



Scottish Junior Sports & Health Trust
Recognised Charity
No. SC037302

healthier sporting lifestyle for young people

APPLICATION FORM

How to apply for funding from the

Scottish Junior Sports and Health Trust



Welcome to the Scottish Junior Sports and Health Trust

The **Scottish Junior Sports and Health Trust** aims to support projects which will provide opportunities for children to take part in healthy sporting activities.

The three key objectives are to:

1. Encourage, fund and lead schemes which build every day physical activities into the lives of Scotland 's young people.
2. To ensure that these activities are inclusive so that all children are given the best opportunities regardless of personal circumstances.
3. To identify talented youngsters and give them the opportunity to have their talent developed to its fullest potential.

We have tried to make the application process as straight forward as possible to give applicants the best chance of success.

Send your completed application form to:

Scottish Junior Sports and Heath Trust
C/O J C Peacock & Co.
North Harbour
Ayr
KA88AE

Please make sure you fill everything in, and we hope that the "Frequently Asked Questions" section will help.

Please post rather than fax it so that everything is clear.

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Application Check List

Frequently Asked Questions

How do applications to the trust work?

The Trustees meet at intervals during the year to consider applications.

What is the Scottish Junior sports & Health Trust looking for?

The Trust is looking for projects that will make a difference to encouraging participation in healthy sporting activities. Projects that aim to deliver benefits over the long term and provide pathways for continued sporting participation are particularly welcomed. Priority will be given to projects which focus on youth participation up to and including Notional Junior Elite; coaching and coach education; people with disabilities; recreationally deprived areas; ethnic minorities; projects encouraging increased participation and development of sport.

How much money can I apply for?

Anything from £250 to £ 10,000.

What can't use the money for?

Funding should be used in one of the following ways:-

Coach education; coaching/training; facility hire; building for sport; sport scholarships; purchase of equipment and club development.

How long does this Trust funding last?

Funding is considered for one year. If your project lasts longer than this, you can apply for funding again after the first year, but you must submit separate applications for each year. If you receive funding for the first year, funding is not automatically guaranteed. The Trustees will consider applications for a project for a maximum of three years, or up to £10,000.

What happens if my application is successful?

If your application is approved by the Trust, you will be sent an Offer Letter containing a "Declaration of Acceptance" which you will need to sign and return to the Trust. On signing this, you agree to observe all the Rules detailed in this booklet and any further conditions which form a part of the Offer Letter. You will also be given full details on the "Final Report" that you will need to submit at the end of the project - this tells us all about how the project worked, what its impact was and provide a full financial breakdown. Full details will be supplied when your application has been approved.

Can we apply again?

We welcome applications from groups who have received a previous award,

Rules of Application

You can apply if

1. Your project

- involves grassroots sport. community sport, elite sport or physical activity with Youth Projects taking priority.
- Grassroots Sport is defined as an activity in which beginners and novices participate. i.e. those that are new to this sport or who wish to improve basic skills.
- Club development projects aimed at improving performance and increasing participation are also considered.
- Eligible Activities:-

Aikido	Dragon Boat Racing	Luge	Shinty
American Football	Equestrian Activities	Modern Pentathlon	Shooting
Angling	Fencing	Motor Cycling	Skateboarding
Archery (Field and Target)	Fives	Motor Sports	Skiing
Arm Wrestling	Gaelic Football	Mountaineering	Skipping
Association Football	Gliding	Movement. Dance	Snowboarding
Athletics	Golf	Exercise and Fitness	Softball
Badminton	Gymnastics	Netball	Sombo Wrestling
Balloonng	Handball	Orienteering	Squash
Baseball	Hang/Paragliding	Parachuting	Street Hockey
Basketball	Highland Games	Petanque	Sub-aqua
Baton Twirling	Hockey{Indoor and	Polo	Surf Life Saving
Bicycle Polo	Hovering	Quoits	Swimming
Bobsleigh	Hurling	Racketball	Table Tennis
Boccia	Ice Hockey	Rackets	Taekwondo
Bowls	Ice Skating	Rafting	Tang Soo Do
Boxing	Jet Skiing	Rambling	Tenpin Bowling
Camogie	Ju Jitsu	Real Tennis	Trampolineing
Canoeing	Judo	Roller Hockey	Triathlon
Caving	Kabaddi	Roller Skating	Tug-of-war
Chinese Martial Arts	Karate	Rounders	Unihoc
Cricket	Kendo	Rowing	Volleyball
Croquet	Korfball	Rugby League	Water Skiing
Crossbow	Lacrosse	Rugby Union	Weightlifting
Curling	Lawn Tennis	Sailing and Yachting	Wrestling
Cycling	Lifesaving	Sand and Land	Yoga
		Yachting	

2. Your organisation

- Is a properly constituted, not for profit group involved in sport and operating mainly in Great Britain.

3. You as an individual

- Are an amateur sports person.

You can't apply if

1. Your project

- Benefits professional sport.
- Does not involve one of the listed eligible activities above (although exceptions will be made if your sport or activity will increase participation at grassroots it will be considered).
- Has started or taken place before the Trust has considered this application.

2. Your activity

You can't apply for funding for any of the following:

- general administration or other natural running costs (including transport) not related to a specific event or activity.
- Non-sports events/projects.
- Appeal funding and donations.
- Commercial entertainment, commercial tours and investments in commercial activities.
- Payment of commission to agents and consultants, PR, advertising and sponsorship.
- Corporate membership.
- Conferences.
- Hospitality, event catering or entertainment costs.
- Computers, software, digital camera or website design.

3. Your organisation

- Is a profit distributing body, or does not have an adopted constitution.

Section 1 - About you

This section should be completed by the person representing the organisation applying for funds. It tells us about you and your organisation and gives us all the practical details we need to process your application.

Organisation Name _____

Contact at organisation: Title _____ First Name: _____

Surname: _____ Position: _____

Address: _____

_____ Town / City: _____

Region: _____ Postcode: _____

Telephone (daytime): _____

Telephone (evening): _____

Email: _____

Correspondence details (if different from those above) AS ABOVE

Address: _____

_____ Town / City: _____

Region: _____ Postcode: _____

Telephone (daytime): _____

Telephone (evening): _____

Email: _____

Bank Details (We need these to deliver agreed funds if you application is successful)

Account Name _____

Bank Name: _____

Bank Address: _____

Sort Code: _____ Account No: _____

Further Details: Please enclose a copy of your organisation's Constitution or Memorandum and Articles of Association as part of your application.

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Section 2 - About the Project

This section tells us all about the project. Give as much detail as possible - the more we know, the easier it will be to process your application.

Name of Project: _____

Start Date: _____ End Date: _____

Project details (Please give a top line overview of the project)

Participants

Please indicate the number of people who participate in this project now, and how many you anticipate will take part after funding is given. Please enter a figure for every box in the table, even if it is zero.

	Taking Part Now		Anticipated Increase in Participation	
	Male	Female	Male	Female
0 – 5 years				
6 – 10 years				
11 – 16 years				
17 – 21 years				
Over 21 years				

Tell us who the project is aimed at (male, female, ability, minority groups. physical or mental disability) .

Section 3 – Budget

This section tells us about how you're funding your project, where the money is coming from, how much and what you're spending it on. You should factor the requested funding from the Trust into these figures.

Completing the Table

Source

This is who is giving you the money - so it could be the name of a sponsor. funds requested from the Trust, club funds or membership fees for example.

Amount (Income)

Indicate how much is coming from this source in the 'Amount (Income)' column. Please indicate if this is an in-kind payment.

To be Spent on

Tell us what you're going to spend this money on - anything from coaching sessions to hiring facilities. Go into as much detail as possible (e.g. coaching session for two novice players to improve ball skills - two nights per week for three weeks with a level one coach).

Amount (Expenditure)

Indicate how much of the income detailed you'll spend in the final column 'Amount (Expenditure)'.

Trust Funding Contribution - Investment Category

We need to know as much detail as possible about how Trust funding will be spent. There are seven broad categories that cover how you can spend Trust money. These are as follows:-

1. Coach education * (CE)
2. Coaching/training (CT)
3. Facility hire * (FH)
4. Purchase of equipment (not including clothing (E)
5. Club development
6. Building for Sport
7. Sport Scholarship
8. Other

Total Income *		Total Expenditure	

• **Please note:** totals must balance

Proof

For each amount detailed, we'll need to see evidence that this is accurate, Please enclose a certified costing or estimate for each budgeted item, such as an estimate for the cost of two coaching sessions, as detailed on the previous page.

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Section 4 – Publicity

One of the requirements of a Trust Funding Award is that you acknowledge Trust support and the Trust Funding Award. Everyone approaches acknowledgement differently, depending on the organisation and often, budget; this section gives you the chance to tell us how you'll promote the Trust:

Please tick how you are planning to acknowledge the support of the Trust.

- | | |
|---|--|
| <input type="checkbox"/> Branded kit/equipment | <input type="checkbox"/> National Press coverage |
| <input type="checkbox"/> Branded posters/leaflets | <input type="checkbox"/> National Radio coverage |
| <input type="checkbox"/> Local Press coverage | <input type="checkbox"/> National TV coverage |
| <input type="checkbox"/> Local Radio coverage | <input type="checkbox"/> Premier Advertising Boards |
| <input type="checkbox"/> Local TV coverage | <input type="checkbox"/> Press conferences |
| <input type="checkbox"/> Match Programme | <input type="checkbox"/> Press releases |
| <input type="checkbox"/> Presentation opportunities | <input type="checkbox"/> Programme advertising/editorial |
| <input type="checkbox"/> Mention on Website | |

Please note: You should aim for a minimum of three of the above when crediting.

Please give details of any acknowledgements you plan to make in relation to the Trust if they're not covered by the options in the list below.

Coordinator declaration

This should be signed by the person who completed this form – the main contact for the organisation as outlined in Section 1.

I hereby certify that I am authorised by the organising body to act as its coordinator for this application and that all the information given on this application is accurate. I undertake to abide by any conditions attached to an award by the Trust and to provide all reports and financial statements as required by the Trust.

Signature	Date
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Coaching Declaration (coordinator to read and sign)

If your project involves coaching, please read the following statement and sign the declaration below.

I hereby certify on behalf of the organising body that all coaches used throughout the duration of the project will be qualified to the relevant level.

Signature	Date
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Organising Body Declaration

We hereby certify that we have read and accepted the rules of the Trust Funding Application and that the information given on our behalf for this application is accurate, If our application is successful, we undertake to:

- credit the award;
- provide a success report;
- provide a certified or audited statement showing how the award has been used; and
- abide by the rules and conditions attached to the award by the Trust.

We understand and accept that if incorrect information is supplied or we fail to comply with the rules, the Trust reserves the right to reclaim the award in full and for any reason the organisation we represent is unable to repay an award that we, the undersigned, may be held personally liable.

If either or both signatories are at any stage prior to submission or approval of the certified or audited accounts, no longer involved with this application, we undertake to advise the

scheme administration of the person(s) authorised to take over responsibility for observing the terms of the declaration.

Chief Executive/Chairperson

Name

Signature	Date
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Financial Director/Treasurer

Name

Signature	Date
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