

Community Sports Fund

Information Note

1. Background

West Dunbartonshire Council has allocated a budget of £1M for the development of business cases to allow applications for capital funding and for facility improvements. The funding will be made available in the 3 years 2014/15, 2015/16 and 2016/17.

Capital expenditure is directly attributed to the acquisition, creation or enhancement of items of land, property, plant and equipment. It could, for example, be used to improve an existing building, create or improve a sporting facility or area of open space. Further examples are outlined in section 6 below.

2. Aim

The aim of the budget is to provide a funding scheme to assist with the provision of sporting facilities in West Dunbartonshire. It is to be targeted to bring maximum support and investment into the area and to invest in the continued improvement of sporting facilities.

3. Examples of who can apply

- Sports Clubs
- Third sector (voluntary and community) organisations
- Registered and unregistered charities
- Co-operatives
- Friendly societies
- Social enterprise companies
- Youth groups
- Individuals
- Local independent businesses
- Joint application from a variety of organisations

4. Fund Criteria: What can we fund?

For the development of business cases, we will fund works or activities from a minimum sum of £2,000 per project – maximum £10,000. We will also fund facility improvement to a maximum Council contribution of £125,000. These projects will require a minimum of 25% match funding.

- Develop business cases to allow group to apply for facility funding.
- Improve existing sporting facilities.
- Create new sporting facilities.
- Promote sport and community participation.

- Contribute towards the development of a larger scale project with a longer term goal.

We will consider funding projects within the 2 year period of the fund providing the project meets the above objectives.

This is a two year programme and applications can be submitted at any time. Projects require to be completed by 31 March 2018.

5. Examples of Eligible Projects

Applications for capital funding could include projects involving the: -

- purchase of land, buildings or equipment
- upgrade of an existing building
- creation or improvement of new sporting facility.

6. What can't we fund?

Below is a list of the types of projects which cannot be funded.

- Projects that don't relate to sport
- Costs already incurred before a grant is offered, including costs you incur when putting together your application
- Items or activities that mainly benefit an individual or an individual business
- Repayment of existing loans or interest payments
- Activities that could bring the Fund into disrepute
- Activities promoting religious or political beliefs
- Administrative costs for groups that may already receive grant funding from the Council
- All of an organisations running costs or capital investments
- Travel costs for exchange visits or trips
- Projects that another organisation has a legal duty or right to provide
- Events to raise funds for charities

7. How to Apply

An application form can be obtained from:

- West Dunbartonshire Council's Greenspace Team
Housing, Environmental and Economic Development
West Dunbartonshire Council
Elm Road
Dumbarton
- By emailing: CommunitySportsFund@west-dunbarton.gov.uk

8. Information required from Applicants

You should make sure you complete the application form as fully as possible. If we have to ask for any additional information, this delays your application. We endeavour to process your application within 4 weeks. It should be noted that the timescale for processing significant funding requests may be longer.

When you send us your application form, you must also enclose the other documents which we need to assess your application. These include (where relevant):-

- a. A copy of the constitution or set of rules that your group has adopted
- b. Your most recent yearly audited or management accounts or statement of income and spending.
- c. A document giving us proof of your group's bank or building society account. This document could be:-
 - a copy of your most recent bank statement in the name of your group
 - a copy of your building society passbook, with the pages showing your group's name, account number and current balance; or
 - if you're a new group who has only just set up your account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.
- d. Any plans, maps or drawings relating to an application for work on a building or land.
- e. Two quotes for any work to be carried out or items to be purchased.
- f. Any planning or other consents
- g. A completed equalities monitoring form.
- h. A completed ownership certificate or lease agreement.

If you have any other information that you'd like to send to us to support your application, please do so.

9. Assessment of Applications

We will check your application form and additional documents to see if it is complete. If your application is not complete, we will contact you to get the missing information.

The application will be assessed taking the following factors into account:

- the meeting of the Fund criteria as listed in section 4 above, where appropriate
- the degree to which proposals encourage active citizenship, civic action and volunteering and fill a local need
- the extent of local support
- what alternative sources of funding have been accessed

If the funding application is approved, a letter authorising the Community Sports Fund financial assistance will be sent to the applicant. Applicants will be required to sign up to appropriate detailed funding conditions from the Council and Council officers reserve the right to make amendments to the application form and the information notes related to this fund.