

7. Who will benefit most from the project and how many?
 [e.g. Young People, Women, Unemployed, Disabled, Black and Minority Ethnic Groups or Others (specify)]

SECTION C : DETAILS OF PROJECT COSTS



8. Please give a full cost breakdown of the project, including the items for which a grant is required (e.g. equipment, coaching, training etc.):-

Item / Element	£
.....
.....
.....
.....
.....
.....
Total	£ _____

9. Please show the contribution of the CGO towards the project:-

Financial Contribution	£.....
Voluntary Labour (Hours)
Other (please specify).....
.....

10. Please show any financial contributions from other sources, and state which (e.g. grants/loans, fund raising etc.). Does this include those from 4, or might this be sponsorship? Clarify. If none, insert '£0'.

Source	£
.....
.....
.....
.....
Total	£ _____

11. Please specify the grant you are requesting from Bolton Sports & Physical Alliance

Amount of grant requested £ _____

I wish payment to be made by (Please delete as applicable) :

a) BACS Payment (Please complete and return BACS form)

b) Cheque (payable to:.....)

Signed Position Date

12. Is your club / organisation affiliated to BoSPAA? Yes No

13 Please complete form “**Appendix A**” giving further information about your CGO.

DECLARATION



I, the undersigned, declare that the information given in this application is correct to the best of my knowledge and that I have read, understood and accept the conditions attached to the application.

I understand that if any of the information proves to be incorrect, or if there is a breach of any of the conditions or letter of agreement, the offer of a grant may be withdrawn or, if already paid, may be repayable, at the discretion of Bolton Sport and Physical Activity Alliance.

SIGNATURE AND STATUS OF PERSON COMPLETING THIS FORM

Name:

Status:

Date:

Signature:

Please return the completed form and any additional information to:-

BOSPAA
c/o Sport & Active Living Services
3rd Floor Paderborn house
Civic Centre
Le Mans Crescent
Bolton
BL1 1UA

Tel 01204 334109
E-mail: grants@bospaa.co.uk

Does Your CGO Have?

General aspects:				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1.	Aims and Objectives			
2.	A Constitution			
3.	An Appropriate Place to Meet			
4.	Regular Committee Meetings			
5.	An Annual General Meeting			
6.	Minutes of Meetings			
Financial infrastructure				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1.	A bank account			
2.	Financial records			
3.	Funding for the next year			
Policies				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1.	An equal opportunities policy			
2.	A child concern policy and procedures Including CRB approvals			
3.	A vulnerable adults policy			
4.	A volunteer policy and procedure			
5.	Participation Standards			
6.	Code of conduct for all coaches, officials, volunteers, players, parents and spectators			
7.	Emergency procedures			
Development plans:				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1.	A development/action plan			

Membership structures:				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1.	A management committee			
2.	Sufficient members			
3.	Sufficient volunteers			
4.	Insurance (e.g. public liability, personal accident)			
Access to resources:				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
1	Access to IT			
2	Access to facilities e.g. rooms			
3.	Own premises			
4.	Access to a telephone			

How many members of your CGO have training in:

		<i>Number</i>	<i>Would you like training in any of these?</i>
1.	Committee Skills		
2.	Minute Taking		
3.	Book-Keeping		
4.	How to Write Funding Applications		
5.	How to Organise Fundraising Events		
6.	How to Plan a Group Budget		
7.	Producing Poster / Leaflets / Using I.T.		
8.	Recruiting and Support Volunteers		
9.	Speaking up at meetings		
10.	Effective meetings		
11.	Managing a Community Building		
12.	First Aid		
13.	Health and safety		
14.	Child protection		
15.	Running a community event		
16.	Equal opportunities		
17.	Food hygiene		
18.	Participation (Tools / Standards)		
19.	Coaching Qualification		

Has your CGO gained?				
		<i>Yes</i>	<i>No</i>	<i>Notes</i>
	NGB Club Mark / Club Accreditation / Other			