where cars are used it will be based upon 4 individuals sharing - unless justified otherwise. Any other form of transport must be justified on the application.
4. No support for food will be given for day mainland events with a round trip less than 200 miles.
5. Travel costs will be calculated at 22p per mile.
6. Accommodation - maximum paid will be £35 per night per individual.
7. Food - maximum paid will be £10 per day per individual.
8. Only travel claims to events outside of Caithness will be considered.

Sports Equipment Grant

1. The Caithness Sports Council must be satisfied that the applicant has exhausted all alternative sources of funding e.g. National Governing Body, Lottery Funding etc.
2. The maximum level of assistance of available from the Sports Council is 50% of the eligible costs. Maximum assistance available will be £550.
3. Applications for assistance must be accompanied by official quotations for equipment for which assistance is sought.
4. Assistance is not available for non durable and personal items.
5. The Caithness Sports Council reserves the right to reclaim any equipment, or a proportion of the sale value purchased with grant aid, if:
 - it is satisfied that the equipment is being misused or abused
 - the club / group ceases to exist within three years of receiving an equipment grant then the equipment or a proportion of the sale value of the equipment will revert to the Sports Council.

Sport Development & Events Grant

1. Caithness Sports Council (CSC) must be satisfied that the applicant
 - can promote or develop sport in Caithness in the widest sense or
 - is organising a special event or a coaching course including officials' training (e.g. judges, referees) or
 - is organising a special event to promote their club and or recruit new members.

2. Grant assistance of up to normally 50% of the expenditure incurred in attending events including course fees, travel, accommodation costs may be available. The maximum available is set by the CSC Executive, this is currently £200. In exceptional cases this may be increased.
3. Recipients of awards may be required to assist the CSC with events or coaching courses.

Coaching Grant

1. Caithness Sports Council (CSC) must be satisfied that the course is organised by, or on behalf of, the National Governing Body of the sport concerned and will lead to (or maintain) a National Governing Body coaching or referee's certificate, Scottish Qualification Authority (SQA) award, sports coach UK or other appropriate qualification, or coach development
2. Grant assistance of up to 50% of the expenditure incurred in attending such coaching courses including course fees, travel, accommodation costs may be available. The maximum available is set by the CSC Executive, this is currently £200.
3. Recipients of awards may be required to assist the CSC with events or coaching courses.

Achieving Excellence in Sport Grant

1. The purpose of this grant is to support individuals living in Caithness who can provide appropriate evidence that they have been invited by a competitive and recognized selection process to join Regional or National / International squads.
2. Applications are for individuals who are a member of an affiliated Caithness Sports Council club and MUST be made through the club. Grants will be paid to the affiliated clubs only.
3. To qualify for excellence grants, individuals must have been members of the affiliated club / Group for at least 6 months before the application and the club MUST have been affiliated to the Sports Council for at least 12 months.
4. Applications from an individual member of the Caithness Sports Council will only be considered if there is no affiliated club relating to the particular sport in Caithness, and that they are not a member of a club in another area or in receipt of support through another sports council.
5. Caithness Sports Council must be satisfied that funding is not available from other sources (e.g. HIE; Sports Lottery; Schemes run by National Governing Bodies or private companies). All sources of funding MUST be declared.
6. Grant assistance of up to 50% of the expenditure incurred in training sessions or competing in events may be considered. The maximum assistance available will be £300 per application.
7. Where more than one individual from an affiliated club is involved, the maximum grant available to that club will not exceed £550 in any one year.

8. Maximum level of funding available to benefit one individual in one financial year
 - Regional Squad (i.e. Highland or North District): £450
 - National / International Squad (i.e. Scotland; GB; European): £450
9. Applications are to be made in advance and MUST be accompanied by a copy of the notification of selection (for the individual(s) concerned) from the appropriate National Governing Body.
10. Recipients of the Award may be required to assist the CSC with events (e.g. to encourage individuals into the sport)

Summary of Financial Assistance

Grant Scheme	Percentage of Total Cost (Maximum Permissible Assistance)	Maximum Assistance in any 1 Financial Year (April - March)
Start Up	50% £200	N/A
Travel	50% (£200)	£550
Sports Equipment	50% (£550)	£550
Sport Development & Events	50% (£200)	£550
Excellence	50% (£300)	£550
Coaching	50% (£200)	£550