

ABERDEENSHIRE
SPORTS COUNCIL



Grants Scheme

Information & Guidance

clubCAP



For further information contact:
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Tel 01261 813383

E Mail: sports.council@aberdeenshire.gov.uk

www.aberdeenshire.gov.uk/sportscouncil



Introduction

One Working Group (Finance and Marketing) considers all grant aid applications received by Aberdeenshire Sports Council and makes recommendations to the Executive Committee. This ensures a fair and equitable consideration of all grant aid requests. The Working Group is also responsible for making revisions to the grant aid criteria, guidelines and application forms, and recommending changes to the Executive Committee.

The scheme will be regularly monitored and evaluated in order to assess benefit and impact.

Who can apply?

- Affiliated clubs/organisations and individual members of Aberdeenshire Sports Council.
- Clubs/organisations must be constituted, non-discriminatory and affiliated to their National Governing Body of Sport.
- Clubs/organisations based in Aberdeenshire with members resident within the Aberdeenshire Council area. (Consideration may be given to clubs based outwith Aberdeenshire with members resident within the Aberdeenshire Council area)
- Individuals must be resident in Aberdeenshire regardless of where they train though students whose parents are resident in Aberdeenshire will be considered.
- Consideration will be given to coaches/officials who are resident outwith Aberdeenshire on the condition that they provide services within Aberdeenshire.
- Where Aberdeenshire Sports Council feel that there may be a more appropriate body/organisation to which you could apply for grant assistance, you will be informed accordingly.

Guidelines/Conditions

- **Applications will not be considered retrospectively.**
- Each grant application will be considered on merit, the awarding of a grant should not be assumed. The award of a grant one year does not guarantee funding in subsequent years. Clubs and individuals will be expected to raise at least 50% of full costs for the majority of categories.
- Aberdeenshire Sports Council reserves the right to determine the level of grant aid.
- Clubs may be required to send a representative in support of their application to a Finance Working Group meeting.
- A report on the course/event/initiative for which the grant was made should be submitted along with photos (where appropriate – these may be used in our newsletter or on our website) and proof of expenditure, after which payment shall be made. Grants awarded to clubs/organisations may be paid directly into their bank account.
- Applicants **must inform** the Sports Council of **all other** sources of grant aid or financial assistance.
- Aberdeenshire Sports Council reserve the right to request full financial details from clubs/organisations if deemed necessary.
- Representatives from Aberdeenshire Sports Council may visit grant recipients and Aberdeenshire Sports Council will expect full co-operation from successful applicants to ensure maximum publicity and promotion is achieved in conjunction with grant awards.
- Grant applicants are expected to claim grants within six months of the application being approved.

How to Apply

- Identify from the scheme which categories you wish to apply for.
- Contact the Sports Council Office on 01261 813383 to receive the appropriate application forms or download these from the web site – www.Aberdeenshire-Sports-Council.org.uk.
- Complete **all** relevant sections and return, **ensuring you have enclosed all information identified on the checklist. NB Failure to complete relevant sections of the form and/or enclose requested information will result in delays and possibly a failed application.**
- If notification of receipt of the application is required please enclose a SAE. Following ratification of the grant award recommendations by the Executive Committee (meetings held approx every 6 weeks) applicants will be informed in writing of the decision and any provisional award.

Types of Grant

1. **Individual Grants** – available towards training and competition for talented individuals in the pursuit of performance and excellence.

	Max. grant per year
<i>National</i> (selected and representing a National Team in the UK on behalf of the sport's National Governing Body) N.B. those in National Squads but not yet selected for a Team may receive a reduced grant	£200
<i>International</i> (Selected and representing a National Team abroad i.e. Europe/Rest of the World)	£300

- All individuals **must be affiliated** to Aberdeenshire Sports Council (through their club or individual membership) and **resident in Aberdeenshire** (though students whose parents reside in Aberdeenshire are eligible).
- Applications **must be accompanied by a letter from the Governing Body of Sport confirming selection to the appropriate level of attainment.** Where a person attends an 'International Event' on a voluntary or invitational basis, having not been selected to represent the Scottish or National Governing Body of their sport, he/she may be considered for grant aid.
- A ranking list for the sport must be provided whenever possible.
- Individual regional grants have been discontinued, however regional squads can apply for development grants.

2. **Club/Forum Starter Grant**

Maximum Grant - £200.00.

May be awarded to a new club/forum towards establishment costs including administration, equipment purchase, insurance, facility hire etc.

- The club/forum must enclose a copy of their constitution and aims/objectives (assistance may be given by the Sports Council to produce a constitution for the club/forum and general support/advice will be offered where required).
- New clubs/forums will be expected to affiliate to the Sports Council for a minimum of 3 consecutive years thereafter.

3. Coaches/Officials/Administrators/Education Scholarship



Please apply for these scholarships on the Grampian Coaching Website under the Scholarship section. <http://www.grampiancoaching.org.uk/scholarships>

Maximum scholarship; 50% of the costs per individual and up to a max of £1000.00 per club per year.

Grants may be awarded to residents of Aberdeenshire or members of resident clubs towards; the cost of National Governing Body awards, Sports Coach UK/ Running Sport Courses, Scottish Vocational Qualifications, or other recognised workshops/seminars directly relevant to coach/sport development

There are 3 Tiers of scholarships for the different levels of education needed. Tier 1 is for candidates wishing to do training up to Level 1. Tier 2 is for Level 1 candidates wishing to do additional training or Level 2 award. The 3rd level, Tier 3 is for candidates wishing to do their Level 3 or higher qualification. An extra 30% of funding from Grampian Coaching may be available to Tier 2/3 candidates, please see the information document on the Grampian Coaching website for more details.

- A maximum of 50% of the course fee will be granted with Tier 1 applications
- Participants are required to attend local courses where possible.
- Up to 50% of travel, accommodation and subsistence may be awarded to Tier 2 and Tier 3 applications if the course cannot be done locally. (Based on 25p/mile and £25/night)
- Applicants receiving lifts from other participants should not claim for travel. Sharing cars is encouraged.
- All applications to be submitted with a two references by Club officials.
- Grampian Coaching may offer an extra 30% support for Tier 2 and 3 applications.

Please apply for these scholarships on the Grampian Coaching Website under the Scholarship section. <http://www.grampiancoaching.org.uk/scholarships>

4. Travel Grant

Maximum Grant - 50% of costs to a max of £400 per club (Scotland) or £1000 (if in the UK or abroad) per year.

Clubs traveling to a non-selective event in the UK, Europe or abroad will now only be considered if detailed long-term development benefits to the club can be demonstrated (apply for a development grant).

5. Development Grants

Maximum Grant - 50% of costs to a max of £1000.00 per year for **ClubCAP** accredited clubs and £600 for non-accredited clubs per year.

Development grant applications from non-accredited clubs will be provided with the **ClubCAP** application folder, and the current application fee of £15 will be deducted from the grant.

Please note that general running costs to sustain activity cannot be considered.

Funding may be available towards development projects and initiatives such as the following –

- District and Regional Squads for travel and training.
- Hosting of prestigious events or competitions. Events to be of a higher standard than the club's normal fixtures of events.
- Towards the purchase of items of equipment for development of the club and its activities. Note that personal & consumable equipment or team strips are not eligible – equipment must be for club use. Protective clothing may be considered.
 - In the event of a club ceasing to operate the equipment should be made available for use by other clubs in the area who may benefit from it.
- Sport for people with disabilities.
- Clubs traveling to tournaments within the UK and abroad (maybe non-selective events, but must be recognized by the National Governing Body of the sport). The application must include a detailed long-term development plan highlighting the benefits to the club and its membership.
- Initiatives aimed at enhancing participation and performance at club and community level (e.g. open days, festivals & mini games, club/school links, development of volunteers, high level coaching workshops, come & try it events, new section such as junior, youth, people with disabilities etc, etc.)
- Development of introductory, improver and performance squads
- Initial establishment of annual leagues, tournaments etc
- Clubs/forums must be able to indicate the purpose of the project and to submit a detailed programme of activities including aims/objectives and financial/budget details.