[www.scglasgow.org.uk](http://www.scglasgow.org.uk) 

**Sports Council For Glasgow   
Sports Promotion Scheme 2018/19**

**Overall Aims:**

The charitable purpose of Sports Council for Glasgow (SCIO) is the advancement of public participation in sport. The General Grant Scheme aims to:

* encourage citizens of all ages, all communities and local organisations, based or carrying out the majority of their activities within Glasgow, to participate in sport and related physical activities and through this to live healthy lifestyles
* assist members to develop their clubs and organisations through facilitating programmes and services that address their particular needs

**Aims of the Sports Promotion Scheme:**

The scheme aims to provide finance to assist Sport Council for Glasgow ***member organisations*** with funding to help ***participation or performance events*** of ***Regional, National or International significance* to *take place within Glasgow***.

**Overview:**

**For what?**

* To support a one-off, or series of, participation or performance events.
* To support events of ***Regional, National or International significance within Glasgow***.
* To support events which will have a financial shortfall.
* Grant funding may support:
  + Venue / facility hire costs
  + Marketing and promotion of the event
  + ‘Out of pocket’ expenses for coaches, officials and volunteers
  + First Aid and other costs associated with ensure the safe running of the event
  + Equipment specific to the event, which will also provide a legacy value to sport within Glasgow

**For whom?**

* Only Members of the Sports Council for Glasgow may apply.
* Your sport must be recognised by **sport**scotland or SportUK.
* Only for events taking place within the Local Authority area of Glasgow.

**Worth Noting:**

* The applicant must be able to evidence that the event has been sanctioned and supported by your National or Regional Governing Body.
* Preference will be given to events attracting competitors and spectators from within Glasgow, but also from other Scottish, UK and International areas, enhancing and promoting the city’s national image as a creative, cosmopolitan city and a centre for arts, sporting and cultural excellence.
* Funding will not support the following:
  + Payments to competitors or coaches, officials and volunteers
  + Prize money, or travel expenses, for competitors
  + Subsidising competitor entry fees
* Funding will be released following the submission of appropriate documentation after the event.

FACT FILE

**How To Apply:**

The application form should be fully completed and submitted, along with a letter of support from your Regional or National Governing Body and a fully completed statement of projected income and expenditure for the event.

Please note that applications should be submitted 2 months prior to your event.Completed applications can be e-mailed to the Sports Council for Glasgow Assistant Development Officer, Katy Swan, at: [info@scglasgow.org.uk](mailto:info@scglasgow.org.uk) or can be posted to the following address:

The Development Officer  
Sports Council for Glasgow  
4th Floor  
Emirates Arena  
1000 London Road  
Glasgow  
G40 3HY

**Timelines:**The Sports Council for Glasgow Sports Promotion Committee meets at least four times per year. Applications should be submitted by the closing date indicated. Dates can be found on the website under Grants, again when planning an event submit your application at least 2 months before the event. Retrospective payments will not be made

**Frequently Asked Questions:  
Can more than one funding application be successful in any one financial year?**

Yes. Any member of the Sports Council for Glasgow may submit any number of applications per year. Each application will be assessed on its own merit. (However, only one application in total may be submitted for any one event.)

**Is there a financial limit on the funding that may be awarded?**

No. There is no upper limit on the financial assistance that may be requested, and provided, through Sports Council for Glasgow Sports Promotion Scheme. The average application has been for £2,000

**Do I need to attend a meeting to discuss my application?**

Where at all possible the Sports Council for Glasgow will make a decision without asking the applicant to attend a meeting. However, the Sports Council for Glasgow reserves the right to request that an applicant attends a meeting of the Committee, to provide further information relating to the application, in advance of any decision being made on an application.

**Guidance Notes:**

**Evidence required when submitting a Sports Council for Glasgow Sports Promotion application:**

* The application should contain as much detail as possible on projected income and expenditure of the event
* Where a similar event has previously been run, summaries of income and expenditure on this should be submitted with the application
* As applicants are encouraged to seek funding from other sources, where such funding has been obtained, details of this should be included with the application
* Applicants are expected to contribute to the project costs and be supported by Governing Body.
* The Sports Council for Glasgow Sports Promotion scheme will not provide full funding for any project or event.

**Evidence required to be submitted after the event:**

* A summary written report of the event which includes:
  + The number of competitors and audience
  + How the support from the Sports Council for Glasgow has supported the Event
  + Information about any media coverage of the event showing Sports Council Banners
  + Evidence (including photographs / a copy of marketing material etc) to show how the Sports Council for Glasgow received media exposure from supporting the event.
* A summary of income and expenditure for the event identifying all elements with invoices / receipts for the specific elements that the Sports Promotion Scheme funding has supported.

This needs to be submitted to the Sports Council for Glasgow within two calendar months of the completion of the event. (It is possibly to apply for an extension of this should invoices etc be delayed by suppliers. Any application should be made by contacting the Assistant Development Officer.)

Sports Council for Glasgow reserves the right to reduce the level of award if the event finances indicate that the funding previously agreed was in excess of the actual requirements or if the funding was used for purposes different to those outlined in the initial application.

**Terms & Conditions:**

Where a funds are awarded, the receiving member must acknowledge the support provided by the Sports Council for Glasgow through social media and website. If an organisation receives a grant, this must be acknowledged in any relevant promotional material, in any press releases and by inclusion on the home page of the organisation’s main website. (A ‘Press Release’ template is available on request.)

Failure to do so may affect the chances of any future application(s) being successful.

The Sports Council for Glasgow reserves the right to request repayment of any grant funds paid should the receiving organisation not comply with any of the above Terms & Conditions.

You should also make arrangements to pick up Sports Council for Glasgow Marketing Banner or Pop Ups at least 7 Days before your event and return within 7 Days of end of event. Photos supplied may be used in newsletters and must have marketing material in background

Your Organisation must remain in membership for the duration of the event

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**Sports Council For Glasgow  
Sports Promotion Scheme 2018/19**

**NB: This form must be typed or written so that it is clearly legible.**

**Section A – Your, or Your Organisation’s, Details:**

|  |  |  |
| --- | --- | --- |
| **Organisation & Applicant Details** | | |
| Name of Applicant: |  | |
| Sport: |  | |
| Organisation Name: |  | |
| Position in Organisation: |  | |
| Contact Address & Post Code: |  | |
| Contact Number: |  | |
| E-mail Address: |  | |
|  |  | |
| **Social Media Details** | | |
| Club Website: Yes / No | Address: | |
| Facebook: Yes / No | Address: | |
| Twitter: Yes / No | Account Name: | |
|  |  | |
| **For organisations only: Event Details - Participants** | | |
| Adult Male: | | Adult Female: |
| Junior Male: | | Junior Female: |
|  | |  |
| **Organisation Accreditation / Affiliation Details** | | |
| What is your, or your organisation’s, Sports Council for Glasgow affiliation number? | | Number: |
| If an organisation, are you a member of a National Governing Body? | | Yes / No  Details: |
| Is the Event sanctioned by a National Governing Body, if so which Body? | | Yes / No  Details: |

|  |  |
| --- | --- |
| **Financial Details (Please submit a Bank Staement no more than 3 Months Old)** | |
| Bank Account Number: |  |
| Sort Code: |  |

|  |
| --- |
| **Has Your Organisation received any funding from the Sports Promotion Fund in last 3 Years, Please detail below** |
|  |

# Section B – Your Event:

|  |  |
| --- | --- |
| **Event Information** | |
| Event Name |  |
| Event Date(s) |  |
| Event Venue(s) |  |

|  |
| --- |
| **Event Participants** |
| Who will participate in your event? (Please include details of the competitors and the coaches, officials and volunteers - and the regions / countries that they represent.) |
|  |

|  |
| --- |
| **Event Media** |
| What media will your event attract – and how will the Sports Council for Glasgow’s support be acknowledged through this media and through other sources? |
|  |

**Section C – Impact**

How will your project will impact on Sport within Glasgow

Please keep your response within this box, without changing the font size / style or the box size:

# Section D – Project Finance (Please indicate which items you need support with):

Please provide details of project costs (Expenditure):

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Item** | **Cost (£)** | **Other Information** | **Is this Item part of the Sports Promotion Request** |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
| **Total Expenditure** | **£** | | |

Please provide details of projected income:

|  |  |  |
| --- | --- | --- |
| **Project Income** | **Amount (£)** | **Other Information** |
| Competitor Fees |  |  |
| Governing Body Support |  |  |
| Other Grant Support |  |  |
| Spectator Entry Fees |  |  |
| Sponsorship |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Income** | **£** | |

|  |
| --- |
| **Financial Support Requested (This should be income less expenditure)** |
| £ |

**Payment of Funding Award:**In general, grants awarded will be paid directly into the applying organisation’s bank account. Under no circumstances will an award to an organisation be paid directly into the account of an individual.

**If applying as an organisation, in order to assist with the processing of your application, please provide a copy of a recent bank statement (no more than 3 months old) in the name of your organisation.** Scanned documents are acceptable.

**Declaration:**

I certify that all the information I have included is correct and that should the grant application be successful I will comply with terms of the grant. If applying on behalf of my organisation, I certify that I am authorised to submit this application. I give permission for the Sports Council for Glasgow to contact me about its on-going activities.

|  |  |
| --- | --- |
| **Signatory Details** | |
| Name: |  |
| Role with Organisation (if applicable): |  |
| Signature: |  |
| Date of signing: |  |

**Return of Completed Application Form:**

Please return the completed form by e-mail to [**info@scglasgow.org.uk**](mailto:info@scglasgow.org.uk)**.**

Postal applications will also be accepted. Please post to:  
  
Sports Council For Glasgow  
4th Floor  
Emirates Arena  
1000 London Road  
Glasgow  
G40 3HY

**FOR OFFICE USE ONLY:**

|  |  |
| --- | --- |
| Date of Receipt of Application: |  |
| Date of Next Meeting: |  |
| Applicant Affiliation Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Awards Made To This Organisation** | | | |
| Date of Award 1: |  | Date of Award 2: |  |
| Date of Submission of Report: |  | Date of Submission of Report: |  |