



**KENT CAMPAIGN FOR THE 2012 GAMES
SMALL GRANTS FUND**



APPLICATION FORM

QUESTION 1: Information about your organisation

1a Your group's name: <i>This should be the name given in your constitution or set of rules.</i>	
	Website:
1b What are the main activities of your group?	
1c Your group's official address:	Postcode:
1d Main contact name: <i>This must be somebody who we can contact to talk about the application during office hours.</i>	
	Tel No: Fax: Email:
1e Contact's position <i>For example, Treasurer or Secretary.</i>	
1f Address for correspondence if different from your group's official address:	Postcode:
1g If you are a registered charity please give your registration number:	Number:
1h Your group's constitution or set of rules:	YES <input type="checkbox"/> <i>We confirm that we have enclosed a signed constitution or set of rules and a copy is enclosed</i> NO <input type="checkbox"/>
1i Please provide information about your most recent annual accounts (preferably audited) If a District Council, Parish Council or School, please provide details of your budget for related area of work <i>Please attach a copy of these accounts.</i> <u>Make sure you complete this section</u>	Accounts year ending: Day ___ / Month _____ / Year _____ <p align="right">£</p> Total (gross) income _____ Minus total expenditure _____ Equals surplus/deficit for the year _____ Savings (reserves, cash or investments) _____

<p>1j Are you affiliated to the Governing Body of your sport</p> <p><i>We will seek advice from the Governing Body of your sport where appropriate.</i></p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>AFFILIATION NO:</p>
<p>1k Is your group able to reclaim VAT?</p> <p><i>Please give your VAT registration number if applicable. You may be eligible for VAT.</i></p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Number:</p>
<p>QUESTION 2: <i>General information about your event / activity</i></p>		
<p>2a Event / activity name:</p>		
<p>2b Please tick the statement applicable to your event:</p>	<p>New event / activity <input type="checkbox"/></p> <p>Expansion of an existing event / activity <input type="checkbox"/></p>	
<p>2c Event / activity location or area:</p> <p><i>Please describe this</i></p>		
<p>2d Brief description of event / activity:</p> <p><i>Please tell us briefly what your event / activity will be and what its aims are. Make sure you have read and understood the guidance notes</i></p>		
<p>2e Proposed / actual* date of your event / activity:</p> <p><i>*Delete as appropriate</i></p>		
<p>2f Please include any supporting information you feel appropriate:</p> <p><i>E.g Clubmark accreditation, organisational achievements, future plans</i></p>		
<p>QUESTION 3: <i>Information about who will benefit from the project</i></p>		
<p>3a What ages are the people who will benefit from the event / activity? (please tick all boxes that apply)</p>	<p>Under 4 <input type="checkbox"/></p> <p>5 – 11 <input type="checkbox"/></p> <p>12 – 17 <input type="checkbox"/></p> <p>18 – 24 <input type="checkbox"/></p>	
<p>3b Where do most of the people live who will benefit from the event / activity?</p>		

CONDITIONS OF FUNDING:

1. The funding offered is only to be spent on the programme of activity, as agreed with Kent County Council's Sport, Leisure and Olympics service. Any change to the programme of activity must be discussed with Kent County Council's Sport, Leisure and Olympics service, at the earliest opportunity.
2. Possible areas of cultural activity may include Architecture, Archives, Carnival and Street Theatre, Crafts, Dance, Design, Fashion, Film and Video, Food, Gardens, Heritage and Historic, Environment, Libraries, Literature, Museums and Galleries, Music, Opera, Photography, Poetry, Science, Theatre, or Visual Arts.
3. Possible areas of sporting activity may include any sporting activity recognised by Sport England: http://www.sportengland.org/recognition_of_activities.htm
4. As this is a Kent County Council funded programme, applicants and projects must be based in the Kent County Council administrative area.
5. The details of your event / activity will be publicised within the Kent Campaign for the 2012 Games and listed on the Campaign's website, www.kentsport.org/london2012. Kent 2012 publicity material and merchandise must be displayed and distributed during your event / activity.
6. Any equipment purchased as part of the programme of activity must be insured against loss or damage and stored in a suitable locked area.
7. Any publicity related to the programme of activity must acknowledge that the activity is "*supported by Kent County Council*". Logos for the Kent Campaign for the 2012 Games and Kent County Council should be used (these can be obtained from Kent County Council's Sport, Leisure and Olympics service). It must be made clear that the activity is "*supported by*" rather than "*organised by*" Kent County Council.
8. The recipient organisation or Kent County Council may, from time to time, wish to request the attendance of Kent County Council Members at specific activities. This should be discussed well in advance with the Kent County Council Sport, Leisure and Olympics service. The recipient organisation will be responsible for providing appropriate and accurate information as required, and photographic opportunities, where appropriate.
9. Kent County Council cannot be held liable for any of the activities undertaken by the organisation receiving development funding. The organisation is responsible for undertaking a risk assessment of its activities and must ensure that it has adequate insurance cover for these activities. Appropriate documentation including risk assessments should be made available to KCC on request. *Copies of example risk assessments, a blank risk assessment form and an event risk assessment "checklist" are available on request from Kent Sport, Leisure and Olympics service to assist the organisation.*
10. The recipient organisation must operate a Child Protection policy, which complies with guidance provided by the National Governing Body or Local Authority as appropriate. *(KCC's Sports Development Unit's child protection policy is available upon request).*
11. A simple monitoring form for the scheme of activity must be submitted to Kent County Council's Sports Development Unit by the end of the period of funding. To include:
 - Photographs of activity – with appropriate photo consent for use in printed publications and on the website *(KSDU photo consent policy is available upon request)*
 - Number of people who benefited from the event / activity
 - Breakdown of people benefiting from the event / activity
 - The main achievements of the event / activity
 - The organisation's intentions to develop/sustain the event / activity
12. Kent County Council reserves the right to withdraw or re-claim part or all of its funding if any of the above conditions or any other specific conditions are not met
10. A BACS form (Banks details) will be forwarded in event of an offer of funding being made.

I,[please print name], am authorised to sign f or acceptance of these conditions of funding on behalf of [o rganisation name] and agree to abide by them.

Signed: **Date:**

DECLARATION:

I declare that:..... (name of organisation) is eligible for funding and satisfies all the minimum operating standards listed below . The organisation will provide relevant documentation related to this declaration upon request.

Please note, a false declaration or failure to provide relevant documentation upon request will result in funding being withdrawn or re-claimed.

- *The organisation has appropriate and adequate insurance for its activities*
- *Where required to do so, the organisation is registered with Ofsted, if dealing with under 8 year olds. (For advice on this issue please phone Ofsted regional office on 01483 702600)*
- *The organisation operates a Child Protection policy, which complies with guidance provided by the National Governing Body or Local Authority as appropriate.*
- *The organisation recruits appropriate staff for the activities being undertaken (e.g. coaches hold an appropriate level, current, National Governing Body Coaching Award and a **current** first aid certificate);*
- *The organisation undertakes enhanced Criminal Records Bureau Disclosure checks and follows up references on staff involved in activities for young people;*
- *The organisation will undertake a risk assessment for the activities to be funded, prior to commencement of scheme. Suitable first aid arrangements will be in place;*

Signed Date

Name (in capitals)

Position (if applicable)

Please return the application form to:

**Daniel Bruce, Kent Project Officer for the 2012 Games,
Kent Sport, Leisure and Olympics service, Communities Directorate,
Kent County Council, Commercial Services Building
Gibson Drive, Kings Hill
West Malling Kent ME19 4QG**

**Email: daniel.bruce@kent.gov.uk
Telephone: 01622 605062
Fax: 01732 874836**

Website: www.kentsport.org/london2012

