

Guidance on applying to the Grants scheme for Sport & Physical Activity 2018-2019

Before completing an application form please read this document carefully.

Background

Swale Borough Council will be providing an annual grant fund of £20,000 with a **maximum individual grant of £1000** to support community projects and organisations achieve the objectives set out in Swale Borough Council's '*Swale Active Lives Framework 2017-22 - Towards an Active Swale*', but particularly to increase participation in sport and physical activity. Only one application can be submitted by an organisation in each financial year.

In line with the Swale Active Lives Framework, this year's grant will be split to support both sport and physical activity alongside those projects that will help address inactivity in Swale, to promote healthy lifestyles.

Who can apply for funding? (refers to status of your organisation)

- Unincorporated associations such as community groups & sports clubs;
- Incorporated organisations such as registered charities;
- Companies limited by guarantee and
- Social enterprises.

What can the grant be used for? (refers to project/activity)

The fund is to support community projects centred on sporting, recreational and health activities that will contribute to a more active and healthier lifestyle of the participants. The fund cannot be used to support items that should be funded by mainstream public expenditure such as cycle paths, footways, health services, professional fees or school curriculum activities.

Grants should not support political or directly religious activity.

Voluntary and community groups can apply if they have:

- A governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as a terms of reference, please contact the office if you are unsure;
- A bank or building society account in the organisation's name;
- Up-to-date annual accounts (for groups over 12 months old), or a 12 month cash-flow forecast for new organisations.
- Registered with a national body that provides governance and support for the delivery of the activities of the organisation.

Applicants can only make one application for each financial year (currently 2018/19).

The fund will -

- be open during the financial year and grants available throughout 2018/19
- provide grants of a minimum of £200 and maximum of £1000, not all the request may be funded
- support or contribute towards capital and revenue applications that can demonstrate an increase or development to existing provision and participation numbers
- help organisations that will demonstrate an increase in participation and raise awareness of the benefits of Sport & Physical Activity
- support activities that will contribute to the aims of Active Swale and the Councils Active Lives Framework for Swale

The fund will not –

- support day trips or outings
- fund the replacement of playing kit for existing teams
- pay for the hire or rent of facilities or coaching fees to delivery activities
- cover travel expenses for participants or volunteers

Applying for a Grant

Developing your bid

Applications need to demonstrate how they will contribute to the objectives of the **'Swale Active Lives Framework 2017-22 - Towards an Active Swale'**. They will need to specifically demonstrate how they will help increase activity and participation in physical activity and sport that can contribute to a healthier lifestyle. A copy of the Framework is on the Swale Borough Council website (www.swale.gov.uk/spa-framework).

Making the application

Applications are made by filling out the Sport and Physical Activity Grants Application Form. Forms can be downloaded from our website (www.swale.gov.uk/sport-and-physical-activity-grant), or acquired through Swale Borough Council Offices. Applications should be sent for the attention of the ECS Coordinator, Economy and Community Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent, ME10 3HT.

Who will assess the bids?

The bids are assessed by the Community (Sport and Physical Activity) Officer, the Head of Economy and Community Services and approved by the Cabinet Member for Finance and Performance.

Required Information

Please be aware that before the offer of a grant, further information may be required about your project.

If working with vulnerable adults or children please ensure that the relevant and current (annually reviewed), Safeguarding/Equality & Diversity policies are held and that you are able to produce current documentation.

Please also note that the grant award must and can only be spent on the project as you have outlined in your application form.

Grant Payment

Successful applicants will be notified by the ECS Coordinator 3 weeks after submission, and a grant agreement letter will be sent to you to finalise payment. Once the letter has been returned we will arrange for the payment of the grant, which takes approximately one and a half to two weeks.

Monitoring and Grant Evaluation

A monitoring form must be completed and sent back no later than 3 months after the grant has been paid or following project completion. Swale Borough Council will also require evidence, through relevant invoices or accounts, of how the grant has been spent. If monitoring information is not provided to a sufficient standard, Swale Borough Council reserves the right to request the full repayment of the grant or will be unable to process any future applications, until the information is received.

Exceptions to funding

- Individuals (or where the benefit of the grant will only benefit an individual)
- Party political groups or political activities. This includes any Parish Council (or group of), District Councils, or the Kent County Council where any grant would challenge or oppose the democratic functions of that Local Government. Or where such grants would be deemed to risk the reputational standing of Kent County Council.
- Church or Faith groups who are using the grant to promote religious activity.

- Schools and Academies cannot apply for funds towards capital costs; teaching materials; or curriculum delivery (although they may apply for funding towards projects that support wider community benefit).
- Business/ companies which do not reinvest surpluses for community benefit.

This Council agrees to ban the use and release of sky lanterns and balloons and the misuse of drones from land owned or managed by Swale Borough Council and at all events organised, supported, funded by (fully or partially) and/or licensed by this authority. This is in the interest of public safety, protection of agricultural land and property, prevention of harm to wildlife, livestock and other animals and protection of the environment.

This Council will not fund any project or organisation that does not act responsibly, in line with the relevant laws and regulations.

Compact Compliance

This funding stream supports the values and codes of practice contained within the Kent Partners Compact, which is an agreement to improve and enhance partnership working between the voluntary and community sector and the public sector in Kent.

www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/kent-partners-compact

For further information please contact either:

Russell Fairman, russellfairman@swale.gov.uk tel: 01795 417426 or

Jennifer Stringer, JenniferStringer@swale.gov.uk tel: 01795 417155

Members Grants

Note: Additionally each of the 47 Swale Borough Councillors have been given a grant allocation for 2017/18 to support local community projects. Applications and enquiries regarding the Members' Localism Grants are via Jennifer Stringer – jenniferstringer@swale.gov.uk or call 01795 417155
