

Club Investment Grant

Updated: March 2023

# About the grant

Swim England North West Limited will continue the Club Investment Grant for 2023.

The Region will consider a variety of applications for the grant. These applications could be to purchase items such as water polo balls or starting blocks. Funding can also be requested for the club to deliver larger scale projects such as introducing a new discipline.

All applications will be considered on a case by case basis.

Applications are not means tested; however, applicants must meet all the required criteria.

# Who is eligible?

Clubs who have achieved Full SwimMark accreditation can apply for the grant.

# 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?

There is no limit on the amount that can be applied for; however, each application will be assessed on a case by case basis taking into consideration any supporting information, evidence submitted and perceived value for money.

Specific items have been allocated a maximum contribution of up to 50% of the full cost. Items allocated a maximum of 50% can be found in the table below.

|  |  |
| --- | --- |
| **Item**  | **Maximum Contribution** |
| Lane Rope | Up to 50% with a maximum contribution of £400 per lane rope |
| Starting Block | Up to 50% with a maximum contribution of £500 per block |
| Starting Block tops | Up to 50% with a maximum contribution of £200 per block |
| Backstroke ledges | Up to 50% of the cost  |

# **Terms of the Grant**

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

* Document outlining the project plan.
	+ - Who the purchase will benefit.
		- What is to be purchased.
		- Why the club needs/desires the purchase
		- Where the purchase will be stored/ utilised.
		- When the purchase will be used
* A full breakdown of the total cost – at the time of submission.
* Copies of quotes achieved – a minimum of 3 are required or detail as to why 3 are not possible
* Written agreement from the leisure operator – agreeing to installation and or storage of equipment
* Document outlining the selected quote and rational.
* 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 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 receive an update form the applicant club showing positive progress on any application within 6 months of any funding offer. If in the opinion of the Audit and Investment group positive progress within the six month period has not been achieved the offer of funding will be withdrawn.

## Process to receive payment following completion

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 purposed including social media. \*the club to hold the relevant consents

The club will not be retrospectively reimbursed for any cost already incurred. Funds issued must be spent within 12 months of payment.

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

The club will be liable for repaying the full costs back to Swim England North West.

# Application Form

**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 grant.

**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

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

## Section A: Club Contact Details and Bank Details

Name of SWNW club officer contacted: ……………………………………………………………….

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 further details can be found in the terms of the grant; 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.
* Requested funding must match the quotation amount from the selected quote.

|  |  |
| --- | --- |
| Total Cost of Project | £ |
| Funding of Amount Requested | £ |
| List 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 Form [ ]

Send completed application forms to swimnorthwest@swimming.org