

## **Guidance Notes on Funding**

### **1. WHAT ARE CLUBSPORT ORGANISATIONS?**

ClubSport Borders exists to represent member groups and individuals and to support them with the achievement of their sporting goals. There are four ClubSport organisations in the Scottish Borders area representing Berwickshire, Ettrick & Lauderdale, Roxburgh and Tweeddale. All four ClubSport organisations are managed by volunteers from the local sporting community. They meet approximately 6 times per year to encourage, develop and support all sport by providing advice, support and limited grant funding. ClubSport organisations receive funding from Live Borders and are key partners in Live Borders activities such as the Sports Development programmes, Scottish Borders Disability Sport and Club Development. Each of the ClubSport organisations operates a small grants scheme for clubs and individuals. Applicants must be members of their individual ClubSport organisation as detailed in Paragraph 2 below and each annual membership runs from 1st October until 30th September of the following year.

### **2. WHO CAN APPLY?**

#### **2.1 CLUBS (See also Paragraph 4.1)**

You can apply for a grant **if you are a club which:**

- is a member of your local ClubSport Organisation – either ClubSport Berwickshire, ClubSport Ettrick & Lauderdale, ClubSport Roxburgh or ClubSport Tweeddale
- has a constitution
- has a bank or building society account
- has approved annual accounts or statement of income/expenditure
- has achieved Live Borders or National Governing Body Accreditation and
- has been a member of its local ClubSport organisation for a minimum of 12 months

#### **2.2 INDIVIDUALS (See also Paragraph 4.2)**

You can apply for a grant **if you are an individual living in one of the following areas – Berwickshire, Ettrick & Lauderdale, Roxburgh or Tweeddale** – and if

- your club is a member of its local ClubSport organisation as listed above or
- you are an individual member of your local ClubSport organisation where no local club in the area caters for your specific needs (i.e. due to level of sporting ability or there being no club) and have been a member for 6 months

- Your sport is recognised by the approved sports list of Sportscotland.
- Veterans/Masters must supply NGB selection confirmation with application form.

### 3. WHO CANNOT APPLY?

You cannot apply if you are:

- a club which is not a member of its local ClubSport organisation as detailed in Paragraph 2.1
- an individual who is not living in the Scottish Borders or has not had a permanent address for more than 12 months and who is not a member as described in Paragraph 2.2
- a company
- a school
- a charity set up to support public bodies (e.g. Local Authorities)

### 4. WHAT FUNDING IS AVAILABLE?

Each ClubSport organisation operates two funding schemes. These are:

- Club Grants Award Scheme
- Individual Grant Scheme

but no spending or commitments to spending must be made prior to the date of any successful application for an award being announced.

#### 4.1 **CLUB GRANTS AWARD SCHEME**

These schemes offer Capital and/or Revenue Grants designed to encourage, develop, support and increase involvement in sport. The Scheme can contribute towards a range of sporting needs as follows.

**Capital Grant:** (currently suspended) The maximum amount payable is currently £4,000 or 50% of the total cost of the project if less than £4,000. Projects funded can include work to facilities, clubhouse upgrades, or fixed equipment of a Capital nature with a life expectancy of at least 10 years.

**Revenue Grant:** The maximum amount payable is currently £1,000 which can be used for clubs to purchase specialist training equipment deemed essential to the sustainability of the club.

**Start-up Grant:** The maximum amount payable is £500 which can be used to purchase equipment to start up club sessions, facility hire to start sessions or similar.

The following details are for guidance only. Each ClubSport organisation will determine the appropriate award to be made and all decisions of its Executive Committee are final. **It is very important that you contact the Secretary to discuss your plans before applying. Funding is very limited and highly competitive. It is essential, and often beneficial, to check other sources of more appropriate funding before applying. You may be asked to apply to other funders and we can support you to do this.**

**Capital Grant (currently suspended)**: To apply for a Capital Grant, your club must have:

- ownership of the facility or a lease or agreement to use the facility, expiring not less than 5 years from date of the award
- all necessary planning permissions
- clear evidence that your club will be able to meet the cost of running the funded facility in future

NB A Club cannot apply for a Capital Grant more than once every two years from the date of acceptance letter.

The **Capital Grant Scheme** will not contribute to:

- spending or commitments made prior to the date of the award including fees for any technical work (surveys, feasibility studies, planning permission, etc)
- clubs who have received funding for **works to facilities** in the last 2 years
- alterations and improvements to serving areas which are licensed to sell alcohol
- value of work done by volunteer labour, other than on the cost of materials used
- running costs (i.e. rental, staff, electricity, water, etc)
- endowments or loan payments
- activities promoting religious beliefs (as they do not meet our equal opportunities requirements)
- second hand vehicles
- foreign trips or tours
- groups with savings in excess of 12 months' income, unless the excess is allocated to other purposes

**Revenue Grant**: To apply for a Revenue Grant, the club must comply with **other conditions of the Revenue Grant Scheme** as follows:

- Equipment purchased with a grant cannot be disposed of within 2 years from the date of the award, without the written permission of the ClubSport organisation.
- In the event of a club dissolving within 5 years of an award date, equipment purchased with a grant will become the property of the ClubSport organisation which awarded the grant and will be redistributed to another club where appropriate.
- Clubs must provide appropriate evidence of how the project will be fully funded (match-funding).
- No changes can be made to a project following the award date without the written permission of the awarding ClubSport organisation, which reserves the right to withdraw the award if this condition is not met.
- Financial records relating to the group and to the project must be made available, on request.

#### 4.2 THE INDIVIDUAL GRANT SCHEME

The **Individual Grant Scheme** is designed to help:

- **individuals** with potential or proven ability (i.e. selected for regional/national/international squads), who are members of their local ClubSport Organisation **and who live in either Berwickshire, Ettrick & Lauderdale, Roxburgh or Tweeddale.**

The Scheme can support individuals:

- whose club is a member of its local ClubSport organisation, or
- whose club is outwith its local ClubSport organisation area, but within the Scottish Borders and that club is a member of either ClubSport Berwickshire, Ettrick & Lauderdale, Tweeddale or Roxburgh, or
- who are an individual member of their local ClubSport organisation where no club in the Scottish Borders area caters for their specific needs (i.e. due to level of ability or no club).

**Training and special competition** costs incurred by athletes can be supported as follows. Contributions can be made to travel and accommodation costs of individuals who require to attend training courses or specialist centres, or to use facilities, which are outwith their local ClubSport organisation area boundaries:

- Travel – Travel can only be claimed for return car journeys of over 30 miles and for the following levels
  - National: National training, competitions and special events and
  - International: International training, competitions and special eventsDetails of any journeys shared with other athletes must be declared.
- Accommodation – Can be claimed for up to a maximum of £35 per night for the athlete only.
- Subsistence – Can be claimed for the athlete only
  - Breakfast – Up to £5.
  - Lunch – Up to £7.
  - Dinner – Up to £15.

**The Individual Grant Scheme** funding can provide up to 50% of the total claim (though this cannot be guaranteed) up to a maximum of the amounts listed below:

- individuals selected for International level, to a maximum of £1,000
- individuals selected for National level, to a maximum of £750 and
- Individuals selected for Regional level, to a maximum of £500.

Other conditions of the Individual Grant Scheme:

- Application forms must be completed (at Section 3 of the form) by the appropriate National Governing Body officer.
- This Scheme aims to supplement rather than replace voluntary effort, and applicants must provide appropriate evidence of their financial commitments, other financial support, competition and performance details.
- This Scheme cannot fund Sport Tours, **personal equipment (i.e. canoes, hockey sticks, balls, bike parts, etc)**, payment of coaches (unless this is a one-off event that is of sports development significance), club fees, membership fees, travel to ASP sessions, competition entries and personal equipment.
- Spending or commitments made prior to the date of the award cannot be considered. You should apply well in advance of any course/competition etc.
- The final decision on each application is at the discretion of the ClubSport organisation involved.
- Only one application per financial year.
- Applicants should always obtain the advice of the appropriate Live Borders Club Development Officer (details at end of form) prior to submitting their application.

## 5. HOW WILL APPLICATIONS BE ASSESSED?

If you are a club, team or squad, we will look at:

- how your group is set up and managed
- how your project will contribute to the encouragement, development and promotion of sport in the Scottish Borders
- your group's finances and the need for funding
- how your project provides value for money
- your efforts to secure other appropriate sources of funding
- how your group has been funded in the past
- how you have demonstrated the need and demand for your project
- how you have taken account of equal opportunities
- how you protect children and/or vulnerable adults, when relevant

If you are an individual, we will look at:

- how you demonstrated the need for support
- your commitment, training and performance

All applicants may be asked for more information.

## 6. WHAT IS THE TIMESCALE FOR GRANTS?

Applications can be submitted at any time. **Applicants must ensure that applications are submitted well in advance, preferably at least 3 months before the project start date.** In general, ClubSport organisations meet approximately 6 times per year. If your application is successful, we will write to you advising the amount of your grant. If you are unsuccessful, we will tell you the reasons why and provide advice on accessing other potential sources of funding. The decision of the Executive Committee is final. Payment will be made once completion certificate, receipts or invoices relating to the project have been forwarded to the Secretary of the relevant ClubSport organisation. **Grants awarded are normally for 50% of the total costs, assuming sufficient funds remain. Receipts provided should be for 100% of the costs to receive the full amount granted. Failure to present all receipts will mean that only up to 50% of total presented receipts may be given at the discretion of the Executive Committee.**

## 7. HOW TO APPLY

Contact your local ClubSport organisation Secretary to discuss your application and get advice. All applications must be submitted on the official application form which must be fully completed, including a signature from the relevant national governing body sports development officer. We can provide help to complete the application form, if necessary. Failure to send us all the required information will cause delays and may result in your application being returned to you. The application will be considered at the next available Executive Committee meeting following the assessment of your application and you will be notified of the outcome in writing.

## 8. General Data Protection Regulation (GDPR)

ClubSport collect personal data which is required to fulfil our funding function relating to your

application, membership and inclusion on our mailing list(s) in relation to a specific ClubSport and sport development purposes. Personal data is held only as long as necessary, and is kept to minimum to meet ClubSport requirements.

You have the following rights related to your personal data:

- The right to request a copy of the personal data held about you
- The right to request that inaccuracies be corrected
- The right to request us to stop processing your data
- The right to lodge complaint with the information Commissioner's Office or Fundraising Regulator

### **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our cheque presentations and events, we may share this with LIVE Borders or additional partners or sporting governing Bodies for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory organisations, such as Disclosure Scotland, Police Scotland and Scottish Borders Council for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

ClubSport organisations work in partnership with LIVE Borders as a secretary to each ClubSport organisation to provide operational services, activity support and administer to contact the database on our behalf.

LIVE Borders may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions, to process and to abide by the restrictions of existing legislation on data protection.

Where we do share personal information with external third parties, we will only share the personal information strictly required for the specific purposes and will take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

**If you have any questions, please contact the relevant officer below:**

**ClubSport Berwickshire or  
ClubSport Roxburgh**

**Mark Forsyth**

**Live Borders  
St Marys Mill  
Level Crossing Road  
Selkirk, TD7 5EW  
01750 700110**

**ClubSport Tweeddale or  
ClubSport Ettrick & Lauderdale**

**Lori Lee**

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