



## **GUIDANCE NOTES ON FUNDING FOR REVENUE GRANTS**

**Please read these Guidance Notes carefully before completing the Application Form.**

### **THE ROWAN BOLAND MEMORIAL TRUST**

The Rowan Boland Memorial Trust was established in May 2010 in memory of Rowan Boland, an enthusiastic and talented youngster, who showed great potential to compete at Representative Level.

The Trust encourages local sports groups, clubs, schools or associations to apply for financial assistance in developing youth sport.

The sports groups, clubs, schools or associations must be located within the TD1 postcode area.

### **1. WHO CAN APPLY?**

You can apply for a grant if you are a sports group, club, school or association which:

- Has a constitution or set of rules, and
- Has a bank or building society account, and
- Has approved annual accounts or statement of income/expenditure, and
- Works with Junior Players, and
- Is based in the TD1 postcode area

### **2. WHO CANNOT APPLY?**

You cannot apply if you are:

- A sports group, club, school or association out-with the TD1 postcode area
- A company

### **3. WHAT FUNDING IS AVAILABLE?**

#### **THE GRANT SCHEME**

The Rowan Boland Memorial Trust operates a **Revenue Grant Scheme** which is designed to encourage, develop, support and increase involvement in youth sport for sports clubs, groups, schools or associations.

The Scheme can contribute towards a range of sporting needs as follows:

- Have developmental significance to the sports group, club, school or association
- Are essential to the continued existence of the sports group, club or association
- Enable new sports groups, clubs or associations to set up (general equipment can be considered for new sports groups, clubs or associations)
- Purchase of specialist sports equipment

The details below are for guidance only. The Trust will determine the appropriate award to be made and all decisions of the Executive Committee are final. **It is very important that you contact a Trustee to discuss your plans before applying. The Trust funding is very limited and highly competitive. It is essential and often beneficial, to check other sources of more appropriate funding before applying. Depending on your requirements, you may be asked to apply to other funders.**

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

- Spending or commitments made prior to the date of the application.
- Sports groups clubs, schools or associations who have received full funding for the same project from another source. (Match funding not included)
- 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
- Feasibility studies
- Sports groups, clubs, schools or associations with savings in excess of 12 months income, unless the excess is allocated to other purposes

**N.B. Sports groups, clubs, schools or associations can only apply once every 2 years for funding.**

Funding for **Revenue Costs** is:

- 50% of the total costs of the request up to a maximum of £1500

**Other conditions of the Revenue Grant Scheme:**

- Equipment purchased with a grant from The Rowan Boland Memorial Trust cannot be disposed of within 2 years from the date of the award, without the written permission of The Rowan Boland Memorial Trust
- Equipment purchased with a grant from The Rowan Boland Memorial Trust will become the property of the Trust in the event of a sports group, club, school or association dissolving within 2 years of an award date. (Each case will be assessed independently as necessary)
- Sports groups, clubs, schools or associations must provide appropriate evidence of how the project will be funded (match-funding)
- No changes can be made to a project following the award date without the written permission of The Rowan Boland Memorial Trust. The Trustees reserve the right to withdraw the award if this condition is not met
- Financial records relating to the sports group, club, school or association must be made available, on request
- Sports groups, clubs, schools or associations cannot apply for a Grant if they already have a Grant Award outstanding with The Rowan Boland Memorial Trust

#### **4. HOW WILL APPLICATIONS BE ASSESSED?**

**We will look at:**

- How your sports group, club, school or association is set up and managed
- How your project will contribute to the encouragement, development and promotion of youth sport
- How your project will impact on the local community
- Your efforts to secure other appropriate sources of funding
- How your sports group, club, school or association has been funded in the past
- How you have demonstrated the need and demand for your project
- How you protect children or vulnerable young adults

All applicants may be asked for more information.

## 5. WHAT IS THE TIMESCALE FOR GRANTS?

Applications can be submitted at any time. **Applicants must ensure that applications are submitted well in advance, at least ONE month before the project start date.** In general, the Trustees meet monthly. If you are successful, we will write to you to advise you how much your sports group, club, school or association has been awarded. If you are unsuccessful, we will tell you the reasons why and provide advice on accessing other potential sources of funding.

Payment will be made once the completion certificate, receipt(s) or invoice(s) relating to the project have been forwarded to the Trust's Treasurer. Advance payments can be made at the discretion of the Trustees.

**The decision of the Trustees is final.**

## 6. HOW TO APPLY

If you wish to apply for a Grant, please contact the Rowan Boland Memorial Trust, 4 Thistle Court, Thistle Street, Galashiels or download an Application Form from [www.rowanbolandmemorialtrust.co.uk](http://www.rowanbolandmemorialtrust.co.uk). All applications must be submitted on the official Application Form, which must be completed in full.

Failure to provide all the required information will cause delays and may result in your application being returned to you. Your application will then be considered at the next available meeting of the Trustees. Following assessment, you will be notified of the decision made.

Once you have read the Guidance Notes, you are ready to complete your Application Form.

Once completed, please return the Form to:

**ROWAN BOLAND MEMORIAL TRUST  
8 Balmoral Terrace  
Galashiels  
TD1 1JQ**