

GRANTS FOR INDIVIDUAL DEVELOPMENT in SPORT, ACTIVE RECREATION & PLAY APPLICATION FORM 2008/09



APPLICATIONS CAN BE MADE THROUGHOUT THE YEAR

PLEASE NOTE: This application must be completed by the applicant only. Carefully check that you answer in full ALL the questions that are applicable to your application, using black ink and block capitals and enclose all relevant documents. Failure to do so could invalidate the application.

FOR OFFICIAL USE ONLY

Ref No: _____	Case Officer: _____
Date App Rec'd: _____	Ack'ment Sent: _____
Authorising Officer: _____	Amount Requested: £ _____
Documents Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount Awarded: £ _____
Offer Letter Sent: _____	Claim Received On: _____
Cheque Request Made: _____	Cheque Sent: _____
Report Form Due: _____	Date Report Form Rec'd: _____
Notes:	

I. APPLICANT DETAILS

Please delete where appropriate * Title: Mr/Mrs/Miss/Ms *

First name: _____ Surname: _____

Address: _____

Post Code: _____

Date of birth: _____ Age: _____

Telephone No. (Inc STD Code) (Day): _____

Telephone No. (Inc STD Code) (Eve): _____

E-mail address: _____

Please state how you heard about this Grant: _____

Additional sheets should be attached where required in order to provide full answers to questions. Please ensure that all sections on additional sheets are clearly headed/numbered.

4. COURSE DETAILS

Please give details of the qualification/course you would like to obtain funding towards:

Awarding/Organising Body: _____

Qualification or Course Title: _____

Date/s of course: _____ Duration: _____

Venue: _____

How would your completion of the above course increase participation levels for any or all of the following:

- Your local club/group
- Your local community
- West Oxfordshire District Council Sport and Leisure Development Team
- Residents of West Oxfordshire as a whole
- Other coaches/officials/volunteers/leaders

How many people do you expect to benefit should you be successful in your application?
(Please be realistic) _____

Who do you expect to be the main beneficiaries:

- Young people 0-4
- Young people 5-19
- Adults
- Older people – over 55's
- Disabled people

Please describe your long-term aims and aspirations within coaching/officiating/volunteering/leading: _____

5. FINANCE

Please provide a breakdown of the course costs:

Resource/Information Packs: £ _____

Insurance: £ _____

Affiliation Fees: £ _____

Delegate Fees: £ _____

Final Assessment Fees: £ _____

Equipment: £ _____

Travel Expenses: £ _____

Accommodation: £ _____

Other (please state): _____

£ _____

£ _____

Total cost of course: £ _____

Amount requested from WODC: £ _____ (Please see Guidelines for eligible costs)

Are you receiving any other supporting funding towards the cost of your course?

Yes No

If Yes, please give details: _____

If your application for an award is successful, please state who you would like the cheque to be made payable to: _____

Have you previously applied to any WODC department for a grant? Yes No

If Yes, please give details below (even if the application was unsuccessful)

Year	Grant Title	Purpose	Amount Awarded

Should your application be successful how would you ensure that the support of WODC is acknowledged? _____

6. SUPPORTING DOCUMENTATION

Your application must be accompanied by the following documentation. Please tick the documents that you have submitted with this application:

- ◆ Copy of course booking confirmation
- ◆ Copy of the course criteria
- ◆ Supporting evidence from club or group
- ◆ Copy of CRB Disclosure form (if applicable)

Please explain if you are unable to submit any of the documents detailed above:

If your application for an award were successful, would you be happy for your details to be released to the local press Yes No
and included on the West Oxfordshire District Council website? Yes No

PLEASE KEEP A COPY OF THIS APPLICATION FORM FOR YOUR RECORDS

7. DECLARATION

I understand the terms and conditions of funding from the West Oxfordshire District Council Grants for Individual Development in Sport, Active Recreation and Play and agree to comply with them.

The information contained in this application is correct to the best of my knowledge and belief.
(If applicant is under 18, this form must be signed by a parent or guardian)

Signed _____ Date _____

Website users: Please print your completed form and then sign it before returning to us

Printed _____

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. 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.

RETURNING YOUR COMPLETED APPLICATION FORM

Please return your completed application form to:

Heather McCulloch, Interim Arts and Sports Development Manager

West Oxfordshire District Council

Leisure and Tourism

Woodgreen, Witney, Oxon, OX28 1NB

Email: heather.mcculloch@westoxon.gov.uk

www.westoxon.gov.uk

If you have any queries regarding your application, please contact

Heather McCulloch on (01993) 861562

GRANTS FOR INDIVIDUAL DEVELOPMENT IN SPORT, ACTIVE RECREATION & PLAY

Information for applicants

AIM OF THE GRANT

Grants for Individual Development in Sport, Active Recreation and Play are available to assist individuals who wish to achieve coaching, play, officiating or leadership qualifications and/or further develop their chosen sport or activity. The Sport and Leisure Department will expect successful applicants to be committed to helping others in the District to improve their skills and assist with the development of and increasing participation in sport and play in West Oxfordshire.

CRITERIA FOR APPLICANTS

1. Applications can be accepted either from individuals or clubs/organisations acting on the applicant's behalf.
2. Applications will normally be received from people aged 16 years and above. However in exceptional circumstances applications from people below this age limit may be considered (if you think this may apply to you please contact Leisure and Tourism to discuss this further).
3. Applicants must reside in West Oxfordshire or be able to demonstrate that the award would significantly contribute to sport and play in West Oxfordshire.
4. Coaching/Officiating/Volunteering/Leading must take place in West Oxfordshire following the award.
5. For individuals working with young people it is essential that they hold a valid enhanced Criminal Records Bureau (CRB) check specific to working with young people. Any persons without the above qualification may not be considered for an Individual Development in Sport, Active Recreation and Play Grant. Please contact us to discuss this in detail if you are concerned about your circumstances.

GUIDELINES FOR APPLICANTS

1. For most activities the maximum grant level is set at £300.
2. Awards will not be made retrospectively and the course which is subject to the application should not have started before the offer of a grant has been received.

3. Applicants can not apply for more than one grant per financial year.
4. The size of previous grants will be a consideration in determining subsequent awards to the same applicant.
5. Applicants will be required to provide copies of supporting documentation as specified.
6. Awards will not cover the cost of:
 - Information packs (this may be payable if it is a course Resource pack)
 - Insurance
 - Equipment
 - Travel expenses
 - Accommodation
 - Annual subscriptions/memberships
7. Grants for Individual Development in Sport, Active Recreation and Play are considered by West Oxfordshire District Council on a monthly basis. Deadlines for applications are as follows:
 - Wednesday 7th May 2008
 - Monday 2nd June 2008
 - Monday 7th July 2008
 - Monday 4th August 2008
 - Monday 1st September 2008
 - Monday 6th October 2008
 - Monday 3rd November 2008
 - Monday 1st December 2008
 - Monday 5th January 2009
 - Monday 2nd February 2009
 - Monday 2nd March 2009
8. Applicants can expect a decision on their application within 6 weeks.
9. All applications will be assessed according to the attached Application Process. The information supplied on the application form will be used to determine the level of support offered.
10. Successful applications may receive spot checks through the stated club/group referred to in the application form as appropriate.

TERMS AND CONDITIONS

1. A report form must be completed and submitted 6 months after the course for which funding has been given.
2. Individuals receiving grants will be required to acknowledge the support of West Oxfordshire District Council. Evidence that this has happened will need to be supplied as part of the report submitted after the course has taken place.
3. Grants will be paid on receipt of proof of the applicants successful completion of the course for which funding is offered.
4. The grant shall be used only for the purpose specified. If the course for which West Oxfordshire District Council offers help is altered, curtailed, postponed or cancelled, in whole or in part the recipient shall notify West Oxfordshire District Council immediately in writing and the award, grant or guarantee will be reconsidered, reduced or recalled at West Oxfordshire District Council's discretion.
5. A grant is only payable to the applicant individual or organisation.
6. A grant that has been offered must be claimed within 6 months of the date of the offer letter. In the event of a course not being completed the applicant may apply in writing for a six 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.

APPLICATION PROCESS

1. There is a monthly deadline for application forms.
2. Acknowledgement of application will be made. (Case Officer)
3. The Case Officer may call the applicant if further information is required.
4. Final assessment to be made against criteria and scoring matrix. (Case Officer & Authorising Officer)
5. Applicants will be notified of decisions in writing within 6 weeks of the application deadline.
6. Grants will be paid on receipt of proof of the applicants successful completion of the course for which funding is offered.
7. A report form must be completed and submitted 6 months after the course for which funding has been given.

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:



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 – which will be supplied by the Council.