

# ClubSport Stirling- Club Development Awards

## Guidance Notes & Application Form



### Overview

ClubSport Stirling's Vision is that ALL sports clubs in Stirling are EXCEPTIONAL in what they do so that the life changing impact of sports activity benefits EVERYONE who lives here.

To help accomplish this aim we are pleased to offer a range of funding awards to affiliated clubs to support their work and development. Following a review of the funding awards we want to ensure they are as accessible as possible and support the diverse range of work supported by the network. In conjunction with this we want to encourage innovation, collaboration, and evaluation of the awards impact.

### Awards

Awards are made from the affiliation fees paid by clubs each year. Meaning we will be working from a budget of around £5,000 per year. The three funding award categories are:

**Small Grant-** Maximum Award £300

**Large Grant-** Maximum Award £1000

**Coach Scholarship-** Between 50% & 90% of courses total, subject to a maximum of £300 for an individual award.

### Projects

#### **Small Grant- Maximum Award £300**

Applications for small grants can be made by any affiliated club for any purpose they have identified that will make a positive difference in developing the club, its members or it's community. By removing eligibility criteria, we want to create equal opportunities for all clubs to receive investment, however all applications must consider the following guiding principles:

**Encouraging Growth & Participation:**

An application that embraces inclusion, either by making your club more inclusive for more people, or for those already within the club. For example, a bespoke piece of equipment, or starting a new age group/section.

**Tailored Support for Diverse Needs:**

Each club possesses unique characteristics, facing its own set of challenges and aspirations. Please tell us about the needs specific to your club that require support. For example, travel in rural areas, or facility costs for a specific venue best suited for your sport.

**Promoting Innovation & Development:**

We want clubs to think creatively and explore new avenues for development. With no eligibility criteria, there is no limit to how you can empower, progress, and continually improve. For example, implementing video analysis in your club or creating a satellite site for delivery.

**Strengthening Collaboration and Networking:**

Being a club network, we want to foster a culture where clubs can connect, share best practice, and collaborate on joint initiatives. Whether it be with another club, or non-sporting partner we will support ways to work together towards the same goal. For example, clubs trialing a joint membership model or working with education partners to support young leaders.

**Ensuring Fairness and Transparency:**

We will consider all applications based on their merits and without bias. To accomplish this, we need your support with applications outlining the key information and reasons requesting funding. For example, if there is a cheaper piece of equipment available, why is that not being considered instead of the one applied for?

**Large Grant- £1000**

Large Grants will follow the same application process and guiding principles as the small grants, however large grants will support targeted projects and pieces of work that a club wish to undertake. Large grant applications will need to have a thorough process of:

**PLAN-** Who are you trying to reach that may experience barriers to your club and why?

**DO-** How are you going to deliver the project specific to the identified group (how are you going to engage with the group and who can you work with to support?)

**REVIEW-** How will you measure your impact, develop your work further and keep going beyond initial funding?

Examples of groups can be (but not limited to):

- People living with a Disability or limiting condition.
- Women & Girls
- Ethnically Diverse Communities
- Care Experienced Individuals
- People living in areas of deprivation

**Coach Scholarship- Between 50% & 90% of courses total, subject to a maximum of £300 for an individual award.**

The coach scholarship process will remain unchanged and will have its own specific guidelines available here:

<https://www.clubsportstirling.org.uk/coaching>

#### **Deadline & Decision**

Applications for all awards can be made at any time and will be reviewed by the ClubSport Stirling Management Committee within the following timescales:

**Small Grant-** Reviewed with decision confirmed in writing within 10 days of application.

**Large Grant-** Reviewed with decision made following at next Management Committee Meeting (Meetings second Monday of each month, no meeting in July or December)

**Coach Scholarship-** Reviewed with decision confirmed in writing within 10 days of application.

#### **Requirements**

To be eligible for an award, clubs must be affiliated to ClubSport Stirling.

Clubs must notify and discuss all applications with their allocated Community Activation Officer/Sport Development Officer before applying. The officers will support clubs work through the guiding principles and development of their application.

Clubs must complete a short evaluation form within 6 months of being awarded funding. These will be gathered to highlight impact as part of our Annual General Meeting taking place in April/May each year.

**Please complete the application form below and submit to:**

**[team@clubsportstirling.org.uk](mailto:team@clubsportstirling.org.uk)**

## Section 1 - About you

Please provide details of your club. This should be the person completing the form.	
Club Name	
Contact Name	
Position in Club	
Contact Number	
E-mail Address	
<p>Club Bank Account Details</p> <p>If your bid is successful, we will use this to make a transfer of funding to the club account.</p>	<p>Account in the name of:</p> <p>Name of Bank:</p> <p>Sort Code:</p> <p>Account Number:</p>

## Section 2: About your project

<p>Have you discussed this project with your allocated Community Activation Officer/Sport Development Officer? *</p> <p><small>*Applications will not be considered without prior discussion with allocated officer</small></p>	<p><b>Yes or No</b></p> <p><b>(Delete as appropriate)</b></p>
<p>What level of award are you applying for? (please read guidance above before selecting)</p>	<p><b>Small or Large</b></p> <p><b>(Delete as appropriate)</b></p>

<p>Please tell us a little more about the how you intend to use the funding?</p>	
<div></div>	<p>Please use the principles outlined in the guidance to help inform your answer.</p> <p><b>Encouraging Growth &amp; Participation</b></p> <p><b>Tailored Support for Diverse Needs</b></p> <p><b>Promoting Innovation &amp; Development</b></p> <p><b>Strengthening Collaboration and Networking</b></p> <p><b>Ensuring Fairness and Transparency</b></p> <p><b>For Large grants, please detail your target project utilising PLAN, DO, REVIEW</b></p>

### Section 3: Project costs

What are the total project costs?	£
Have you applied for funding from any other bodies for this project?	Yes or No
If yes, how much have you applied for?	£
When will you find out the outcome of this funding application?	
What contribution will the club make to this project? Please include in kind and cash contributions	Cash= £ In kind =
How much are you requesting from ClubSport Stirling?	£

Please provide a breakdown of the costs of the project and funding requested against each item.  
For items of equipment individually costing more than £200 please provide two price comparisons with your application.

Item	Cost	Amount Requested

What was the clubs income, expenditure and profit/loss presented at their last AGM?	Income = £ Expenditure = £ Profit/Loss = £ Date of AGM:
If this is a significant surplus is this ring fenced for specific use?	
If this is a significant loss, please explain the reason for the loss and whether it will impact on the long term sustainability of the club?	

## Declaration

This section should be signed by the person who completed this form – the main contact for the club as outlined in Section 1.

I hereby certify that I am authorised by the club to act as its coordinator for this application and that all information is accurate.

### Coordinator Declaration

Name:	
Signature/Electronic Signature:	Date:

### For Active Stirling and ClubSport Stirling use ONLY

This section should be filled in and signed by the Community Activation Officer or Sports Development Officer who supports this application.

I hereby certify that the information provided for this application is accurate

### Community Activation Officer or Sports Development Officer Declaration

Name:	
Signature:	Date:

CAO/SDO note of support for application:

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### DECISION:

Amount Requested	Amount Awarded	Date Awarded