



GUIDANCE NOTES FOR GRANT AID APPLICATIONS

Assistance to applicant will be considered for the following purposes:-

- Acquisition of land or buildings for sports use
- Improvement of land or buildings for sports use (eg new training areas, re-surfacing, changing accommodation)
- Purchase of major items of sports equipment
- Purchase of major items of maintenance equipment
- Purchase of equipment and material for specific projects to increase participation in sport
- Other purposes will be considered on merit

It is recommended that two quotes are obtained in the event of improvement or purchase of equipment.

- 1 The organisation making application should normally be voluntary, non-profit making and membership must be open to all
- 2 Grant/loan aid will be considered in respect of organisations whose premises are located within the boundary of Stafford Borough
- 3 In those cases where an application is submitted for a grant/loan to develop premises or land, the organisation must normally have security of tenure on its facilities for a period of 10 years or more, either throughout the ownership of the freehold or by means of a long lease
- 4 Grants are not normally awarded for consumable items with a short-term life, except in special cases
- 5 Payment of the grant will be made upon the production of invoices covering the cost of the grant
- 6 Grants are awarded on the understanding that they will be claimed within 12 months of the date of the award; otherwise a further application may be required
7. In order to obtain a grant your club / organisation must be able to demonstrate the following:
 - that they have a safeguarding children and vulnerable adults policy in place
 - they have a designated safeguarding lead in place who holds a current Disclosure and Barring Service check
 - If you do not have a policy in place then it is possible for your club / organisation to adopt Stafford Borough Council's Policy. For further details please contact the Sports Development Section on 01785 619565.

Affiliation Note

Only individual members or members of Clubs affiliated to Sport Stafford Borough are eligible for financial support. If your membership is uncertain please request clarification from the Secretary, Sport Stafford Borough at the address on the application form. *All monetary awards are funded by grants from Stafford Borough Council.*