

**Welcome to The Scottish Junior Sports and Health Trust.**

**Application Guidance Notes**

Through our grants programme weaim to support projects which will provide opportunities for children and young people to take part in healthy sport and physical activities.

We have tried to make the application process as straight forward as possible to give you the best chance of success.

Please make sure you fill in each section clearly and completely. To support you with this we have developed these "Guidance Notes" that will hopefully help you understand what information we need. If you have any questions or want an initial conversation about whether your project is suitable, please email [info@sjsht.co.uk](mailto:info@sjsht.co.uk) where we will get back to you with further guidance.

Send your completed application form to Scottish Junior Sports and Heath Trust by email to [info@sjsht.co.uk](mailto:info@sjsht.co.uk) with the subject line “Grant Application”.

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**Section 1 ABOUT YOUR GROUP**

This section should be completed by the person representing the organisation and acting as the key contact. It tells us about you and your organisation and gives us all the practical details we need to process your application.

**Organisation details**

Please provide the official registered address of the club. This may be different to where your club runs its activity or has training facilities.

**Correspondence address**

Please provide the details of the person that SJSHT will be liaising with in relation to this grant application. If this is not you, then please ensure that the person named here is aware that SJSHT will be making contact in relation to this application and ensure that they have a good understanding of the background and content of the bid.

**Further Details**

In order to ensure that we are working with recognised and structure groups, we will want to know about your constitution or legal structure. We know that sometimes you might not have these to hand so at this stage of the application, we just ask you to confirm that you have them in place and that they are up to date. If we progress to making you a grant offer, we will require you to provide us with a copy of these documents as a condition of the grant and funds will not be released until such time that this has been completed.

If your group is not constituted for whatever reason, please do not be put off applying as we may be able to support you through the process and provide a set of template documents and guidance that will support you through the process.

**Section 2 ABOUT THE PROJECT**

This section is possibly the most critical part of the form and is where we really get to know what it is you are looking to achieve and how the project will be run. Please be sure to focus on answering the questions clearly so that we can gain a real sense of your vision.

**Project Details**

Please enter a name for your project. This will make it easier for us to refer to your specific application as we progress through the assessment process.

**Start Date**

You must ensure that your project does not start until we have been able to assess your application and provide you with a clear answer. You will also need to allow some time for the offer letter and paperwork process to be completed before funds can be distributed. We will work as hard as possible to make this swift, but you should allow around 6 to 8 weeks in total from application to project start.

**End** **Date**

All grant funds will need to be spent within 1 calendar year from the start date so that we can effectively monitor delivery and report back on the outputs and outcomes. Please ensure your project does not run for more than 12 months.

**Project Outline**

This is where you can let us know about the project. Please be as specific as possible. We will need to know what it is you are planning to deliver, for example the number of sessions, how frequently etc. If you are looking at coach education and training, please highlight what courses they will attend and how this will support young people participate and progress in sport and physical activity.

It is tempting to write everything in this section but please ensure that you separate your information across the 10 questions in this section to avoid duplication.

***Example***

***We are planning to run a 10-week golf coaching programme in partnership with 3 different local youth groups (30 sessions in total). The session will be run at the brigades venue and teach the basic skills of driving, putting and chipping. All coaching will be led by a PGA qualified coach, and we would look to have an assistant coach or volunteer working alongside to ensure our player to coach ratio is in line with governing body recommendations.***

***In addition to the coaching sessions, at the end of the 10 weeks, we would be looking to bring the 3 groups together at the local golf club for a fun and friendly festival to celebrate the skills that they have learnt, to help them build friendships and to introduce them to the club sessions where they would be able to continue after the project is finished.***

***To support the young people in the session we will need to purchase some equipment to ensure all activity is accessible. We would like to pay for those leading and volunteering on the sessions to attend equality training.***

**Evidence of Need**

This is where you need to highlight how you know that this specific activity is needed and what conversations or consultation you have undertaken with your target audience. This should cover things like why a particular sport and why a particular group of participants.

***Example***

* ***Over recent months we have been in conversations with the local group leaders within both the Boys and Girls Brigade. They had recently talked with the young people in their groups about the type of sports that they would like to try but haven’t had the chance to. Golf was one of the sports that came out in this consultation and off the back of this we looked at how we could deliver a project as part of their weekly activity.***

**How will your activity contribute to the aims of the Trust?**

The Trust has 3 main aims, these are as follows:

1. Encourage, fund and lead schemes which build every day physical activities into the lives of Scotland's young people.
2. Ensure that these activities are inclusive so that all children and young people are given the best opportunities.
3. Identify talented youngsters and give them the opportunity to have their talent developed to its fullest potential.

Your project does not have to contribute to all three aims and could focus on just one or two areas, but you must be clear on how your project links.

***Example***

***By delivering this project we will support***

***Aim 1 - Our sessions will support young people to experience a new sport in a fun and friendly way. Although we will work to teach the basic skills of the sport, our focus is on enjoyment in a safe environment rather than technical excellence. By doing this we will be supporting young people to see the positive impact that sport can have in learning skills, making friends, and having fun that will encourage them to want to make it a part of their lives long term.***

***Aim 2 - Through the training of the coaches and volunteers involved with the activity we will ensure that they understand, promote and support participants of all backgrounds to participant in the activity. This inclusive approach will allow the young people to participant and socialise in a mixed ability group with people that they may not usually integrate with.***

***Aim 3 - Through the link with the local golf club and the use of a qualified coach we will support those that want to continue developing their skills in the sport. The sessions will also ensure that young people can see and measure their progress and achievement through the 10 weeks.***

**How will the project activity continue after the funded period?**

This is key. We want to ensure that we are providing support for projects that will continue well after the initial funding is spent. This helps to build greater opportunities in the local area and ensure that young people can continue their involvement rather than have activity they have enjoyed being removed again.

This can be a challenge, and this is why we can sometime support a further application, but this should not be relied on. You should think about how you can sustain it without grant aid. Ultimately our grant funding should be used to reduce your risk in the initial stages of a new project, when we appreciate that numbers can be low and therefore income to cover costs might leave a shortfall. However, if the activity is going to support young people to participate long term in your sport or activity, an exit route to ongoing activity will be needed. This may include charging for each session, working closely with a local club and supporting your participants to link to the club, or getting partners involved to contribute towards costs.

***Example***

***We will be looking to make a small charge per participant in the first period, but this will be lower than our standard rate due to the support given through this grant. A further concessionary rate will be available for those families and participants that cannot afford to pay to ensure that they are not excluded.***

***This lower rate will allow people to experience the sport and see if it is something that they want to take part in long term. Any income generated through the funded period will be used to subsidise further ongoing activity or used to part fund further sessions so that fees increase gradually until the activity is self-sustaining.***

***We have also had conversations with the local boys and girls brigade leaders who have stated that if the activity proves successful, they will look to cover the coaching costs of future sessions for new groups of participants as part of their activity programme.***

**Target Audience**

We know that many projects will be keen to open activity up to everyone so that they do not discriminate. However, we must consider the needs of young people and understand that if we try to attract too wide an audience, we can risk our project not recognising and supporting the different needs of each group. For example, you would deliver a different session for 5 to 8-year-olds to one for 16 to 18-year-olds. Their needs and experience are different as are their transferable skills.

Therefore, in your application please consider who specifically you will target and why. This will be linked with and should be considered alongside the information you provide in the “evidence of need” section.

***Example***

* ***Through discussion with the brigade leaders, we have chosen to target the Company section of the brigade for young people aged 11-14. This is because this section of the brigade is well attended and when looking at the existing junior members in the local golf club their average age is 13, so this will provide a positive peer group to link into. The local club does not have any junior members currently below 10 so going any younger would make sustainability more difficult. We are going to particularly encourage young girls to attend as this is an underrepresented group within the sport and we hope that providing a group session will allow them to learn together and then progress with friends at the same time.***

**Anticipated Outputs**

This is where you share your expected numbers of people that will benefit from the funding. This is not just young people participating, it would also include any coaches trained, any volunteers supported or any other key things that could be counted like number of members joining the local club or number of press releases about the activity available to young people in your area.

***Example***

|  |  |  |
| --- | --- | --- |
| **Output** | **How will success be measured** | **Target Number** |
| Overall number of young people experiencing Golf by attending one of the sessions (participation) | Through the register | 60 |
| Number of young people attending at least 6 out of the 10 sessions. (retention) | Through the register | 40 |
| Number of coaches gaining additional qualification or knowledge | Course booking | 2 |
| Number of young people taking part in the festival | Register on the day | 20 |
| Number joining the club after the programme is finished | Club records | 5 |

We are keen that we don’t just count what can be counted but that we use the project to understand how to build participation and commitment from the participants. Not everyone will continue and for many the opportunity to try a new sport or develop a new skill will be sufficient. Young people today will want to experiment more and try lots of activities before committing to specific ongoing participation. This does not mean that the project has not been successful as research shows that many young people, if they have a positive experience at a young age, will return to sports that they experienced early in their lives at a later date.

**What will be the lasting benefits (outcome) of your project?**

You have already told us about the outputs that you are hoping to achieve and the things that you will be counting. This section is for you to tell us what you think the outcomes will be. These are longer term benefits that are as a consequence of the project you have delivered.

***Example***

* ***We will have created a positive link between local brigades and the golf club to support young people to enjoy golf.***
* ***Young people will have had the opportunity to try a sport that they traditionally would not have had the chance to do without this project.***
* ***We have taken steps to ensure young people of any background are made to feel welcome through training our coaches and volunteers.***

**Please give details of any partners you will be working with to deliver this project.**

The best projects are when people and groups come together and work in partnership to provide the best possible activity for young people. Each partner often brings something different to the project such as knowledge of the sport, access to the target audience, links to venues and facilities or contributing funds or in-kind support for the project. In this section, please let us know who, if any, you are working with.

These must be active relationships at the time of application and not people that you will try and build a relationship with if you gain the funding. We appreciate that it can often be difficult to gain support for your project before funding is confirmed, but building these partnerships is key to effective delivery.

We have, in the past funded projects before all partners have committed to working together only to find that, even with funding in place, agreement cannot be reached on how best to provide the activity. This results in many projects either being significantly delayed or unable to progress, tying up funds that could be awarded elsewhere.

It is worth noting that if you have done the “evidence of need” element effectively you should have at the same time built these partnerships and therefore hopefully have the support of people involved in making your project a success.

Please note that if successful, we will require a brief letter of support from these partners before funding will be released.

***Example***

|  |  |
| --- | --- |
| **Partner Name** | **Involvement** |
| Boys Brigade Leader | Support with linking to the young people through their existing group activity |
| Girls Brigade Leader | Support with linking to the young people through their existing group activity |
| Anywhere Golf Club | Support with providing coaches and volunteers along with venue for festival |

**How will funding make a difference to the project?**

For some projects we maybe funding everything, but for others we might just be a part of a wider group of funders that make the project possible. In this section you need to share briefly what the impact would be if we are not able to provide support. This could be that a particular element of your project can not go ahead or that the cost to participants will need to be greater to cover the costs. Whatever it is, tell us about it so that we can consider this when assessing your application.

***Example***

***Without the funding we would not be able to cover the cost of the coaching and therefore provide the activity for the young people. Currently the brigade does not have sufficient funds to cover all costs of running the activity. Therefore, if the grant was not provided, we would have to either reduce the project to a one-off taster day or just provide standard membership information to the young people that have not had the chance to experience the sport.***

**Have you successfully applied for funding for projects in the past?**

We are keen to understand previous projects that you have been successful in securing funding in the past. Please do not worry if you haven’t successfully secured funding before. This will not affect your chances of being approved. We are just interested in understanding your organisations track record in project delivery.

**Section 3 BUDGET**

The Trust will consider applications for projects that require between £250 to £5,000 to support project delivery. The overall project cost can be more than £5,000 but you will need to clearly demonstrate where the remaining funds will be covered to ensure the project can progress swiftly.

Whilst the Trust can support projects for 100% of the costs, we are keen to see projects that can demonstrate some form of partnership contribution. This may be a combination of partnership funding or in-kind contributions which are essential to the success of the project.

If your project has applied for funding that is not yet secured, then please make this clear in the table. This will not exclude you from gaining a successful application but will help us understand when funds may need to be released. Our funds will not be released until the activity is ready to be delivered and all funds are in place, but we may be able to provide a decision in principle. If this is the case these will be time bound, and if all remaining funds cannot be secured may be revoked to ensure that Trusts funds are not tied up for excessive periods of time.

***Example***

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **Amount** | **Source** |
| Coaching fees. 30 sessions at £25 per session | £750 | Trust Grant |
| Facility Hire at Brigades venue equivalent to £15 per hour x 30 hours | £450 | In kind from brigade |
| Equipment clubs, balls, cones | £800 | Trust Grant |
| Volunteer time |  | In kind from golf club support |
| Festival venue cost 4 hours at £50 per hour | £200 | Trust Grant |
| Refreshments for festival | £100 | Trust Grant |
| Prizes for festival (3 trophies and 20 medals) | £200 | Trust Grant |
| Training course for staff supporting deliver (coaches and volunteers) 4 places at £50 each | £200 | Trust Grant |

**Section 4 PUBLICITY**

We want to share in your success and recognise that many clubs deliver fantastic work, but quickly move onto the next project before shouting about the success that they have achieved.

If you have undertaken good consultation on need and are working in partnership with others to deliver your activity, you may need very little in the way of publicity. However, even the best planned project may still need something to share with parents or partners to ensure they understand what you want them to get involved with or to help them book onto the activity itself. So, in this section, share that information with us so we know how you are promoting your project.

In addition, please highlight how SJSHT will be acknowledged in this information. You might be able to add a line to your poster saying that “project supported by Scottish Junior Sport and Health Trust” or you may include our logo on publicity material.

Dependant on the size of your project you might also think about including a quote from us in any press releases or inviting one of the Trust down to a showcase event or session so that we can see the impact your great work is having.

Within the grant offer process, there will be some terms and conditions around this that you will need to follow but we want to hear your ideas at this stage.

***Example***

***As we have worked closely with the brigade to develop this project, we would not need to create any wider publicity, but we will be producing a promotional leaflet that can be given to all brigade’s current young people which will clearly highlight the dates, time, and cost of the session. We will use this to highlight that qualified coaches will be used that are trained in equality. This will also contain a booking form. We will look to include the Trust’s logo as funder on this leaflet and would also like to invite a trust member to the festival to give out prizes and see the impact of the activity.***

**Section 5 DECLARATION**

This final section is just for you to confirm that you have certain policies in place that we will require to see if you are successful in gaining an award from us.

As with the constitution earlier, if you don’t have these documents in place please continue to apply as we can support you with template documents and advice to ensure that you build these into the delivery of the project.

Finally, all you need to do is to sign and date the document and then email it back to us here at SJSHT to assess.

We hope that you have found this guidance useful and that the process of completing the application form has not been too difficult for you. If you feel that you need support to complete the paperwork, please get in contact. We wouldn’t want the administrative process to be a barrier to your group making an application. The Trust was set up to support smaller groups as we know that your enthusiasm and activity at a local level is often the difference between young people getting an opportunity or not.

Thank you for taking the time to read this guidance information. We wish you all the best in your application process.

Please refer to the other supporting documents that you can find on our website.

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| --- | --- |
| * Example applications | * FAQ’s |