

### **Application Process**

It is proposed to keep the process as simple as possible, in recognition of the limited capacity and expertise that clubs and organisations typically have to resource the preparation of funding bids. That said; there is a need to be robust to ensure that projects have the maximum potential to succeed once funding is awarded.

The first stage of the process is for the submitting organisation to review the Guidance / Pre-Application Checklist to test whether their submission is likely to be positively considered. This will save organisations the time of submitting weak bids that would not be supported.

The requirements / criteria for small grants of between £1,000 and £49,999 will be less than those for major grants of between £50,000 and £500,000.

### Guidance / Pre-Application Checklist

The following criteria apply:

- The project must benefit the residents of Bishop's Stortford.
- Applications for small grants must be for between £1,000 and £49,999 and major grants between £50,000 and £500,000.
- Projects must be deliverable in an 18 month period from the date of the award letter.
- Projects must be focused on getting more people into sport and / or physical activity.
- Your project must start within 16 weeks from the date of our award letter.
- Applications should show evidence that additional funding has either been:
  - Sourced / guaranteed
  - Unsuccessful efforts have been made to gain additional funding

- And / or other funding applications are currently being reviewed. Priority may be given to funding bids that can demonstrate match funding.
- All applications must show support from their registered national governing body where applicable.
- You must have at least 10 years security of tenure upon the land on which the project is based or have full ownership of the land.
- You must be able to demonstrate a 'need' for the project rather than a 'want'.

Examples of projects that might be supported include:

- Projects involving the construction of new facilities e.g. an astroturf pitch, tennis courts, hockey pitch, changing rooms etc
- Projects involving the refurbishment of existing facilities
- Projects including land improvement work e.g. drainage, resurfacing of playing surfaces, laying of artificial surfaces.
- Replacement of fixed equipment associated with the project e.g. fencing, goals, seating.

The information below provides potential bidders the basis for which applications will be judged.

### Who can apply?

- Funding is open to organisations that are formally constituted not-for-profit organisations as well as statutory bodies. These might include sports clubs, voluntary organisations and town and parish councils.
- This fund is not available to an individual, sole trader or partnerships or organisations established to make profit.
- To be eligible for funding an organisation must have a written constitution or governing document which contains a clear not-for-profit statement and charitable dissolution clause.
- Membership (if applicable) of the organisation should be open to all sections of the community and its governing committee should include at least three individuals who are not related and

- who do not live together.
- Organisations applying to the fund will be required to show supporting documents highlighting appropriate governance.

### Application Form

The application form will feature a range of standard sections e.g.

- About your organisation – name, contact details, bank details, nature of the organisation, whether constituted, details of supporting funding etc
- Project details – location, description, objectives, target audience, does it require planning permission, project management etc
- Membership / Programme – Overview of current delivery and numbers participating and future delivery / numbers post project
- Financials – Project costs, proposed contributions, whether VAT registered, amount of funding requested and the organisations financial year accounts for the previous two years
- Applicants declaration – Signatures, date etc
- References – Two required