



GENERAL APPLICATION NOTES

(FOR SPORTS GROUPS, CLUBS, SCHOOLS OR ASSOCIATIONS)

This section takes you through each question. Please refer to these notes while you complete the Application Form.

ABOUT YOUR GROUP, CLUB, SCHOOL OR ASSOCIATION.

Question 4 – Tell us the full details of the main contact. The main contact must be someone from your sports group, club, school or association, who can provide full details of the application. Please also state **full** postcode.

Question 5 – Tell us when your sports group, club, school or association was established. If your sports group, club, school or association is less than 2 years old, you must tell us the month as well as the year.

Question 6 – Tell us how many committee members are involved in running your sports group, club, school or association. You **must** have a minimum of 3 on your sports group, club, school or association's Management Committee.

Question 7 – Tell us which type of sports group, club, school or association you are. If you do not feel your sports group, club, school or association fits with any of the categories listed, please give details under "**other**".

Question 9 – Tell us what your sports group, club, school or association does and the type of activities it undertakes. Tell us about the people your sports group, club, school or association works with; how people hear about your sports group, club, school or association and how they can get involved. If you are a new sports group, club, school or association, describe the activities or services you plan to provide.

Question 10 – Tell us of the benefits your sports group, club, school or association brings to your sport. Include references to strategies, where appropriate, and how your sports group, club, school or association contributes to the encouragement, development and promotions of youth sport in the TD1 postcode area.

Question 12 – Tell us the full details of your sports group, club, school or association's bank account. **It is a minimum requirement that at least 2 members of your sports group, club, school or association are authorised to sign each cheque/withdrawal. The sports group, club, school or association's bank account name should be the same as that detailed on the Constitution and annual accounts.**

Question 15 – If your sports group, club, school or association has more savings than the amount of money your sports group, club, school or association gets in a year, you should explain what you are planning to do with this money. **If you have more savings than your annual income, and this is not set aside for anything else in particular, it is unlikely you will receive a Grant.**

Question 16 – Tell us how your sports group, club, school or association takes account of equal opportunities. Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

Question 17 – Tell us if your sports group, club, school or association works with vulnerable young adults or children and give details of any policies you have in place to protect them.

TELL US WHAT YOU ARE APPLYING FOR

Question 19 – Tell us in detail what your project/outlay is, and what the grant will pay for.

Question 20 – Tell us how you know there is a need for the project/outlay and any consultation you have undertaken to reveal this (i.e. involvement of parents, coaches etc).

Question 21 – Tell us who will benefit from your project/outlay and in what way. You should give us a realistic figure of the number of people who will directly benefit from the grant – do not say “everyone in the area.” Tell us what you hope to achieve from the grant and the difference it will make to the encouragement, development and promotion of youth sport in the TD1 postcode area. You should refer to any local strategies to which it links.

Question 22 – Tell us the date your project/outlay is due to start. You should apply for funding **at least ONE month** in advance of the project/outlay start date. **Retrospective funding cannot be granted**, and applications require to be presented to The Rowan Boland Memorial Trust Committee for a decision in advance of the project/outlay start date.

Question 23 – Tell us the cost of the project/outlay and how much you require from The Rowan Boland Memorial Trust. Make sure that the amount you ask for is based on real and accurate costs and represents value for money.

Question 24 – Give us a full breakdown of your project/outlay costs. You should list each item and its cost. Make sure all costs listed add up to the total requested.

Question 25 – Tell us which items of expenditure The Rowan Boland Memorial Trust will pay for and submit quotations for these items with your application.

Question 26 – If you are obtaining funding from other sources, list these giving details of the amount and the current stage of the application.

Question 27 – Detail what your sports group, club, school or association is contributing towards the project/outlay. We expect most sports groups, clubs, schools or associations to contribute something towards the cost of the project/outlay in cash.

COMPLETING YOUR APPLICATION

The first signatory should be the main contact detailed in Question 4. The second signatory should be an office bearer of your sports group, club, school or association, but someone different from the main contact (i.e. chairman, treasurer, secretary etc). The third signatory should be a representative from the National Governing Body or a member of the Scottish Borders Council Sports Development Team.

Ensure all accompanying documentation is submitted with your application (i.e. Constitution/Set of Rules, Annual Accounts, original bank statement, and quotation). **Your Constitution/Set of Rules, Annual Accounts and bank statement should all be in the same name.** Failure to enclose any items of accompanying documentation requested will result in your application being returned. **(All original documentation supplied, will be returned to the sender).**