

# Coach and Volunteer – Workforce Development Grant

## GUIDANCE

Application forms and guidelines can be downloaded from [www.aberdeencity.gov.uk/sportsgrants](http://www.aberdeencity.gov.uk/sportsgrants) or alternatively can be requested by calling (01224) 523370

### COACH & VOLUNTEER WORKFORCE DEVELOPMENT

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

- Individuals
- Voluntary Sports Clubs
- Other Voluntary Organisations for example: community centres

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.

**NOTE:** Voluntary sports clubs must have a constitution

### WHAT CAN YOU APPLY FOR

Financial assistance towards the costs of a:

- Coaching course (UKCC Level 2 or equivalent or above)
- Officiating course
- Running costs for a sports workshops

**NOTE:** Applicants must apply for grant assistance prior to completing the qualification/course.

### HOW MUCH FINANCIAL ASSISTANCE IS AVAILABLE

- Funding up to 50% or £250 which ever is lower towards the course costs of UKCC level 2
- Funding up to 25% or £200 which ever is lower towards the course costs of UKCC Level 3. Swimming and Gymnastics (UKCC Level Three) up to 50% or £300 which ever is lower.
- 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

- 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

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

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 appropriate awards.

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

**NOTE:** Even if you meet the criteria, there is no guarantee that your application will be successful

## PAYMENT

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

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

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.

# **Aberdeen City - Commonwealth 2014 Community Games Fund - Be part of it Application Form**



Name of Project, Activity or Event :

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Lead contact person or Project Manager:

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Name of Lead organisation:

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Address of Lead organisation:

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Email:

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Contact Telephone Number:

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Name of other project partners:

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Brief description of your project proposal, activity or event (200 words max)

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How does your project contribute to the achievement of the vision set out in the Aberdeen Legacy Framework document and the legacy theme outcomes (400 words max)

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Amount of Funding requested from the Commonwealth Games Legacy Fund:

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If you project currently funded    Yes     No

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**If yes** please provide details of the project funder/ funding (200 words max)

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**If no** please provide details of your planning funding sources (200 words max)

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How does your project, event or activity contribute to the achievement of the three underpinning principles of sustainability, health or inclusion (400 words max)

**Sustainability**

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**Health**

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**Inclusion**

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If your project requires assistance from the council or partners, what support is required? (400 words max)

Are you happy for your project to be used in legacy promotional material    Yes     No

## Declaration & Data Protection

I confirm that to the best of my knowledge the information given is correct and that I have read the guidance and terms and condition relating to this grant scheme.

The information supplied on this application form will be stored on a database for use by Aberdeen City Council in monitoring grants paid to individuals, voluntary and community organisations and to provide you with future funding opportunities. By signing this form you are consenting to the council using this information, which you have supplied in this manner stated above.

Name:

Date:

## Guidance Notes

Aberdeen City - Community Games fund is a grants programme aiming to help local communities in Aberdeen to celebrate Glasgow 2014 at grassroots level.

To qualify organisations and groups must meet the following criteria:

- The event, project or activity must take place between 23rd July - 3rd August 2014
- The event must have a physical activity and sport aspect to it.
- the event must take place within the Aberdeen City Council boundary and be for the benefit of a community;
- community groups must provide a brief report and receipts for all expenditure and submit them to the Council within a month of the event taking place;
- The funding must be for the benefit of all in the community.
- Events should be held and funding allocated by 3rd August 2014.
- Event organisers are responsible for ensuring that they comply with all regulations such as entertainment licences and health & safety.

The maximum that can be awarded per project is £1,000. This can be a contribution towards a larger amount but the group must prove they have secured all other funding before the funding is released. Project costs can be shared with another fund.

Failure to comply with any of the above criteria would result in the application for funding being denied or a request by Aberdeen City Council for repayment of any funds awarded.

Application forms must be returned by 30th April 2014 to: [sportsgrants@aberdeencity.gov.uk](mailto:sportsgrants@aberdeencity.gov.uk) or to:

**Sport and Physical Activity Team, Aberdeen City Council, Education, Culture and Sport, Marischal College  
Second Floor North, Aberdeen, AB10 1AB**

Applicants will be informed at the end of May 2014 if they have received a grant.

**[www.aberdeencity.gov.uk/legacy](http://www.aberdeencity.gov.uk/legacy)**

# Aberdeen City Council Development Grant Programme



## GUIDANCE 2013-14

Application forms and guidelines can be downloaded from [www.aberdeencity.gov.uk/sportgrants](http://www.aberdeencity.gov.uk/sportgrants) or alternatively can be requested by calling (01224) 523370

### DEVELOPMENT GRANT PROGRAMME

Aberdeen City Council endorses a healthy lifestyles approach for the residents of the city and encourages everyone to be as active as they can regardless of age and ability.

In line with the city's Sport and Physical Activity strategic plan, Fit for the Future we recognise that community sports clubs are the fabric of the local community and we are focussed on helping to improve the quality and quantity of opportunities available.

This funding will enable the local authority to support local community sports clubs to be well run, progressive and provide opportunities for local people to be physically active.

### WHO CAN APPLY

Clubs and Organisations will only be considered for the Development Grant Programme if:

- Your clubs training and match venue is within the Aberdeen City Council boundary
- 75% of your members reside within the Aberdeen City Council boundary
- The sport in which you are participating is recognised by sportscotland
- Applicants demonstrate significant community benefit as a result of the funding.

Please note that community sports clubs who have achieved a recognised accreditation scheme will be entitled to apply for the upper limit (See financial assistance section).

### WHAT TYPES OF ACTIVITIES MIGHT BE FUNDED?

Applications can be submitted to seek support to establish new or develop existing projects. Grants from this programme can be used for:

- Marketing costs associated with advertising clubs to new members, delivering a project or recruiting volunteers
- Promoting healthy living and lifestyles

- Developing pathways for continued participation and improvement
- Enhancing links between a club and the local school and community
- Purchasing essential equipment (three quotes must be submitted with the application form)
- Costs for starting up a new club or section

When considering applications the panel will pay particular attention to the value and relevance of the proposed project to the community and to its contribution to the development and promotion of sport within Aberdeen.

### HOW MUCH FINANCIAL ASSISTANCE IS AVAILABLE

The amount of funding available is detailed below:

#### Level 1

Grants of up to £2,000 are available under this category. This is for clubs who are working towards a sportscotland recognised club accreditation scheme but have not yet achieved it. Please note that we would expect you to have received an accreditation award prior to any subsequent applications.

#### Level 2

Grants of up to £10,000 are available under this category. This is for clubs who have achieved a recognised sportscotland club accreditation scheme. Applications under this category will be required to answer each question in the application form with a higher level of detail than would be expected of applicants applying under the level 1 category. This will include a detailed response to the question (B3) - on application form.

Please note: Consideration will also be given to clubs seeking funding to assist with higher costs (typically more than £10,000). This will be done on a case by case basis and should be discussed through a direct meeting with a member of the sport and physical activity team.

It is also important to note that any grant application must only represent a **maximum 50%** of the project cost. The remaining project costs can be constructed from financial investment or in kind contribution.

Applicants may only receive one Development Grant per financial year (April 1st to March 31st the following year). Unsuccessful applications may be resubmitted.

## WHAT WILL WE NOT FUND

Whilst Aberdeen City Council will not fund the following from the development grant programme, it is accepted that organisations may do so from their own resources:

- Existing activities/ projects that have already started at the time of the application, or events that will commence less than three months after an application is received (unless in exceptional circumstances please contact Aberdeen City Council to discuss)
- Projects that are considered to be part of an organisation's normal day to day running costs for example rent and utility costs
- Projects based out with the Aberdeen City Council boundary
- On-going staff costs or salaries except coaching costs or fixed term positions needed to meet a specific project requirement.
- Coaching costs must clearly be additional to your organisation's usual expenditure
- Maintenance, repair or replacement of current equipment or facilities
- Purchase of personal or consumable items of equipment
- Purchase of assets including buildings and vehicles
- Catering and hospitality
- Domestic or foreign tours
- One off events with no links to on-going activities
- Memberships.

## HOW TO APPLY

There are some important steps to consider before submitting an application to the Development Grants Programme.

**Step 1:** Read the Guidance to ensure that you meet the requirements.

**Step 2:** If you have any questions please contact the Aberdeen City Council Sport and Physical Activity Team for clarification. The team can be contacted on (01224) 523370 or [sport@aberdeencity.gov.uk](mailto:sport@aberdeencity.gov.uk)

### Step 3: Submit an application

If you decide to apply, go to [www.aberdeencity.gov.uk/sportsgrants](http://www.aberdeencity.gov.uk/sportsgrants) and download the application form. Applications and any supporting information must be submitted electronically.

Please note that 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.

## WHAT HAPPENS NEXT

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

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

## HOW WILL APPLICATIONS BE ASSESSED?

Eligible applications will be assessed using the information given as answers to each question in the application form, as well as the requested supporting documentation listed below. Applicants should answer each question in the application, and ensure they have provided the appropriate supporting documentation. Applicants that do not address each question adequately may not be considered.

Please submit the following documents as required, with your application:

### All applications

- Constitution
- Equal Opportunities Policy
- Child Protection Policy Statement
- Independently certified accounts
- Most recent bank statement
- Three quotes if your application is for equipment

## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING?

In applying for this grant you are required 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 for approval.
- Any grant recipient must not use the grant to pay for goods or services before confirmation is received.
- Any grant must be spent within one year of the date of notification. Any extension to this period must be approved by the Council.
- If the entire grant is not spent during the designated or agreed extended period the remainder must be returned to the Council.
- Any successful grant applicant must follow the reporting criteria. (Progress and final reports)
- Under no circumstances will the Council



increase a grant after the allocation has been set.

- Grant recipients must keep appropriate financial records and accounts.
- All grant recipients must follow the relevant branding guidelines.

### **ACKNOWLEDGING ABERDEEN CITY COUNCIL'S SUPPORT AND PROMOTING SUCCESS**

Successful applicants need to acknowledge Aberdeen City Council's support through the provision of a grant from the **Development Grant Programme**. Promotional guidelines form part of the Terms and Conditions and include the requirement that all activities acknowledge Aberdeen City Council support through logo presentation on any activity related publications, media releases and promotional material.

Successful applicants will be required to contribute information on activity outcomes for use in programme evaluation reviews or the services marketing materials.

### **PAYMENT**

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.

Payment will be made in line with the following the public pound guidance and will be confirmed in your award letter.

# Significant Sporting Events Grant Programme

## GUIDANCE 2013-14

Application forms and guidelines can be downloaded from [www.aberdeencity.gov.uk/sportsgrants](http://www.aberdeencity.gov.uk/sportsgrants) or alternatively can be requested by calling (01224) 523370

### WHAT IS THE SIGNIFICANT SPORTING EVENTS GRANT PROGRAMME

The Significant Sporting Events Programme will help sporting, community and event organisations deliver significant sporting events within the Aberdeen City Council boundary. The Programme, through the **Event Assistance Grants** and **Event Development Grants** categories will provide funding support for events that are national or international in focus, or that are regionally significant, and are recognised by the relevant governing body of sport.

### WHY IS ABERDEEN CITY COUNCIL FUNDING THESE GRANTS?

In line with the city's Sport and Physical Activity strategic plan, **Fit for the Future** this funding will enable the local authority to raise the profile of sport in the city.

We intend to do this by:

- Attracting 5 international sporting events per year to Aberdeen
- Increasing the number of national sporting events attracted to Aberdeen year on year
- Developing a strategic partnership to support sporting provision
- Increasing the number of different sports represented in national events in Aberdeen year on year.

### WHO CAN APPLY

The following organisations can apply for funding:

- Governing Bodies of Sport
- Local Sporting Associations
- Venues
- Not for profit organisations.

In addition, to be eligible for funding applicants must:

- be an incorporated body, cooperative or association
- be financially solvent.

### WHAT TYPES OF ACTIVITIES MIGHT BE FUNDED?

The Significant Sporting Events Grant Programme will support sporting events that demonstrate an international or national component or strong local significance.

Grants from this programme can be used for:

- international or national open championships
- international or national youth or masters events
- international or national events for target groups
- one-off international or national sporting matches
- regionally significant sporting events.

### What is a Significant Event?

A significant sporting event is typically one that:

- attracts international or national participation of greater than 20% of total participants; or
- provides opportunities for elite athletes in the sport or category (e.g. age group); or
- raises the profile of sport in the city due to the scale of the event; and
- is the highest class of event for the sport and category that is being held in Aberdeen, as opposed to being one of several events of similar standing staged; and

### What is a regionally significant sporting event?

A regionally significant sporting event is an event that:

- is synonymous with the city
- draws large numbers of visitors to the region
- has a demonstrable impact on the local economy
- one-off international or national sporting matches
- generates significant media coverage and publicity for the city.

### HOW MUCH FINANCIAL ASSISTANCE IS AVAILABLE

#### Event Assistance Grants

Grants of up to £10,000 are available under the Event Assistance Grant category. This category is for event organisers seeking funding support to assist with the general operational costs associated with hosting events.

#### Event Development Grants

Grants of up to £30,000 are available under the Event Development Grant category. Grants under

this category can be used for:

- events subject to a bidding process, or events that have been secured through a bidding process
- events that are new to Aberdeen, or returning to Aberdeen, such as those held on a rotational basis
- developing or expanding existing events (for example, securing TV broadcast or web streaming, or to increase capacity to market an event).

Applications under this category will be required to answer each question in the application form with a higher level of detail than would be expected of applicants applying under the Event Assistant Grant category. This will include a detailed response to the question "How will funds provided through this programme be used?", as well as submitting marketing and event plans, bidding documentation and other relevant documentation.

**Please note:** Consideration will also be given to events seeking funding to assist with high operational costs (typically more than £30,000). This will be done on a case by case basis and should be discussed through a direct meeting with a member of the sport and physical activity team.

## WHAT WILL WE NOT FUND

Whilst Aberdeen City Council will not fund the following from the **Significant Sporting Events Programme**, it is accepted that organisations may do so from their own resources:

- costs of event bids
- events that do not have the support of the governing body (where relevant)
- events staged outside of the Aberdeen City Council boundary
- prize money
- the purchase of assets (including buildings and vehicles)
- appearance fees
- travel by teams or individuals to events
- corporate hospitality
- direct funding of individuals or organisations that do not have an appropriate legal status such as being incorporated
- organisations that have failed to complete any previous projects funded by Aberdeen City Council
- routine or ongoing maintenance activities
- events that have already started at the time of the application, or events that will commence less than four months after an application is received (unless in exceptional circumstances please contact Aberdeen City Council to discuss)

- recurrent operating costs, for example rent and utility costs
- events that do not meet the criteria of a significant or regionally significant sporting event as defined on page 1.

## HOW TO APPLY

There are some important steps to consider before submitting an application to the Significant Sporting Events Grant Programme.

### Step 1: Consult stakeholders

Organisations seeking to access funds are encouraged to discuss their event proposal with partner agencies. Applicants should be able to demonstrate the support of stakeholders in their applications.

### Step 2: Talk to Aberdeen City Council Sport and Physical Activity Team

Applicants **MUST** discuss their event proposal prior to submitting their application. Please call the team on (01224) 523370 email [sportsgrants@aberdeencity.gov.uk](mailto:sportsgrants@aberdeencity.gov.uk) (include Significant Sporting Events Programme as the subject line) to discuss your event.

### Step 3: Submit an application

If you decide to apply, go to [www.aberdeencity.gov.uk/sportsgrants](http://www.aberdeencity.gov.uk/sportsgrants) and download the application form. Applications and any supporting information must be submitted electronically.

**Please note** that 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.

## WHAT HAPPENS NEXT

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

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

## PAYMENT

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.

## HOW WILL APPLICATIONS BE ASSESSED?

Eligible applications will be assessed using the information given as answers to each question in the application form, as well as the requested supporting documentation listed below. Applicants should answer each question in the application, and ensure they have provided the appropriate supporting documentation. Applicants that do not address each question adequately may not be considered.

Please submit the following documents as required, with your application:

### All applications

- Event Budget (draft budgets will be accepted)
- Letter of support from a relevant governing body
- Previous event reports or evaluations
- Marketing and Event Plan

### Event Development Grant applications

- Event Budget (draft budgets will be accepted)
- Letter of support from a relevant governing body
- Previous event reports or evaluations
- Marketing and Event Plan

## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING?

Successful applicants must enter into a funding agreement with Aberdeen City Council. For each Event, an Activity Schedule is negotiated. It sets out the:

- Event details
- Funding amounts
- Agreed actions and payments
- Activity budget
- Reporting requirements
- Acknowledgement and publicity requirements
- Other Activity specific requirements
- Notices.
- Funds must be spent on the event as described in the application and outlined in the funding agreement.
- Events are to be completed and funds claimed by the September 2014.
- A request to vary an approved event, and the subsequent funding agreement, must be submitted to Aberdeen City Council for approval prior to implementation.
- Event organisations must inform partnering organisations, where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the

funded event does not commence within four months of Aberdeen City Council receiving the application.

- Event organisations are expected to liaise with the Sport and Physical Activity team within Aberdeen City Council regarding the planning and delivery of funded events as outlined in the Funding Agreement.
- Event organisations must provide financial information including cash flow and budgets to the Sport and Physical Activity Team, and provide a Final Event Evaluation Report (including a final budget) within 60 days of the completion of the event.
- Event organisations must underwrite the financial risk of the event.
- Events must be held in an appropriate venue within the Aberdeen City Council boundary area.

## ACKNOWLEDGING ABERDEEN CITY COUNCIL'S SUPPORT AND PROMOTING SUCCESS

Successful applicants need to acknowledge Aberdeen City Council's support through the provision of a grant from the **Significant Sporting Events Grant Programme**. Promotional guidelines form part of the Funding Agreement and include the requirement that all activities acknowledge Aberdeen City Council support through logo presentation on any activity related publications, media releases and promotional material; and placing an Aberdeen City Council endorsed sign at the event site(s).

Successful applicants will be required to contribute information on activity outcomes for use in programme evaluation reviews or the services marketing materials.

## PAYMENT

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.

Payment will be made in line with the following the public pound guidance as follows:

- Under £1000: One single payment
- £1000 - £9,999: Two equal payments
- £10,000 and above: Three Stage Payments (planning, pre event and post event)

# Aberdeen City Council Talented Athletes Grants



## GUIDANCE 2013-14

Application forms and guidelines can be downloaded from [www.aberdeencity.gov.uk/sportgrants](http://www.aberdeencity.gov.uk/sportgrants) or alternatively can be requested by calling (01224) 523370

### WHAT IS THE TALENTED ATHLETE GRANT SCHEME?

Aberdeen City Council is committed to supporting Aberdeen's most talented athletes to reach world class podiums. As a result a new funding stream has been developed which is open to athletes who are competing or aspiring at district level (or equivalent) or above.

The aim of the scheme is to recognise individual talented sports performers in Aberdeen and encourage them to develop to their full potential by providing funding to assist with the costs associated with competing at a high level.

### WHY IS ABERDEEN CITY COUNCIL FUNDING THESE GRANTS?

In line with the city's Sport and Physical Activity strategic plan, **Fit for the Future** this funding will enable the local authority to develop and sustain pathways which nurture local, regional and national sporting people to reach their potential.

We intend to do this by:

- Working in partnership to achieve infrastructure and support for athletes at all levels
- Working in partnership to increase the number of individuals reaching the level where they can be supported by organisations such as the Institute of Sport.

### WHO CAN APPLY

- Applicants must be a permanent resident with the Aberdeen City Council boundary. In normal circumstances this will have been for a period of at least two years.
- You must be competing at or aspiring towards Regional level (or equivalent) or above
- Applications are welcomed from athletes striving towards Olympic and Paralympic Games.
- Your sport must be recognised and approved by **sportscotland**
- Grants will normally be awarded to a maximum of 50% of total costs and up to £2,000

- Endorsement from your sports Scottish Governing Body must be received (this will be sought by the Institute of Sport Manager)
- A higher priority will be given to individuals residing in the following neighbourhoods of the city (Cummings Park, Middlefield, Northfield, Seaton, Tillydrone, Torry and Woodside) or who are representing their sport at a regional level and are not currently receiving any support from other sources

### WHAT TYPES OF ACTIVITIES MIGHT BE FUNDED?

The Talented Athlete Grant Scheme will fund:

- Essential items of equipment required to compete and train.
- Cost of travel for training and competitions;
- Cost of facility hire for training;
- Coaching costs (but not a coach's salary)
- Club subscription costs

Athletes that are currently not supported by the Scottish Institute of Sport may utilise funding towards support services (Physiotherapy and Strength and Conditioning). This must be from recognised providers.

### HOW MUCH FINANCIAL ASSISTANCE IS AVAILABLE

Grants of up to £2,000 are available to assist with costs associated to competing at a high level

### HOW TO APPLY

There are some important steps to consider before submitting an application to the Talented Athlete Grant Scheme

**Step 1:** Read the Guidance to ensure that you meet the requirements. .

**Step 2:** If you have any questions please contact the Aberdeen City Council Sport and Physical Activity Team for clarification. The team can be contacted on (01224) 523370 or [sport@aberdeencity.gov.uk](mailto:sport@aberdeencity.gov.uk)

#### Step 3: Submit an application

If you decide to apply, go to [www.aberdeencity.gov.uk/sportgrants](http://www.aberdeencity.gov.uk/sportgrants) and download the application form. Applications and any supporting information can be submitted electronically to [sportgrants@aberdeencity.gov.uk](mailto:sportgrants@aberdeencity.gov.uk)

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.

Please note that 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.

### **WHAT HAPPENS NEXT**

Firstly, your application will be acknowledged within five working days of receipt. A panel comprising officers of Aberdeen City Council and sportscotland institute of sport 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.

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

### **HOW WILL APPLICATIONS BE ASSESSED?**

Eligible applications will be assessed using the information given as answers to each question in the application form; Applicants should answer each question in the application. Applicants that do not address each question adequately may not be considered.

Please submit supporting information that may be relevant to your application.

### **CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING?**

- Any funding awarded to you through this grant application process must be spent within one year of receipt of the funding.
- Only 1 application per athlete will be considered per financial year (1st April – 31st March)
- Successful applicants need to acknowledge Aberdeen City Councils support through the provision of a grant from the Talented Athlete Grant Scheme.
- You will be required to provide a 6 month and yearly report to Aberdeen City Council with any progress you are making in your sport. (This could include competition results, selection to represent teams, publicity and recognition awards).
- Funding of individuals through the talented athlete support programme carries certain

responsibilities. Athletes may be required to be available for meet and greets with young aspiring athletes or for promotional events. While we recognise that the athlete will have training and competitive commitments you may be expected to attend no more than two events over the course of the year as part of the agreement to obtain funding.

### **PAYMENT**

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.

Payment will be made in line with the following the public pound guidance as follows:

- Under £1000: One single payment
- £1000-£2,000: Two equal payment