



Swim England
North West



Club Investment Fund: Special Projects

Updated: February 2023

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.

Special Projects

Special projects are classed as any project or activity not currently delivered as part of a club regular activity.

Funds may be used to support the development of a new discipline or a programme to support new activities, delivered either locally or across a wider geographical area and must link into Swim England North West's strategy; Planning for the Future.

Who is eligible?

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

The applicant must meet all the criteria to be eligible.

How often can the club apply?

A maximum of one application per club per financial year will be considered (January to December)

How much can a club request?

All project costs can be requested through the Special Projects Fund

There is no limit on the amount that can be applied for, however, each application will be assessed on merit, quality of the project outline, and 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;

- A brief project plan
- Provide the region with a full breakdown of the total project costs at the time of submission and any supporting information.
- Applications must be able to demonstrate a further 50% match funding; this however may be in-kind through volunteer time, facility hire or other.

The club will not be retrospectively reimbursed for any cost already incurred.

Funds issued must be spent within 12 months of payment.

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

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must have update showing positive progress on any application within 6 months of any funding offer the offer will be withdrawn.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

How to Submit an Application

Step 1: Club to discuss project with Club Officer 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 Office at swimnorthwest@swimming.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 have you identified the need, 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:

Position in Club:

Date of Submission:

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



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

swimnorthwest@swimming.org

www.swimming.org/NorthWest

