



Office use only

# Project and Equipment Fund Application Form

Ensure you answer all of the questions.

Where a question doesn't apply to your project, just write 'N/A'.

Save your answers as you go along. Keep a copy of your completed application form.

Use the **i** symbol to help you complete this application form.

## 1.0 About Your Organisation

### 1.1 Organisation Details



Name of your organisation

Address

Postcode

### 1.2 Project/Equipment Details

Is your project or equipment being predominately used at the above address?

Yes  No

If not please state why/where it will be used

When will the project start?



When will the project end?

or

When will the equipment be purchased?

How long is the equipment expected to last?

### 1.3 Contact Details



Title

Contact name

Address

Postcode

Home/work phone number

Mobile phone number

Email address (most communication will be via email unless requested otherwise)

Position in the organisation

## 1.4 Bank Details



How does the name of your organisation appear on your bank account? (Please enter in full)

Name of bank/building society

Branch address

Postcode

Account number

Sort code

## 1.5 Nature of Organisation

How would you describe your organisation?

Sports club – CASC registered

Educational establishment

Sports club – charity

Private sector

Sports club – limited by guarantee

National governing body

Sports club – other

Other – please state

Are you a profit making organisation?

Yes

No

If **'Yes'**, provide details on a separate sheet

Do you have a constitution?

Yes

No

If **'Yes'**, provide a copy of this

Is your organisation affiliated to a national governing body?

Yes

No

If **'Yes'** please enter details

Is your organisation affiliated to or registered with any other organisation/body?

Yes

No

If **'Yes'** please enter details

Is your organisation Club Mark accredited or equivalent?

Yes

No

If **'Yes'** please enter details

## 1.6 Other Funding Applications:

Has your organisation in the past 18 months received funding from:

Welwyn Hatfield Borough Council?

If **'Yes'**, please enter date and amount

Yes

No

Hatfield Town Council?

If **'Yes'**, please enter date and amount

Yes

No

## 1.6 Other Funding Applications:

(Continued from previous page)

Welwyn Hatfield Sport and Physical Activity Alliance?

If **'Yes'**, please enter date and amount

Yes  No

In the past 12 months has your organisation:

applied to Sport England for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to you national governing body for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

applied to any other organisation for funding in relation to this project? If **'Yes'**, please state date funding was applied for, amount requested and if application was successful or not

Yes  No

Has your organisation currently got any funding applications with any other organisation or body still pending in relation to this project? If **'Yes'**, date submitted, amount and expected date of result

Yes  No

## 2.0 About Your Project

What is the name of your project?



What are you planning on doing?  
(max 1500 characters including spaces)



What do you hope to achieve?  
(max 1500 characters including spaces)



Who is the project aimed at helping?  
(max 1500 characters including spaces)



## 3.0 About Your Equipment

What equipment are you buying?

Who is it for?

Team specific

Disability specific

Adults

Other – please state

Juniors

Why do you need it?

(max 1500 characters including spaces)



Where are you sourcing it from?



Does the equipment need to be insured?

Yes  No

If **'Yes'**, detail should be attached about how the organisation is paying for the insurance and the cost associated to that insurance.

Where will the equipment be stored?

How will the equipment be looked after and how will you ensure that it is replaced after its useful life?



## 4.0 About your Membership and Activity Programme

### 4.1 Sessions/Participants



How many activity/coaching sessions do you have now compared to how many you will have after the project?  
(If exact figures are not available enter estimates)

	Now				After Project Completion			
	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams	Number of Sessions per Week	Duration of Sessions	Number of Participants/ Members	Number of Teams
Junior Male								
Junior Female								
Junior Mixed								
Senior Male								
Senior Female								
Senior Mixed								
Junior Disabled								
Adult Disabled								
Junior Ethnic Minority								
Adult Ethnic Minority								

### 4.2 Coaches/Instructors



	Now		After Project Completion	
	Male	Female	Male	Female
Level 1 Coaches/ Assistants				
Level 2 Coaches				
Level 3 Coaches				
Qualified Disability Lead Coaches/Assistants				
Leaders				
First Aiders				
Child Protection & Vulnerable Adult Officers				
Volunteers & Officials				

## 5.0 Project Financial Details

### 5.1 VAT

Are you registered for VAT?

Yes  No

Are you able to claim back your VAT?

Yes  No

### 5.2 Project Costs



What will the money be spent on? Please do not include any VAT you CAN reclaim in your figures below

Project Costs (Overview)	Total
<b>Total Project Costs</b>	£

### 5.3 Equipment Costs

What equipment specifically will be purchased? Please do not include any VAT you CAN reclaim in your figures below

Equipment Costs (Overview)	Total
<b>Total Project Costs</b>	£

### 5.4 Proposed Contributions



Please show any contributions you are able to make towards the project or equipment

Cash in Hand	
Grants from Other Sources	
Sponsorship	
In Kind Contribution	
Planned Fundraising Activities	
Other	
<b>Total Contribution</b>	£

## 5.5 Grant Requested



5.2 + 5.3 = Total Costs

5.2 + 5.3 (Total Costs) - 5.4 = Grant Requested

## 6.0 Market Research

How did you find out about the fund?

Welwyn Hatfield Borough Council website

WHSPAA website/meeting

Hatfield Town Council website

Word of mouth

Other – please state

## 7.0 References

Please supply details for two independent referees:



1 Name

Organisation

Email address

Daytime telephone number

2 Name

Organisation

Email address

Daytime telephone number



## 8.0 Applicant's Declaration

**Signatories** (the two signatories **must not** be related)



Signed	<input type="text"/>
Name of primary contact	<input type="text"/>
Position in organisation	<input type="text"/>
Date	<input type="text"/>



Signed	<input type="text"/>
Authorised signatory	<input type="text"/>
Position in organisation	<input type="text"/>
Date	<input type="text"/>



Terms and Conditions

Any offer of grant made to you will be subject to the Hatfield Community Sport Terms and Conditions of Grant, a copy of which can be found on the Welwyn Hatfield Borough Council website ([www.welhat.gov.uk/hcsf](http://www.welhat.gov.uk/hcsf)). Please read these before you submit your grant application.

Tick this box  to confirm that you have read and agree to the Terms and Conditions.

## 9.0 Supporting Documentation

Please provide the following either as an email attachment or in hard copy format via the post

Document	Attached to email	Sent in post
Organisation's constitution (if applicable)		
Copy of the organisation's children and vulnerable persons policy		
Quotation for any proposed equipment purchases (if applicable)	<input type="radio"/>	<input type="radio"/>
Quotation for any proposed building work (if applicable)	<input type="radio"/>	<input type="radio"/>
Copies of the organisation's last 3 bank statements	<input type="radio"/>	<input type="radio"/>
A copy of the organisation's last financial year end accounts, signed and audited	<input type="radio"/>	<input type="radio"/>
Copy of any certificate indicating the organisation's Club Mark or equivalent accreditation (if applicable)	<input type="radio"/>	<input type="radio"/>
Other documentation that would help support the application (if applicable)	<input type="radio"/>	<input type="radio"/>
Project budget	<input type="radio"/>	<input type="radio"/>
Project delivery plan and/or business plan	<input type="radio"/>	<input type="radio"/>
Supporting letter for National Governing Body (if applicable)	<input type="radio"/>	<input type="radio"/>
If you are unable to provide any of the above please state why in an accompanying letter	<input type="radio"/>	<input type="radio"/>

## 10.0 What Happens Next?

Before you send the form off you should check:

- That you have answered all questions and all fields are completed
- That the application is signed by authorised signatories
- That all supporting documentation is attached to your email reply along with this completed application form, or posted separately to the address below
- That you keep a copy of the application and all documents submitted with it

**Return your completed application form via email to: [xxxxxxxxx@welhat.gov.uk](mailto:xxxxxxxxx@welhat.gov.uk)**

- **And either**

attach all supporting documents to your email message

- **Or**

post hard copies to:

Hatfield Community Sports Grants  
Community Partnerships Team  
Welwyn Hatfield Borough Council  
Campus East  
Welwyn Garden City  
AL8 6AE