

Sport and Physical Activity Development Grant

Criteria for Groups

Basildon Council – April 2023/24

If you are a non-profit making sporting club, society or organisation based in the Basildon Borough whose membership is open to residents of the Basildon Borough you can apply for a Sport and Physical Activity Development Grant. You can apply to the grant at any point throughout the year, however applications are usually only processed in the last Friday of June, September, and January. Decision will be made within 8 weeks of closing date.

Advice on the Sport and Physical Activity Development Grant and the process of review is available to all applicants.

What can funding be provided for?

Group Grants can be awarded to help your organisations with the costs of:

- Events
- Facility or venue hire (but not running costs)
- Materials or equipment
- Pilot projects
- Publicity
- Workshops, tuition or training
- NEW initiatives which will either:
 - enable more people to take part
 - enable those already taking part to improve their level of skill
 - raise public awareness of your activity

There may of course be circumstances not listed above which might qualify for a Sport and Physical Activity grant, however, please note that the grant **cannot** be put towards the cost of travel, accommodation, catering or insurance costs.

In line with Basildon Council's aim to support local businesses, please try to use local suppliers where possible.

How much can you apply for?

Groups can apply for funding up to £1000. Please only apply for what you need. In this way more projects will be able to benefit.

Conditions

If applying for a Sport and Physical Activity Development Grant, please be aware of the following conditions:

- We encourage applicants to contribute towards the overall costs of the project / purchase / scheme etc.
- The grant must not be applied for to achieve financial gain, e.g. to attend a course which will lead to paid work.

What must be provided when applying for funding?

If you apply for a grant, you must:

- Complete the Sport and Physical Activity Development Grant Application Form.
- Provide a copy of the group constitution or set of rules to evidence that your group is open to all.
- Provide details of necessary permissions, consents, licences sought or received (if applicable).
- Provide details of Sports Affiliation and/or club membership.
- Provide a breakdown of costs/itemisation of the items you wish to purchase for the project or initiative, along with supporting quotes (if relevant at least 3 quotes to show a best value assessment).
- If applying for a project, please provide details of the project's sustainability and where relevant any aspect of community involvement.
- If applying for tuition, training or course costs please provide evidence that the training or course will not lead to paid work (this must be in the form of a letter from the group stating the above with signatures from a member of the club management and the individuals who will be receiving the training).
- Submit all of the above to the address or email address given in the 'Introduction to the Sport and Physical Activity Development Grant Scheme' by the date suitable to your application given in the 'Application Timetable'.

Please ensure you fully read the Introduction to the Sport and Physical Activity Development Grant Scheme, the Criteria for Groups, and the Application Timetable prior to completing your application form.

Please note that information supplied as part of an application to the Sport and Physical Activity Development Grant will be shared with third parties for assessment and the detection of fraud. Information and photographs supplied as part of an application to the Sport and Physical Activity Development Grant may also be used to publicise the grant scheme.

What you must do when you receive funding

If you are awarded a grant, you must:

- Spend or commit the money on the items agreed in your application only. Any funds put towards items not agreed in your application will be withdrawn.
- Spend or commit the money within 6 months of payment. Unspent monies after this time must be returned to Basildon Borough Council.
- Acknowledge the support of Basildon Borough Council on any publicity material associated with the project.
- Complete a monitoring form and attach the required evidence. This must be submitted within 6 months of the funding being awarded.

What must be done when acknowledging the support of Basildon Borough Council?

When referencing Basildon Council, you must include the following statement: This project / initiative (delete as necessary) has been supported by the Basildon Council Sport and Physical Activity Development Fund.

If you wish to include the Basildon Council logo, please request this by emailing communitiesteam@basildon.gov.uk including 'Sport and Physical Activity Development Grant Application – Promotion' in the subject line.

What evidence must be provided when returning the monitoring form?

When you return your monitoring form you must:

- Provide a cheque to Basildon Borough Council returning unspent monies.
- Evidence of achievements following the award of the Sport and Physical Activity Development Grant, e.g. copies of certificates, tables which evidence the increase in members, photographs etc.
- Evidence of where funds have been spent; in the form of receipts and / or invoices, and bank statements where possible to prove that payments have been made.

Additional supporting evidence may be requested from you. Please ensure this is provided as soon as possible.

Please be aware that if your monitoring form is not returned and sufficient supporting evidence is not provided you will not be able to apply for future funding from any Basildon Council managed grant scheme. Basildon Council may also take action to recover all or part of the grant payment awarded.