

## ABERDEEN CITY COUNCIL

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COMMITTEE: **Education, Culture and Sport**

DATE: **22<sup>nd</sup> November 2012**

ACTING DIRECTOR: **Patricia Cassidy**

TITLE OF REPORT: **Sports Grants**

REPORT NUMBER: **ECS/12/057**

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### 1. PURPOSE OF REPORT

This report brings before the Committee an application for financial assistance from Aberdeen Sports Council and makes recommendations accordingly.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- (a) Do not award a Sports Grant to Aberdeen Sports Council at this time
- (b) Instructs officers to continue to work with Aberdeen Sports Council to develop their capacity to meet Aberdeen City Council's grant requirements
- (c) Notes that should the identified areas for development be achieved and Aberdeen City Council's requirements be met, Aberdeen Sports Council will be eligible to re-apply for a Sports Grant
- (d) Approves the allocation of £4,500, from the Sports Grants budget, towards a Interim Coach and Volunteer Development Grant Programme, to be administered by Aberdeen City Council, in order to ensure that this support is maintained

### 3. FINANCIAL IMPLICATIONS

The Sports Grants budget for the 2012/13 financial year is £98,181. If the recommendation is approved, there will be £72,781 remaining in this budget. Appendix 1 outlines the previous Sport Grant awards in the current financial year.

### 4. OTHER IMPLICATIONS

Local sports groups and organisations adopt a variety of methods to attract funding, however some groups would be unable to host an event or develop

further without the financial assistance available from the City Council. Groups who do not meet the criteria will be assisted by officers to source alternative solutions.

## **5. BACKGROUND/MAIN ISSUES**

Aberdeen City Council's Sports Grants is a funding programme which is open to any voluntary or not-for-profit organisation or club who deliver sport or physical activity within the city. Grants of up to £10,000 are available and applications can be submitted throughout the year. The Sports Grants budget for 2012/13 has been set by the Council at £98,181.

The grant criteria is aligned to the key objectives of "Fit for the Future" the Sport and Physical Activity Strategy for Aberdeen (2009-2015). Each application is assessed against the criteria, with recommendations developed and put forward to the relevant Committee for a decision.

All applicants are provided with support from officers before and after applications have been considered. This includes the offer of individual support sessions, resulting in detailed feedback on how to improve the quality of their application. For more information about common reasons for resubmission, deferral or rejection please see Appendix 2.

### **5.1 Aberdeen Sports Council**

The Aberdeen Sports Council is an unincorporated Association which, as stated within its Articles, aims to promote interest and increase participation in sport, encourage improvement in sporting performance and provide a forum for discussion of local, national and international sporting matters. The Sports Council is governed through a voluntary Executive Committee and administered by a Secretary in receipt of an annual Honorarium.

This application is requesting an award of £7000 to the Aberdeen Sports Council to, administer, manage and allocate various coaching and volunteering grants on behalf of the Council.

Following the assessment of the Sports Council's application, consideration of the reports received on the use of previous grants awards and in light of the specific findings of the Review of External Investment in Culture and Sport (PBB Reference ECS\_C10), officers have considered the appropriateness of the Sports Council maintaining the responsibility for awarding grants on behalf of the Council. Based on this evaluation, officers believe that the Sports Council has not provided sufficient evidence that they currently possess the capacity to fully comply with the requirements of managing grants on behalf of the Council. This includes the monitoring associated with the Code of Practice for 'Following the Public Pound' and evidencing effective use of funds against the city's sporting priorities.

Should the recommendation to not award a grant to Aberdeen Sports Council be approved, officers are committed to continue supporting them to address identified areas for development. This includes supporting the Sports Council

to, create an appropriate Business/Strategic Plan, enhance administrative capacity and transparency, increase club membership, raise awareness of the grants available and establish different marketing and communication platforms.

It is recommended that if these areas can be developed an application should be re-submitted to the Council, with recommendations put forward to the appropriate Committee for a decision.

## **5.2 Future investment in coaching and volunteering workforce development**

Aberdeen City Council has consistently evidenced the value it places on personal and professional development, recognising that the establishment of new skills and knowledge is at the heart of improving the quality and sustainability of sport and physical activity opportunities within the city.

As such, it is recommended that an Interim Coach and Volunteer Development Grants Programme is established and administered directly by the Council. This would ensure that the support is maintained and the monitoring requirements of the Council can be met. Furthermore, with support from local and national partners, officers are confident that adopting such an approach can increase the awareness of the grants, promoting increased applications from a wider range of clubs and individuals.

This Programme would run until the end of the 2012/13 financial year, allowing time for officers to support Aberdeen Sports Council and to consider the most suitable vehicle for managing future Coach and Volunteer Development Grants. Further information, including the proposed criteria is included in Appendix 3.

## **6. IMPACT**

This report relates to 'Aberdeen – the Smarter City':

- We will promote and improve opportunities for physical activity and sport to enable Aberdeen's citizens to lead more active, healthier lives.

The report relates to the Arts, Heritage and Sport strand of the Community Plan, specifically in relation to the Sports, Leisure and Recreation vision of developing Aberdeen as an "Active City".

The report relates closely to the objectives of "Fit for the Future, the sport and physical activity strategy for Aberdeen City (2009-2015)". These objectives are:

- Promote and increase opportunities for participation in sport and physical activity for everyone in Aberdeen.
- Provide a comprehensive and high quality range of sports facilities in Aberdeen.
- Maximise social, educational, health and economic benefits of sport and physical activity in Aberdeen.

- Develop and sustain pathways which nurture local, regional and national sporting people to reach their potential.
- Raise the profile of sport in Aberdeen.

## **7. BACKGROUND PAPERS**

Aberdeen Sports Council Grant Application – available in the Members Lounge

## **8. REPORT AUTHOR DETAILS**

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## Appendix 1

### Summary Table of Financial Assistance Sports Awards 2012/13

<b>Sports Organisation</b>	<b>Funding Awarded</b>	<b>Committee Approval</b>
Aberdeen Rugby League Club	£640	Education, Culture & Sport 07/06/12
Aberdeen Youth Rugby Association	£13,000	Education, Culture & Sport 07/06/12
Active Aberdeen – Festival of Sport, Physical Activity and Dance	£5,000	Education, Culture & Sport 20/09/12
City of Aberdeen Gymnastics	£2,260	Education, Culture & Sport 20/09/12
<b>Total Grant Funding Awarded to date</b>	<b>£20,900</b>	
<b>Grant Funding Remaining</b>	<b>£77,281</b>	

## **Appendix 2**

**Sports Grants** – Please find below frequent reasons for resubmission, deferral or rejection of funding applications

- Application forms not fully completed or illegible
- The benefits of the initiative do not clearly show the primary benefit is to residents of the City, but to a wider demographic
- Projects do not have clear outputs or outcomes
- Match funding is either not confirmed (in which case an application is deferred) or indicated.
- There is no evidence of need ascertained, of wider benefit, and/or there is evidence of duplication of services already supported by Aberdeen City Council
- The organisation or Club has outstanding debt with Aberdeen City Council
- The club cannot meet FPPP (Following the Public Pound) guidance and/or has not submitted reports against previous grant allocations
- The group or club is not constituted as required by the grants criteria
- The group or club does not have a bank account with two authorised signatories
- Applications for transport represent a significant proportion of the grant with no evidence of participants subsidising travel
- Requests to visit or train at facilities out with the City may be rejected if similar facilities are available locally
- Projects or requests for staffing do not evidence any forward planning recognising future stability
- Standards of coaching or volunteering do not meet acceptable standards
- There are inadequate or no monitoring and evaluation plans

### **Feedback and additional support**

Council Officers from a variety of backgrounds and knowledge work together to assess the wider value to the sports sector of each application.

Where time permits, Aberdeen City Council staff will contact organisations on receipt of their applications to seek clarification or further information. This is not always possible when applications are received very close to the deadline for Committee reports. Organisations are offered a telephone call or a face to face meeting to help improve their applications.

Where applications are recommended for deferral or rejection, organisations are contacted and offered verbal or written feedback to support a resubmission.

In addition, Officers provide advice and support to sports organisations with application to Awards for All, and other small sports grants funding streams.

## Appendix 3

### **COACH & VOLUNTEER WORKFORCE DEVELOPMENT GRANTS**

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Aberdeen City Council (ACC) values personal and professional development, recognising that the establishment of new skills and knowledge is at the heart of improving the quality and sustainability of sport and physical activity opportunities within the city.

This fund aims to support coaches and volunteers to obtain a higher level of coaching award in their chosen sport. We are looking for coaches and volunteers who are committed, motivated and determined to succeed.

In line with the city's Physical Activity and Sport strategic plan, **Fit for the Future** this funding will enable the local authority to support a high quality of sport and physical activity delivery through coaches and volunteers.

### **WHO CAN APPLY**

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- Individuals
- Voluntary Sports Clubs
- Other Voluntary Organisations

*Applicants must reside within the recognised city boundaries, or represent a recognised Aberdeen City sports club or organisation that train and compete in the city and are non-profit making.*

### **WHAT CAN YOU APPLY FOR**

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Financial assistance towards the costs of a:

- Coaching course (UKCC Level 2 or equivalent or above)
- Officiating course
- Leadership award
- Sports related training course/ workshop

### **HOW MUCH FINANCIAL ASSISTANCE IS AVAILABLE**

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- Funding up to 50% or £250 whichever is lower towards the course costs of UKCC level 2
- Funding up to 25% or £200 whichever is lower towards the course costs of UKCC Level 3
- Funding up to 50% of Non UKCC Courses Education Courses which cost £100 or more.
- £15 per night towards accommodation costs – this will only be considered if the course is two days or more

*Note: a considerable response to this scheme is expected and prioritising will be necessary. Aberdeen City Council therefore reserves the right to limit the amount of financial assistance given or the number of awards made to a single applicant/sport. If an application is a second or subsequent application it will need to show a significant progression since the previous award.*

## WHAT WILL WE NOT FUND

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- Teachers using funds for Continued Professional Development for use in main stream education
- Individuals registered as self employed and/or coaching as a profit making entity
- Private and profit making organisations
- Courses that are not a recognised course or qualification with a respective national governing body or governing organisation
- Costs relating to Protecting Vulnerable Groups Scheme (PVG) and first aid training

## HOW TO APPLY

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1. Ensure the course is covered by this grants scheme
2. Complete the enclosed application form
3. Enclose any additional information required to support your application
4. Completed applications should be emailed to. Alternatively, if you do not have email access you may send your applications to Sports Grants, Education, Culture and Sport, Aberdeen City Council, Business Hub 13, Second Floor North, Marischal College, Broad Street, Aberdeen, AB10 1AB.

*NOTE: Applications will only be considered once course/ qualification has been completed*

## WHAT HAPPENS NEXT

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Firstly, your application will be acknowledged within five working days of receipt. A panel comprising officers of Aberdeen City Council, Sport development officers and a **sportscotland** representative will assess your application (alongside all the other applicants) and make suitable recommendation to the Culture and Sport Sub Committee who will make the final decision.

Meetings will take place during the second week of May, July, October, January and March of each year.

Following each grants committee meeting you will be informed whether your application has been successful.

## PAYMENT

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If your application is successful you will be required to provide or confirm current banking details for payment. This will be requested in a form attached with your grant allocation notification. Following receipt of your payment details and on completion of the course (with photocopy of certificate submitted) we will instruct finance to process your payment.

## REPORTING

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It is important to note, that if your application is successful for a grant you will be required to report on the progress of your activity as well as completing a short review upon completion. This information is essential as it not only allows ACC to monitor and assess the use of public funds but provides an opportunity for you to demonstrate your development.



All relevant report documentation will be uploaded to the ACC website to encourage increased transparency and accountability in the use of investment.

## **TERMS AND CONDITIONS**

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In applying for this grant you are confirming you are willing to comply with the following terms and conditions:

- Any grant received must be used for exactly the purpose set out in this application. Major changes to the project must be reported to ACC for approval.
- Any grant recipient must not use the grant to pay for goods or services before official confirmation of grant allocation is received.
- Any grant must be spent within one year of the date of notification of grant allocation. Any extension to this period must be approved by ACC.
- If the entire grant is not spent during the designated or agreed extended period the remainder must be returned to ACC.
- Any successful grant applicant must follow the reporting criteria set out for the relevant category of grant.
- Under no circumstances will ACC increase a grant after the allocation has been set.
- All grant recipients must follow the relevant branding guidelines.
- ACC requires that successful applicants undertake an assessment as to whether the delivery of the activity falls within the terms of the Protection of Vulnerable Groups Scheme and, as required, register the organisation under the Scheme and/or ensure that any recruitment of paid or voluntary employees' is conducted under the Scheme's direction.
- ACC will withhold or recall grant payments if any of the above terms and conditions are not met.