Application Timetable

Access Application and Guidance Notes
The application form and guidance notes are available on the Basildon Borough Council website: http://www.basildon.gov.uk/article/2386/Grants-to-Sports-Organisations-and-Individuals. Alternatively, email communitiesteam@basildon.gov.uk to request a copy, including 'Sports Development Grant Enquiry' in the subject line.

Read Guidance Notes
Depending on whether you are applying as an individual or for a group, please refer to the relevant criteria notes available on the Basildon Borough Council website. If you have any queries with your application, please email communitiesteam@basildon.gov.uk including 'Sports Development Grant Enquiry' in the subject line.

Complete Application and Submit with Required Evidence
Please complete every section of the application form and include the required evidence as specified in the relevant criteria notes and the application form. Please ensure that your applications are submitted by the last Friday of June / September / January, depending on which round of applications you are applying within.

Assessment of Applications
There are 3 rounds of assessment within each financial year which occur in June, September, and January.
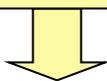
Outcome of Application
You will be informed of the outcome of your application within 8 weeks of the deadline.

If successful, you will receive an email along with a letter of 'terms and conditions' of the grant agreement and a monitoring form. Once we received a signed copy of the terms and conditions, payment will be paid into your bank account (this will be paid via BACS).

Start Project / Event
Commence your project / event.
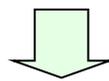
Complete Monitoring Form and Submit with Required Evidence
Please ensure that you submit your Sports Development Grant Monitoring Form **within 12 months** of receiving your grant. Additional supporting evidence may be requested from you. Please ensure this is provided as soon as possible.

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.

BasildonCouncil