



Swim England  
North West

# Club Investment Fund: Capital Purchases

Updated: November 2022

# Club Investment Fund

Swim England North West will continue the Club Investment Fund for 2023. Applications must meet all the required criteria and will be considered on a first come first served basis.

## Capital Purchases

This fund is to support clubs with any capital purchases that will benefit their members.

### Who is eligible?

Clubs who are affiliated with Swim England North West Region with either Swim Mark or Club Affiliation can submit an application.

### How often can the club apply?

A maximum of one application per club per financial year will be considered January to December. Clubs **must** contact their Club Officer prior to submission of the application form to provide support on further information required.

### How much can a club request?

Up to 50% of the full cost can be requested through the capital purchases fund.

Item	Maximum funding
Lane Rope	Up to 50% with a maximum fixed cost £400 per lane rope
Starting Block	Up to 50% with a maximum fixed cost of £500 per block
Starting Block tops	Up to 50% with a maximum fixed cost of £200 per block
Backstroke ledges	Up to 50% of the cost

There is no limit on the amount that can be applied for, however each application will be assessed on its own merit taking into consideration any support information, evidence submitted and perceived value for money.

### Terms of the Fund

Clubs will need to provide the region with the following before the application is processed;

- Document outlining the project plan.
- A full breakdown of the total cost – at the time of submission.
- Copies of quotes achieved – a minimum of 3 are required.
- Written agreement from the leisure operator – agreeing to installation and or storage of equipment
- Document outlining the selected quote and rational.

At the end of the project the region require the following before any monies will be received.

- End of project report
- Copy of invoice
- Images of item – which may be used for marketing and promotional purposes including social media. \*the club to hold the relevant consents

The club will not be retrospectively reimbursed for any cost or purchases already incurred. Approved application must be invoiced within 6 months of payment being made and include all supporting information.

Swim England North West must have update showing positive progress on any application within 6 months of any funding offer the offer will be withdrawn.

### What happens if the applicant does not fulfill their project outline and deliverables?

The club will be liable for repaying any costs to Swim England North West.

# How to Submit an Application

**Step 1:** Club to discuss project with Club Officer [clubdevelopment@swimnorthwest.org](mailto:clubdevelopment@swimnorthwest.org).

**Step 2:** Club to complete the supporting documents required listed on the terms of the fund.

**Step 3:** Club to complete the Swim England North West Capital Purchase Application Form.

**Step 4:** Send the completed application form along with all supporting information to Swim England North West Regional Club Development officers at [clubdevelopment@swimnorthwest.org](mailto:clubdevelopment@swimnorthwest.org)

**Step 5:** Ensure that the Regional Office has the club's bank details as payments are made via BACs.

## Application Form

### Section A: Club Contact Details and Bank Details

Name of Club: .....

Name of Lead Contact: .....

Position: .....

Email Address: .....

Telephone Number: .....

### Club Bank Details

Account Name: .....

Account Number: .....

Sort Code: .....

### Section B: Project Outline

Please provide an outline of the project; alternatively send as an attachment with the application form.

Provide us with enough information to make an informed decision considering the following headings:

- What will be delivered
- How the need for investment has been identified
- How will the project make a difference - does it demonstrate value for money and how, how will you make it a success
- What will happen once the funding has been spent

## Section C: What will the Project Cost?

Please provide a summary here and attach a separate table detailing the full project income and expenditure, including any match funding.

Total Cost of Project	£
Funding of Amount Requested	£
State any funding acquired/identified from own or other sources	£

## Section D: Project Club Declaration

The details in this application are correct and accurate to the best of my knowledge, I agree with all the terms stated and will comply with the requirement as set out.

I understand that information from this form may be used for administration and publicity purposes in accordance with the Data Protection Act 2018.

Print Name: .....

Signature: .....

Date of Submission: .....

Club: .....

## Section E: Checklist

Project plan

Total cost breakdown.

Copies of quotes achieved.

Agreement from the leisure operator

Selected quote rational.

# Completed Application Forms

Send completed application forms to

[swimnorthwest@swimming.org](mailto:swimnorthwest@swimming.org)



If you have any comments or would like further information on how to get Involved please contact the Regional Office through

[swimnorthwest@swimming.org](mailto:swimnorthwest@swimming.org)

[www.swimming.org/NorthWest](http://www.swimming.org/NorthWest)

