



Office use only

## Major Project Fund Application Form

Ensure you answer all of the questions.

Where a question doesn't apply to your project, just write 'N/A'.

Save your answers as you go along. Keep a copy of your completed application form.

Use the **i** symbol to help you complete this application form.

### 1.0 About Your Organisation

#### 1.1 Organisation Details **i**

Name of your organisation

Address

Postcode

#### 1.2 Contact Details **i**

Title

Contact name

Address

Postcode

Daytime phone number

Mobile phone number

Email address (most communication will be via email unless requested otherwise)

Position in the organisation

#### 1.3 Bank Details **i**

How does the name of your organisation appear on your bank account? (Please enter in full)

Name of bank/building society

Branch address

Postcode

Account number

Sort code

Please continue to next page

## 1.4 Nature of Organisation

How would you describe your organisation?

Sports club – CASC registered

Educational establishment

Sports club – charity

Local authority

Sports club – limited by guarantee

National governing body

Sports club – other

Other – please state

Are you a profit making organisation?

Yes  No

If **'Yes'**, please provide details on a separate sheet

Do you have a constitution?

Yes  No

If **'Yes'**, please provide a copy of this with your application

Is your organisation affiliated to a national governing body?

Yes  No

If **'Yes'** please enter details

Is your organisation affiliated to or registered with any other organisation/body?

Yes  No

If **'Yes'** please enter details

Is your organisation Club Mark accredited or equivalent?

Yes  No

If **'Yes'** please enter details



## 1.5 Other Funding Applications:

In the past 12 months has your organisation:

applied to Sport England for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to you national governing body for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to any other organisation for funding in relation to this project. If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

Has your organisation currently got funding applications with any other organisation or body still pending in relation to this project? If **'Yes'**, date submitted, amount and expected date of result

Yes  No

## 2.0 Project Details

Where necessary, supply additional information in separate documents

What is the name of your project?

Address where project work is due to take place



When will the project start?

When will the project end?

What are you planning on doing? (max 3000 characters including spaces)



What do you hope to achieve? (max 1500 characters including spaces)



Who is the project aimed at helping? (max 1500 characters including spaces)



Does the project require planning permission? (If so please give details including timescales)

How will your project be managed overall? (max 2500 characters including spaces)



How will the facility be looked after and how will you ensure that the facility is replaced after its useful life?  
(max 2500 characters including spaces)



## 3.0 About your Membership and Activity Programme

### 3.1 Sessions/Participants



How many activity/coaching sessions do you have now compared to how many you will have after the project?  
(If exact figures are not available enter estimates)

	Now				After Project Completion			
	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams
Junior Male								
Junior Female								
Junior Mixed								
Senior Male								
Senior Female								
Senior Mixed								
Junior Disabled								
Adult Disabled								
Junior Ethnic Minority								
Adult Ethnic Minority								

### 3.2 Coaches/Instructors



	Now		After Project Completion	
	Male	Female	Male	Female
Level 1 Coaches/Assistants				
Level 2 Coaches				
Level 3 Coaches				
Qualified Disability Lead Coaches/Assistants				
Leaders				
First Aiders				
Child Protection & Vulnerable Adult Officers				
Volunteers & Officials				

## 4.0 Project Financial Details

### 4.1 VAT

Are you registered for VAT?

Yes  No

Are you able to claim back your VAT?

Yes  No

### 4.2 Project Costs

What will the money be spent on? Please do not include any VAT you CAN reclaim in your figures below

Project Costs (Please list and price each item)	Total
<b>Total Project Costs</b>	£



### 4.3 What are the annual running costs associated to any new/developed facility associated to this project?

For example gas, electrical, water, servicing



### 4.4 Proposed Contributions

Please show any contributions you are able to make towards the project or equipment

Cash in Hand	
Grants from Other Sources (Sport England/national governing body)	
Sponsorship	
In Kind Contribution	
Planned Fundraising Activities	
Other	
<b>Total Contribution</b>	£



### 4.5 Grant Requested

4.2 - 4.4 = Grant Requested

£



## 5.0 Applicant's Declaration

**Signatories** (the two signatories **must not** be related)



Signed

Name of primary contact

Position in organisation

Date

Signed

Authorised signatory

Position in organisation

Date

### Terms and Conditions

Any offer of grant made to you will be subject to the Hatfield Community Sport Terms and Conditions of Grant, a copy of which can be found on the Welwyn Hatfield Borough Council website ([www.welhat.gov.uk/hcsf](http://www.welhat.gov.uk/hcsf)). Please read these before you submit your grant application.

Tick this box  to confirm that you have read and agree to the Terms and Conditions.

## 6.0 References

Please supply details for two independent referees:



1 Name

Organisation

Email address

Daytime telephone number

2 Name

Organisation

Email address

Daytime telephone number

## 7.0 Supporting Documentation

Please provide the following either as an email attachment or in hard copy format via the post

Document	Attached to email	Sent in post
Organisation's constitution (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the organisation's children and vulnerable persons policy	<input type="checkbox"/>	<input type="checkbox"/>
Quotation for any proposed equipment purchases	<input type="checkbox"/>	<input type="checkbox"/>
Quotation for any proposed building work	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the organisation's last 3 bank statements	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the organisation's last financial year end accounts, signed and audited	<input type="checkbox"/>	<input type="checkbox"/>
Copy of any certificate indicating the organisation's Club Mark or equivalent accreditation	<input type="checkbox"/>	<input type="checkbox"/>
Other documentation that would help support the application (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Detailed project budget	<input type="checkbox"/>	<input type="checkbox"/>
Detailed project delivery plan and/or business plan	<input type="checkbox"/>	<input type="checkbox"/>
Supporting letter from National Governing Body	<input type="checkbox"/>	<input type="checkbox"/>

If you are unable to provide any of the above please state why in an accompanying letter

## 8.0 What Happens Next?

Before you send the form off you should check:

- That you have answered all questions and all fields are completed
- That the application is signed by authorised signatories
- That all supporting documentation is attached to your email reply along with this completed application form, or posted separately to the address below
- That you keep a copy of the application and all documents submitted with it

**Return your completed application form via email to: [sport@welhat.gov.uk](mailto:sport@welhat.gov.uk)**

• **And either**

attach all supporting documents to your email message

• **Or**

post hard copies to:

Hatfield Community Sports Fund  
Community Partnerships Team  
Welwyn Hatfield Borough Council  
Campus East  
Welwyn Garden City  
AL8 6AE



# Major Project Fund Application Form – Information Guide

## 1.0 About Your Organisation

### **i** 1.1 Organisation Details

[Back to Application Form](#) <

Enter the name, registered address and postcode of the organisation applying for funding.

### **i** 1.2 Contact Details

[Back to Application Form](#) <

Enter the details of the individual who is the main contact for this application and be responsible for the delivery of the project if the application is successful. This person must be either an elected member or paid employee of the organisation /club applying for the funding.

### **i** 1.3 Bank Details

[Back to Application Form](#) <

Enter the bank details where the fund should be paid in to, if this application is successful.

### **i** 1.4 Nature of Organisation (Club Mark)

[Back to Application Form](#) <

Enter the date your organisation achieved club mark status and your club mark registration number or equivalent.

## 2.0 Project Details

### **i** Address

[Back to Application Form](#) <

If the project is linked to more than one address, enter the address where the main work will take place.

### **i** What are you planning on doing?

[Back to Application Form](#) <

This is your opportunity to explain to the Board exactly what you are going to do with the funding if you are successful. Make sure you have read and understood the Fund's 'Strategic Goals' and that you use examples of how your project will directly support one or more of these.

Remember that your project needs to be carried out in partnership with others, so make sure you include who your partners are, what part they will play and why are they important to your project. Make sure that you are concise in this area of your application.

### **i** What do you hope to achieve?

[Back to Application Form](#) <

Here the Board wants to hear about how your project will provide new sporting opportunities and what impact that will have on the community of Hatfield.

Make sure that you answer this question fully by explaining what your project hopes achieve and why the project is necessary. A 'strong application' will be very clear about what achievement looks like and the difference that that funding will make to the number of people playing sport in Hatfield.

Any research that supports the need for your project and sets the wider context should be used here. (e.g. local authority, social, health and sports participation statistics). It should provide:

- Evidence of demand from participants for your project to happen. This can include surveys, waiting lists, letters of support or any other evidence you can provide that shows your application is driven by local demand.
- Evidence of support for your project from your national governing body (NGB) and/or county sports partnership (CSP), i.e. anything that indicates your project will contribute to the wider picture in your sport and local area.

Full details of evidence can be provided in a supporting document(s) and submitted along with your application form. It is important to make reference to the separate evidence in your answer if you chose to do this.

### **i** Who is the project aimed at helping?

[Back to Application Form](#) <

Before answering this question, make sure you read and understand the Fund's 'Strategic Goals'.

In your answer, highlight how you are going to engage and work with these groups or individuals and typically cover:

- What benefit your project will have on the community?
- What impact it will have on the immediate community, is the community supportive?
- Are there any possible negative impacts on the community with regards to this project? If so, what are they and how will they be overcome?

### **i** How will your project be managed overall?

[Back to Application Form](#) <

Here the Board wants to see more information about how you have planned your activity to make sure it's successful. The level of detail you need to provide will vary depending on the complexity of the activity you are planning. The Board want to gain a full picture of what will happen to have assurance that everything has been planned thoroughly. This includes all aspects of the project from early delivery (building phase) to what will happen post building phase. Examples of things to consider include:

- How will the building phase be managed?
- How will the facility be managed once built or re-developed?
- Who will have access to it?

You need to highlight here how you will deliver the project from start to end. A full, detailed plan (short, medium and long term) should be provided in a separate document along with your application; ensure you make reference to it in this section.

You will also need to provide a detailed business plan and budget plan, which will include how the new/improved facility will be kept fit for purpose. When writing the plans, think about what strategies will be put in place to keep project on track and how will the project be reviewed within your organisation to make sure that the project is successful as detailed above.

### **i** How will the facility be looked after ...

[Back to Application Form](#) <

Here the Board wants to see what considerations have been made by your organisation to keep on top of the running costs for the facility, if there are any.

The Board also wants to see what will happen in the future when running repairs are necessary, and later on when the facility needs to be either replaced or significantly refurbished. Make reference here to the organisation's long term plan, for example has the organisation built in a 'Sink Fund' within the budget to help with future repair/development work?

## 3.0 About your Membership and Activity Programme

### **i** 3.1 Sessions/Participants

[Back to Application Form](#) 

This is your chance to show exactly how the project can increase participation locally. The Board is looking to see what activity users currently have and what impact this project could have on future participation. It is important to consider and include the combined impact you and your partners will make when completing this section.

NOTE: Figures will be audited by the Board post project and your organisation will be required to provide evidence that the figures you submit here have been reached. It is important, therefore, that your figures are challenging but also realistic; this grid should form part of your organisation's delivery and development plan.

### **i** 3.2 Coaches/Instructors

[Back to Application Form](#) 

Here the Board is looking to see what impact the project will have on the level/number of coaches/instructors/officials and volunteers. Again, it is important your partners' impact is taken into consideration when completing this section.

NOTE: As in 3.1, figures will be audited by the Board post project and your organisation will be required to provide evidence that the figures you submit here have been reached. As in your previous response, ensure that your figures are challenging yet realistic and use this grid to form part of your organisation's delivery and development plan.

## 4.0 Project Financial Details

### **i** 4.2 Project Costs

[Back to Application Form](#) <

These costs should be headline figures only. More detailed figures should be broken down in the main project budget plan, which should accompany this application.

### **i** 4.3 What are the annual running costs associated to any new/ developed facility associated to this project?

[Back to Application Form](#) <

These costs should be headline figures only. More detailed figures should be broken down in the main project budget plan, which should accompany this application.

### **i** 4.4 Proposed Contributions

[Back to Application Form](#) <

Evidence of financial support must be in the form of a written letter from specific individuals or organisations. '*Grants from other sources*' only to be included if the application has already been successful and you are guaranteed to be awarded a grant.

### **i** 4.5 Grant Requested

[Back to Application Form](#) <

To calculate the amount of funding you are applying for, deduct the Total Contribution (4.4) from the Total Project Costs (4.2) and enter the amount left over.

## 5.0 Applicant's Declaration

### **i** Applicant's Declaration

[Back to Application Form](#) <

All completed applications need to be emailed (or printed off and posted). You will only be required to sign and date the 'Declaration' section once the Board has confirmed your funding application has been successful.

### **i** Primary Contact

[Back to Application Form](#) <

This should be the same as the contact on the front page.

### **i** Authorised Signatory

[Back to Application Form](#) <

This can be any person within your organisation that has budget responsibility. Often this will be the treasurer or organisation account manager.

The two signatories must not be related.

## 6.0 References

### References

[Back to Application Form](#) 

Your referees should be two individuals who know and support your organisation or club but are not directly involved in it, i.e. they cannot be members.

Whoever you put forward should be aware that you are applying for funding.