**SPORT**

**Grant Scheme Application for**

**Individuals**

**Individuals**

**Criteria**

* + Individuals may only be awarded 1 grant within any 12 month period.
	+ Individuals must reside in Torbay (and must have been a permanent resident in Torbay for at least 1 year at time of application)
	+ The Grant Scheme gives priority to individuals under 25 years of age but applications from other age groups are welcome particularly where peak performance is normally achieved later. If you are under 16 years your application must be countersigned by a parent or guardian.
	+ You will be required to account for all expenditure, submitting receipts upon request.
	+ To qualify for an award you should demonstrate that you have achieved:-
	+ National competition level, national competition potential or inclusion in a national training squad.
	+ County or regional competition level with national potential i.e. a sportsman or woman who attends regional training or a Centre of Excellence.
	+ **S**uccessful applicants must demonstrate that they are already making a considerable commitment to their sport. This must be supported by either the County or Regional Sports Association, Governing Body or a club representative.
	+ Grants cannot usually be given for money which you have already spent or committed. (Grants will only be paid retrospectively for individuals competing at regional, national or international level where short notice of representation is given to the athlete by the National Governing Body).
	+ Individuals seeking assistance should be involved in a sport recognised by Sport England. You must be an amateur performer.
	+ Misuse of funds or inaccurate information supplied in conjunction with an application will lead to any grant having to be repaid.
	+ The grant may be used for the following:
* Support costs for training and competitions.
* Cost of travel to training and competitions (in case of transport being shared travel should only be claimed by 1 applicant) Maximum 20p per mile or second class rail fare.
* Cost of accommodation at training venues and competitions. (Max of £25 per night per person or actual cost if less than this amount.)
* Cost of competition entries and coaching fees.
* Subscriptions to sports clubs.
* Costs of obtaining National Governing Body coaching qualifications, National Coaching Foundation awards and attending Running Sport courses.
* A grant may not be used for:
* The purchase of kit such as football boots/shirts - Normal personal equipment.

NB. Grants will be allocated 4 times per annum.

It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful. A considerable response to the scheme is expected and prioritising may be necessary.

**Individuals**

**Sports Club Grant Scheme APPLICATION FORM**

# Please return your completed form to:

# Sports Development

# Torbay Council

# Town Hall

# Castle Circus

# Torquay

# TQ1 3DR

# SECTION A - PERSONAL DETAILS

Name: Address:

Postcode:-

Telephone Number:

Daytime: Evening:

Male: [ ]  Female: [ ]

Date of Birth:

Length of residence in Torbay: Employer or education details:

Full or Part-time:

**Individuals**

SECTION B - SPORTING BACKGROUND

Sport:-

To which sports Clubs or organisations do you belong:-

Please give details of your achievements in the last twelve months and what level you have reached (i.e. County, Regional, National):

What do you aim to achieve in the next 12-24 month period

# How will the grant help you to achieve your aims?

**Individuals**

SECTION C - GRANT APPLICATION

How much money are you applying for £

On what date would you start using the grant?

How would you spend the grant from the Council?

Item Details Estimated Cost

Total

**Individuals**

Please give details of any other assistance you have been given or are applying for (e.g. Governing Body, Sports Aid Foundation, Sport England) including amount of funding received.

 SECTION D - APPLICANT

I confirm that I have read the criteria and understand the conditions of funding. All answers to the questions on this form are accurate. If my application is successful, I will only use the grant for the purposes outlined in this application. I agree to work with the applicant to provide reasonable information to the Council for monitoring purposes. I understand that if my application is successful you will contact me to request payment details.

Signed: Date:

If you are 18 your parent or guardian must show their consent overleaf:

Signed:

Name in capitals: Date:

SECTION E - REFEREE

Every applicant must have a person who will support their application and act as their referee. This section must be filled in by this person.

Name of Referee: Address:

**Individuals**

Postcode:

Position in Club/Organisation

Telephone number (Daytime/Evening)

**Individuals**

# Please tell us why you think this person should be awarded an individual sports grant:

REFEREE

I confirm that I will be acting as the applicants referee and that to the best of my knowledge all answers to the questions on this form are accurate. I have read and understood the criteria and conditions of funding. If this application succeeds, the applicant will only use the grant for the purposes outlined in this application. I agree to work with the applicant to provide reasonable information to the council for monitoring purposes.

Signed:

Date:

**How we will use and handle your information?**

Torbay Council is what’s known as the ‘Data Controller’ for the personal data you have provided to us on this form and we are registered with the Information Commissioner’s Office.

**Why we need it?**

We need to know this information about you in order to assess your eligibility for this grant. Our lawful basis for using your personal data is your consent. You are able to withdraw consent at any time, however, this may result in a grant not being awarded.

**Individuals**

**Do we share your information?**

We do not trade personal data for any commercial purpose. We will only disclose your personal information if we have a lawful basis to do so, for example for the prevention and detection of crime, or if we have your consent.

**How long do we keep your information?**

If your application is successful and you are awarded a grant we will hold your personal data for 7 years, after which time it will be securely destroyed. If your application is not successful we will hold your information for 1 year.

**What are your rights?**

At any time you can request to have a copy of the information Torbay Council holds about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact infocompliance@torbay.gov.uk or see our Information Right’s Policy which is available at [www.torbay.gov.uk](http://www.torbay.gov.uk)

You can contact our Data Protection Officer by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you can also raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)