



Nottinghamshire
County Council

Grant Aid Guidelines Talented Individuals April 2008-March 2009



IMPORTANT NOTICE

**Please read this document before completing the application.
THERE HAVE BEEN CHANGES TO CLOSING DATES AND CLAIM REQUIREMENTS**

Grant Aid approvals Closing Date is 31st December 2008.

Grants from the Cultural Services - Sport are aimed at assisting individuals who achieve regional/national/ international status but are not in receipt of World Class Funding. In the case of team sports, applicants must have been selected to represent their country in a national squad.

Condition of Grant

Those in receipt of funding will be required to attend an event to acknowledge the support of Nottinghamshire County Council. Photographs will be taken and used for publicity/promotional purposes.

It is important to note that any funding from the County Council must also be acknowledged in all publicity. This is a condition of receiving a grant and will be monitored by the Sports Service.

Grant Applications

How much we fund

- Up to a maximum of £500.
- Up to £150 additional award for individuals on income support/job seeker's allowance /disability living allowance

What we will fund:

- Travel to training and competition
- Accommodation and meals for competition/residential training (max £40 per night)
- Competition and coaching fees

What we won't fund:

- Equipment
- Uniforms/kit
- Full mileage claims where transport is shared
- Insurance
- Membership Fees
- Gym Fees

APPLICATION CRITERIA

Applicants should meet the following criteria:

- Be a full time **resident of Nottinghamshire** for the full period of the claim
and
- Be in full time **education in Nottinghamshire** for the full period of the claim.
or
- Be in receipt of **disability living allowance /income support/jobseekers allowance** for the full period of the claim.
- Be performing at a **minimum** level of **regional representation**. i.e. outside of the county and representing a Nottinghamshire Club.
- Those in receipt of World Class Funding are **not** eligible for grant-aid.
- Applicants involved in team sports must be competing at **National** level. i.e. Selected to represent your Country in a National Team (**Not** a club team competing at international level)
N.B. Individuals in team sports competing at regional level will be considered for financial support where special financial circumstances are proven. (Parents In receipt of income support/incapacity benefit/job seeker's allowance)
- Application Forms must be approved by the sports County Governing Body.

IMPORTANT CHANGE

ALL CLAIMS will require receipts as proof of expenditure – please save training fee receipts, fuel receipts, tickets etc.

WE ARE NO LONGER ABLE TO ACCEPT COACHES SIGNATURES AS PROOF OF EXPENDITURE

All applicants will be contacted with the result of the panel's decision. **Successful applicants will receive a confirmation letter with details of how to claim the grant.** (in some cases applicants may be asked to re submit their application with further information).

A list of eligible sports is attached. **See Page 5**

Approval requests should be returned to:

**Grant-Aid Administration, Communities,
County Office, Thoroton Road,
West Bridgford, Nottingham NG2 7QP**

HOW TO APPLY IMPORTANT INFORMATION – PLEASE READ

Please Note: This is a two stage process. You need to complete a grant aid **APPROVAL** form in advance. **If your grant application is approved you MUST save receipts and send them in to claim back your expenditure.**

You must complete an application form estimating your expenditure for the year and send it in for approval.

1. Applications for Grant-Aid **approval** should be estimated and made in advance. Our financial year is from April to March.
2. After notification that the **application** has been **approved**, a **claim form** needs to be completed for training/competition actually attended by the applicant.
3. A list of invoices with the receipts securely attached should be sent with the **claim form**. Where the claim is for several events the list should **CLEARLY** state which event they relate to.

WE ARE NO LONGER ABLE TO ACCEPT COACHES SIGNATURES AS PROOF OF EXPENDITURE

4. All bills should be paid **before** claiming the grant. However, if you are experiencing financial difficulty this must be stated in writing to the Grant-Aid admin section who will make every effort to deal sympathetically with any payments due.
5. Transport costs will be based on the Local Authority public transport rate as a maximum and should be supported by receipted accounts where possible. Where these are not available a statement detailing mileage covered and signed by the course coach will be acceptable.

N.B. If the transport is shared, the amount claimed must be divided by the number of competitors sharing.
6. Accommodation and subsistence costs are limited to £40 per day and **must be covered by receipts**. Dates of **competition start and finish** must be shown on the form. Subsistence is not paid for local competition/training.
7. Grant-Aid **claims** can be made immediately after the event/training has been paid for, but should reach this office by **31st January 2009** at the latest.
8. No reminders will be sent out and any funding not claimed by this date may be re allocated.

Please use this guide when completing your Approval Form

- Top Boxes** Please complete all personal details in the boxes provided.
- Column 1.** Please detail the **first and last day** of the **competition** dates in full.
e.g. 13th – 16th July 2008.
- Training Session** dates may be shown for the year e.g. Tuesdays, April 2008 – September 2008.
- Column 2.** Please name the competition and state the town/city/country (e.g. British Open, Manchester) **and** in the case of training, also the number of sessions and cost of sessions for the year. (e.g. 24 sessions @ £6 per session.)
- Column 3.** Enter the cost of the entry fees or the total cost of training/coaching sessions.
- Column 4.** Enter the cost of accommodation and the cost of food separately.
- Column 5.** Detail the number of miles in total (both ways) if you are travelling by car, if not by car please detail which form of transport. (e.g. train fare)
- Column 6.** You are entitled to claim 40 pence per mile when travelling by car, please enter the **total amount you are claiming**. In the case of other forms of transport please enter the ticket price.
N.B. If the transport is shared, the amount claimed must be divided by the number of competitors sharing.
- Box 7.** Add together amounts in column no. 3 and enter the total in this red box
- Box 8.** Add together amounts for both food and accommodation in column no. 4 and enter the total in this green box
- Box 9.** Add together all mileage costs and ticket prices in column no. 5 and enter in this blue box
- Signature** Please ensure that the form is signed and dated by you and is authorised by the relevant County Governing Body – *Not coaches or managers*.
- Box 10.** Detail ALL other grants requested or received in year April, 2008 – March 2009
- Box 11.** To be completed by Governing Body or County/Regional Development Officer
- Box 12.** **Additional Funding.** Applicants who are in receipt of disability living allowance /income support/job seeker's allowance are entitled to additional funding **up to a maximum** of £150. Proof must be supplied.

Sports Eligible for Grant-Aid

Archery	Kendo
Association Football	Korfball
Athletics	Lacrosse
Badminton	Lawn Tennis
Baseball/Softball	Netball
Basketball	Orienteering
Bowls (not Ten Pin Bowling)	Roller Sports
Boxing	Rounders
Canoeing	Rowing
Cricket	Rugby League
Curling	Rugby Union
Cycling	Sailing/Yachting/Windsurfing
Disability Sports (including Boccia)	Skiing/Snow Boarding
Dragon Boat Racing	Squash
Equestrian	Surfing
Fencing	Swimming/Water Polo/Synchronised
Golf	Table Tennis
Gymnastics/Trampolining	Tae Kwon Do
Handball	Triathlon
Hockey	Volleyball
Ice Hockey	Water Skiing
Ice Skating/Speed/Synchronised/Dance	Weight Lifting
Judo	Wrestling
Ju Jitsu	

10. Please list all grants requested or received from other sources (e.g. Sports Aid Foundation, Governing Body, District Council, Sport England)

Name of Organisation	Amount of grant approved refused with details of any conditions	Dates covered by grant

11. To be completed by County Governing Body

Current National GB Ranking

Additional comments from Governing Body to support claim

Signed by TWO representatives of the County Governing Body – NOT COACHES OR MANAGERS

Signed (1) _____	Signed (2) _____
Print Name _____	Print Name _____
Position and Organisation _____ Address _____	Position and Organisation _____ Address _____
Phone (Day) _____	Phone (Day) _____

For completion by Leisure & Culture

Approved Costs

Fees		
Maintenance		
Travel		
TOTAL		

Inc. Supp £

At _____ % rate of grant aid = £

Signed _____

Date _____

12. Additional Funding

I wish to apply for additional funding and enclose evidence that I am in receipt of

- Income Support
- Incapacity Benefit
- Job Seeker's Allowance

(Parent acceptable if applicant in full time education)

Return authorised and completed form to

Nottinghamshire County Council
Communities - Grant Aid
County Office, Thoroton Road
West Bridgford Nottingham
NG2 7QP