



COMHAIRLE NAN EILEAN SIAR

Education & Children's Services Department
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www.cne-siar.gov.uk/grants/index.asp

APPLICATION FOR A GRANT TO VOLUNTARY ORGANISATIONS

Notes for Guidance

1. INTRODUCTION

Sports Development Services gives grants to approved constituted voluntary sports clubs and associations

2. THE APPLICATION FORM

The application form should be completed and returned to **Karen Pickard** at the above address.

3. THE PROCESS

- (i) Sports events, sports equipment and sports per capita grant applications are initially assessed by:

Lewis & Harris
Uist & Barra

Steven Munro
Christina McWilliams

Tel: 01851 822785
Tel: 01870 604880

At this stage applicants may be guided towards the local Sports Councils.

- (ii) Community events are dealt with by the most appropriate officer, depending on the nature of the event.
- (iii) We are unable to accept applications retrospectively.
- (iv) Decisions on grants are generally made as soon as possible or a maximum of 6 weeks.
- (v) Grant applications for larger funding will be submitted to Sustainable Development Committee for consideration.
- (vi) Any grant application that is regarded as contentious, or may appear to set a precedent, will be referred to Sustainable Development Committee for consideration.
- (vii) Application Forms and Claim for Payment/Submission of Evidence forms are available from this office or our website at www.cne-siar.gov.uk/grants/index.asp.

4. SOME OF THE SECTIONS EXPLAINED

SECTION A – APPLICANT DETAILS

Accurate and detailed information will assist with the processing of applications.

SECTION B – PRESENT MEMBERSHIP

For per capita grants.

SECTION F – ORGANISATION'S BANK DETAILS

The Comhairle is now required to pay ALL GRANTS by bank credit transfer, directly into an organisation's bank account. Please provide full bank details in order for payments to be made electronically. No applicant will receive a cheque at their home address.

5. ELIGIBILITY CRITERIA

- (i) Any properly constituted, voluntary and locally based, community sports club or organisation can apply for a grant.
- (ii) The applicant organisation must be able to demonstrate that it has adequate expertise to effectively carry out the activity proposed.
- (iii) If a grant is awarded, the organisation must acknowledge the Comhairle's support in any promotional literature and publicity.
- (iv) Any project grant-aided by the Comhairle should be equally accessible to all groups and individuals within the community.
- (vii) If an organisation which has received a grant for the purchase of assets, equipment etc, ceases to exist - those assets or equipment should be returned to the Comhairle, which will then decide where to re-allocate that surplus equipment.
- (viii) A request for evidence that the money was spent in accordance with grant application will be made in certain circumstances.
- (ix) It is the responsibility of the organisation to organise adequate insurance cover for equipment purchased with grant aid from the Comhairle.
- (x) Payment is made by bank credit transfer directly into the bank account of the organisation making the application.
- (xi) Grants will **NOT** normally be made to:
 - Organisations not properly constituted;
 - Political or religious organisations where the purpose is to promote a particular political or religious viewpoint or party;
 - Organisations receiving or refused grant aid from another Comhairle department for the same purpose;
 - Commercial organisations.