

EAST AYRSHIRE COUNCIL

SOUTHERN LOCAL COMMUNITY PLANNING FORUM – 6 SEPTEMBER 2007

EAST AYRSHIRE SPORTS COUNCIL'S GRANT AID FUNCTION

Report by Executive Director of Neighbourhood Services

1. PURPOSE OF REPORT

- 1.1 To provide members of the Southern Local Community Planning Forum with up to date information on the function and achievements of East Sports Council with particular focus on the organisations Grant Aid criteria and awards.

2. BACKGROUND

- 2.2 East Ayrshire Sports Council was formed in 1997 and exists to promote and develop the work of sports clubs in East Ayrshire. It is the representative body for sporting organisations in East Ayrshire and is run by an Executive Committee of twenty individuals. The Executive Committee consists of representatives of local sports clubs and organisations, East Ayrshire Council Elected Members and East Ayrshire Council Professional Officers.

- 2.3 The Sports Council seeks to support local sports clubs and aid their development by:

- Providing support through grant aid funding;
- Supporting local coaches to gain qualifications;
- Helping clubs with development plans;
- Providing local clubs with child protection guidelines;
- Supporting local volunteers to gain qualification and skills training;
- Providing clubs with assistance in developing policies and procedures.

- 2.4 There are two categories of membership to the Sports Council. The first and most significant is the category of Sports Club which covers voluntary groups with an interest in developing sport and with affiliations to the national governing body of that Sport. Only sports listed on the **Sportscotland** list of recognised Sports will be eligible for membership of the Sports Council under this category. The cost of affiliation to the Sports Council in this category is £15.00 per year.

- 2.5 The other category of membership is for Sporting Organisations. This covers groups and clubs that although are not involved in the development of a particular sport, still have an interest or role in delivering sport or sports facilities. Some examples of these include, the Galleon Leisure Centre Trust and Kilmarnock Air Training Corps. These groups are not eligible to apply for Grant Aid but benefit via the receipt of up to date information, and opportunities for training. The cost of affiliation to the Sports Council in this category is £7.50 per year.

3. EAST AYRSHIRE SPORTS COUNCIL GRANT AID SCHEME

- 3.1 One of the key functions of the Sports Council is to distribute grant aid to member clubs. It should be noted that only groups in the category of Sports Clubs with affiliation to appropriate and recognised National Governing Bodies of Sport can access grant aid funding (see point 2.4 above). There are four types of grant aid available to these clubs as outlined below.
- 3.2 Starter Grants of up to £200 may be awarded to enable new clubs, operating less than 6 months in order to become viable units.
- 3.3 Equipment Grants are available to assist sports club to purchase equipment that they would not be expected to provide for its normal activities and which has coaching or player improvement significance. Examples of this would be the purchase of fitness training equipment and first aid equipment. It should be noted that personal and consumable equipment is not eligible for grant aid.
- 3.4 Development Grants are available for projects or schemes undertaken by affiliated clubs or organisations to encourage participation in and/or to increase standards in their particular sport. Clubs must be able to indicate the purpose of the project and to submit a detailed programme of activities and projected budget. Examples of Development Grants include: Funding for club volunteers to attend national governing body awards for coaching or officiating; Funding to support Clubs in organising local clinics or seminars for coaches or officials; and Schemes, events or courses where the aim is to encourage new members into a particular sports e.g. 'Introductory Courses', 'Open Days', 'Come & Try' events.
- 3.5 The final category of grant aid funding is Event Sponsorship and Sports clubs can apply for up to £200 for funding towards holding local, regional or national competition events.
- 3.6 In recent years the Sports Council has provided in excess of £13,000 of grants to local sports clubs and organisations a breakdown of which can be found below and is available in more detail in Appendix A.
- 2004-05: £3428.98
 - 2005-06: £4998.37
 - 2006-07: £4590.03
- 3.7 In order to access Grant Aid, Sports Clubs must submit an application at least one week in advance of any Executive Committee meeting. Sports Clubs working with children and young people must be in possession of an up to date and operational Child protection Policy in order to be eligible for grant aid and in addition to the actual application form all Clubs must submit various supporting documentation including for example bank account details and quotes. A copy of the East Ayrshire Sports Council Grant Aid Application form is attached.
- 3.8 Once received, all grant applications are assessed by the Sports Council Secretary. The Secretary will submit an assessment form to the Executive Committee and will have made a recommendation to support, defer or reject

the grant application. The Executive Committee will then consider the assessment and make a final decision. A copy of the East Ayrshire Sports Council Grant Aid Assessment form is attached.

- 3.9 The Executive Committee will also propose the amount of grant to be awarded where applicable. Upon approval by the Executive Committee, the amount awarded will be forwarded to the club along with any relevant conditions of the grant such; the need to share equipment with another local club or to include the Sports Council logo on promotional items.
- 3.10 East Ayrshire Sports Council does not provide Grant Aid Funding retrospectively. However, where it can be demonstrated that a delay outwith control of the club led to the application missing a deadline there is an option for the Chairperson of the Sports Council to make a unitary decision following assessment of the submission by the Secretary.

4. FINANCIAL IMPLICATIONS

- 4.1 East Ayrshire Sports Council receives an annual grant of £10,700 per annum from East Ayrshire Council

5. LEGAL AUTHORITY / IMPLICATIONS

- 5.1 East Ayrshire Sports Councils Grant Scheme is operated in line with East Ayrshire Councils financial and following the public pound regulations.

6. COMMUNITY PLAN / POLICY IMPLICATIONS

- 6.1 The work of East Ayrshire Sports Council delivers directly upon the Improving Health, Improving Community Learning and Improving Community Safety elements of East Ayrshire's Community Plan.

7. CONCLUSIONS

- 7.1 East Ayrshire Sports Council has achieved a great deal of success in recent years. In terms of building sporting infrastructure and capacity of the voluntary Sport sector, the Sports Council has distributed over £13,000 in Grant Aid funding in the last 3 years and in the same timescale, has provided opportunities for over 500 local people to gain recognised sports qualifications in partnership with the Council's New Sporting Futures Team.
- 7.2 The Sports Council has also taken a lead role in the development of disability sport and in 2004, 2005 and 2006 jointly hosted the Scottish Wheelchair Curling Championships at the Galleon Centre. The Executive Committee also provided funding to introduce two brand new adult disability sports clubs in 2005/06 these are now well established within the areas of Kilmarnock and Catrine.
- 7.3 One of the most significant and high profile achievements of East Ayrshire Sports Council has been around the very important issue of Child Protection. East Ayrshire Sports Council has provided training for over 200 local sports coaches in this area, produced it's own easy to use Good Practice and Child

Protection Guidelines for sports clubs, and has successfully implemented appropriate policy and procedures to ensure that all affiliated sports clubs have a Child Protection Policy and trained personnel. The Sports Council's work in this area has recently been recognised as good practice by the national organisation Children 1st.

9. RECOMMENDATIONS

- 9.1 It is recommended that the members of the Southern Local Community Planning Forum note the content of this report.

William Stafford
Executive Director of Neighbourhood Services

7th August 2007

WS/JAG/KK

LIST OF BACKGROUND PAPERS

1. East Ayrshire Sports Council Grant Application Form and Assessment Form

Any person wishing to inspect the background papers listed above should telephone 01563 578179 and ask for John Griffiths, Head of Leisure Services.

Implementation Officer: john.griffiths@east-ayrshire.gov.uk

APPENDIX A					
EAST AYRSHIRE SPORTS COUNCIL					
GRANT FUNDING 2006 - 2007					
<u>CHEQUE DATE</u>	<u>MEETING DATE</u>	<u>CLUB</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
07/04/06	01/03/06	Ochiltree Rovers Football Club	£156.00	Equipment	1 Set of Goal Nets
04/08/06	Approved by Chair	Kingwell Football Club	£245.00	Equipment	Marker Cones, Cones, Training Poles, Speed Ladder, Outdoor Coaching Kit, Set of Hurdles
20/11/06	08/11/06	Kofukan Karate Club	£477.00	Equipment	Jig Saw Training Mats
06/02/07	10/01/07	Cumnock Mini / Midi Rugby Club	£300.00	Equipment	Tent to use as a changing facility
23/03/07	28/02/07	Howard Park Bowling Club	£300.00	Equipment	Junior Ace Bowls
07/04/06	01/03/06	Kilmarnock Sports Acrobatics Club	£200.00	Development	Club Coach Pre School Course
07/04/06	01/03/06	Kilmarnock Tennis Club	£350.00	Development	Development Coaching Award
12/09/06	30/08/06	Cluarankwai Judo Club	£400.00	Development	4 Coaches to revalidate their Judo Scotland Senior Coaches Certificates
12/09/06	30/08/06	Walkers Cycling Club	£240.00	Development	3 x MTB Leaders Awards
14/11/06		Ayrshire Orienteering Club	£200.00	Development	Maps for School Weekly Training Events
23/03/07	28/02/07	Kilmarnock Harriers Athletics Club	£200.00	Development	To support the implementation of a Select Young Athlete Squad.
23/03/07	28/02/07	Cluarankwai Judo Club	£200.00	Development	SuperCoach Course (part of the coaching development and revalidation process)
14/11/06		Ayrshire Orienteering Club	£200.00	Event	Medals and Trophies for Ayrshire Schools Orienteering Championships
07/04/06	01/03/06	Glenafton Athletic Football Club	£200.00	Event	To help meet the cost of running a 4 day football festival for children.
12/10/06	30/08/06	Johnnie Walker Kilmarnock Harriers	£72.34	Event	Purchase Medals for competition
09/11/06	04/10/06	Cumnock Rugby Football Club	£200.00	Event	Purchase Medals for Annual Mini Tournament
09/11/06	04/10/06	Hurlford Badminton Club	£299.60	Event	Trophies for the Clubs Championships at Dam Park, Ayr
06/12/06	08/11/06	Ayrshire Harrier Clubs Association	£190.74	Event	Medals and Trophies for Ayrshire Cross Country Championships
06/12/06	08/11/06	Johnnie Walker Kilmarnock Harriers	£159.35	Event	Medals and Trophies for Schools Cross Country
			£4,590.03		

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<u>CHEQUE DATE</u>	<u>MEETING DATE</u>	<u>CLUB</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
23/06/05	13/04/05	Kilmaurs Thistle Boys Club	£500.00	Equipment	Footballs, Bottles, Medical Kits, Bibs, Cones, Corner Flags and Goal Posts.
23/06/05	15/06/05	Kilmarnock Balmoral Football Club	£195.20	Equipment	10 x Footballs, 4 x Corner Flags, 1 x Holdall, 12 Marking Posts.
23/06/05	15/06/05	Kilmarnock Town Athletic Football Club	£407.30	Equipment	Strength & Condition equip: Agility System, Grid Training Poles, Evasion Belt, Training Balls, Training Bibs, Power Speed resistor, passing arc.
23/06/05	15/06/05	Howard Park Bowling Club	£253.80	Equipment	Sheets of Hardboard for access to the green for wheelchairs
02/12/05	Approved by Chair	Cumnock Juniors Youth Football Club	£467.63	Equipment	Portable 7-A-Side Football Goals
16/01/06	31/08/05	Mauchline Badminton Club	£62.27	Equipment	Portable Badminton Net and Post Set - for use in restricted spaces
21/07/05		Aquarius Gymnastics	£500.00	Development	2 x Senior Club Coach Coaching
07/09/05	31/08/05	Cluarankwai Judo Club	£125.00	Development	5 Personal Safety Advisors to revalidate their coaching certificates
07/09/05	31/08/05	Hurlford Badminton Club	£20.00	Development	Badminton Leader Award
25/10/05	05/10/05	Westpark Gymnastics	£450.00	Development	2 x Assistant Coach Course, 1 x Club Coach Course
11/01/06	14/12/05	Cluarankwai Judo Club	£140.00	Development	2 x British Judo Association Coaching Course
11/01/06	14/12/05	Kofukan (Kilmarnock) Karate Club	£200.00	Development	Annual Summer Coaching Course with Chief Instructor
23/01/06	11/01/06	Cluarankwai Judo Club	£300.00	Development	10 Coaches to obtain or renew their First Aid Certificates
29/04/05	13/04/05	Kilmarnock Rugby Club	£271.60	Event	Purchase Trophies and Medals for Annual Mini 7's Tournament
23/06/05	13/04/05	Darvel Football Club	£200.00	Event	Purchase Trophies and Medals for the U10's and U11's Football Tournament
06/07/05	13/04/05	Johnnie Walker Kilmarnock Harriers	£185.00	Event	To supply and engrave Trophies, Medals and Awards for Tournament.
04/10/05	31/08/05	Shortlees Netball Club	£40.62	Event	To purchase Medals and Trophies for the Margaret Young Memorial Tournament.
25/10/05	31/08/05	Hurlford Badminton Club	£79.95	Event	Trophies for Badminton Tournament
02/12/05		Kilmarnock Weightlifting Club	£200.00	Event	Trophies for Weightlifting Competition
09/12/05	Approved by Chair	Johnnie Walker Kilmarnock Harriers	£400.00	Event	Cost of Medals and Trophies for the Annual Kilmarnock Cross Country Championships and Schools Cross Country
			£4,998.37		

APPENDIX A					
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GRANT FUNDING 2004 - 2005					
<u>CHEQUE DATE</u>	<u>MEETING DATE</u>	<u>CLUB</u>	<u>AMOUNT</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
01/07/04	Approved by Chair	Fenwick Thistle Amateur F.C.	£200.00	Equipment	Goalnets, Pegs, Tiers
01/07/04	Approved by Chair	Hurlford Badminton Club	£270.00	Equipment	Stability Training Equipment: Wobble Board, Agility Squares, Agility Discs, Marker Spots
01/07/04	Approved by Chair	Kofukan - Kilmarnock	£507.00	Equipment	Kids Size Focus Pads and Kids Freestanding Kick Pad (softer than adults)
15/09/04	25/08/04	Sports for Special Needs	£103.48	Equipment	Noughts and Crosses, Aqua Collar and Learn to Swim Jacket 4-5 yrs
20/11/04	17/11/04	Sorn Athletic	£250.00	Equipment	7-A-Side Goal Posts
24/02/05	16/02/05	Glenafton Athletic Football Club	£628.50	Equipment	Replace ageing and broken equip including: Grid Training Set, Reaction Balls, Speed Ladders, Training Hoops, Cones, Multi Markers, Powerchutes and Training Balls.
15/09/04	25/08/04	Cluarankwai Judo Club	£150.00	Development	6 x Coach Revalidation Course
15/09/04	25/08/04	Crosshouse Boys Club	£200.00	Development	Early Touches Courses: 2 x Level 1 Certificate, 2 x Coaching Young Footballers, 2 x Coaching in the Game.
21/10/04		Johnnie Walker Kilmarnock Harriers	£200.00	Development	Assist in the cost of 8 Club Coaches attending various Scottish Athletics Coaching Courses.
30/11/04		Sorn Athletics Boys Club	£340.00	Development	Assist with the cost of 10 coaches attending education courses
04/04/05	Approved by Chair	Ayrshire Junior Ski Club	£480.00	Development	BASI Adaptive Instructor Course
04/04/05	Approved by Chair	Kilmaurs Thistle Boys Club	£100.00	Development	
			£3,428.98		



East Ayrshire Sports Council

grant aid application form

Please ensure you attach the following documents:

- A copy of your organisation's Child & Vulnerable Adult Protection in Sport Policy / Guidelines
- A copy of your organisation's three most recent bank statements
- A copy of your organisation's previous year's accounts and balance sheet showing income and expenditure (except for Starter Grants)
- Where required, two quotations for any items to be purchased

DECLARATION

On behalf of: _____ (Name of Sports Club)

I undertake to ensure; that all necessary attachments are enclosed; that the information is, to the best of my knowledge, accurate; and that this application complies with East Ayrshire Sports Council's conditions of grants.

Name: _____ Signature: _____ Date: _____

Please return completed form and attachments to:

TINA ROGERSON, EAST AYRSHIRE SPORTS COUNCIL
LEISURE DEVELOPMENT SERVICES
JOHN FINNIE STREET, KILMARNOCK, KA1 1DD

YOUR ORGANISATION

1. Please give the name of your organisation and the address for correspondence:

Name of Organisation: _____

Address: _____

_____ Postcode: _____

2. Please give the name, address, telephone number and position in organisation of the main contact person:

Name: _____ Position in Organisation: _____

Address: _____

Postcode: _____ Telephone No.: _____

3. Date of formation of your organisation:

4. How many members does your organisation have?

	Current Year	Preceding Year
Aged 18 years or under	_____	_____
Aged 19 or over	_____	_____
Approx % of membership from East Ayrshire:	_____	

5. What is the usual attendance at training / coaching session?

6. When and where does your organisation meet? (Please include date, time & venue)

7. Please list the geographic areas or communities that your organisation serves:

8. What are your organisation's membership subscription rates?

	Year	Men	Women	Juniors
At time of applying for grant	_____	_____	_____	_____
During 2 preceding years	_____	_____	_____	_____
Session / Weekly Entrance Fees	_____	_____	_____	_____

9. Who can become a member of your organisation?

10. Please tell us how your organisation is managed (e.g. volunteers or paid staff):

11. What is the main purpose of your organisation?

12. If you have to pay a letting or leasing charge in order to hold your organisation's meetings / training sessions, please tell us who the landlord is and what letting charges or leasing arrangements are in place:

Name and address of landlord: _____

Post code: _____

Length of lease / expiry date: _____

Letting charge or leasing agreements (please specify per month / year): _____

13. Does your organisation presently have licensed bar facilities?

YES NO

THE GRANT

14. Please tell us what the grant is to be used for. Please give a breakdown of the type of grant you are applying for, outlining the objectives, benefits, dates and how its success would be measured:

Starter Equipment Development Event

15. Please tell us who will benefit from the grant:

16. Total cost of the project:

17. What is your organisation's contribution to the cost?

18. How much of a grant is requested?

19. Please give a general breakdown of the total costs:

	COST (£'s)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
	TOTAL COST £

20. Has your organisation applied for / received any other Grant Aid for this project?

YES

NO

If yes, please state the name of the body and the amount awarded: _____

21. Please give details of grants received from East Ayrshire Council, East Ayrshire Sports Council and other bodies within the last 24 months:

Name of granting body: _____ Amount of grant: _____

Reason for grant: _____

Name of granting body: _____ Amount of grant: _____

Reason for grant: _____

Name of granting body: _____ Amount of grant: _____

Reason for grant: _____

22. Please provide the following financial information:

The following balances are held as at _____ (date of application)

ACCOUNT

BALANCE

Bank or Building Society Account / Cash

£

Other Accounts (Please specify: _____)

£

Capital in Trust

£

Expected Income (Affiliation / Competition Fees etc)

£

SUB-TOTAL

£ _____

Less

Accounts Outstanding

£

Expected Expenditures

£

SUB-TOTAL

£ _____

TOTAL BALANCES IN HAND

£ _____

23. Please specify how your organisation will spend funds presently shown in the bank statement(s) attached to this application:

East Ayrshire Sports Council



grant aid assessment form

Name of Sports Club / Organisation: _____

1. What is the purpose of the organisation?

2. What is the purpose of the grant?

Starter Equipment Development Event

3. What is the organisation's total membership?

4. Who would benefit from the grant?

5. How many people usually attend the organisation's training / coaching / meetings?

6. How will the grant develop the organisation?

7. Total cost of project:

8. Recommendation

Amount of grant requested

Organisation's Contribution

Bank Balances Date:

Name of other funding source: _____

Date: Amount of grant

Support

Refuse

Defer

Amount Recommended £ _____

9. Reason for Recommendation

10. If the latest bank balance exceeds the cost of the project or is substantial, are these funds ring-fenced for the normal activities of the organisation or can they contribute to the cost of the project?

11. Are you satisfied that the details in the application are accurate?

YES NO

If no, give reasons: _____

12. Does the expenditure meet the grant funding criteria?

YES NO

If no, give reasons: _____

Assessing Officer: _____

Title: _____

Signature: _____ **Date:** _____