



Applicant Club: \_\_\_\_\_

# Application Form

## Community Youth Awards

## **The Scottish Football Partnership**

### **Application Form: Introduction**

**The Scottish Football Partnership** welcomes your application for funding. Before completing this application please read the form from start to finish, paying particular attention to the eligibility criteria and advice notes provided in the margin of each page.

### **Award Objectives**

The purpose of the award is to provide support for youth development work being undertaken by Senior football clubs within their local communities.

### **Eligibility Criteria**

Please note that Community Youth Award applications can only be considered by **The Scottish Football Partnership** if:

- 1) The applicant is an SFA Member Club.
- 2) The applicant club has a minimum of two Under 19 teams under direct control of the club.
- 3) The applicant club has a Child Protection Officer whose responsibilities will include the development, implementation and promotion of a child and coach protection policy.
- 4) The applicant club can produce a policy on safeguarding the welfare of all young people with whom they are associated.
- 5) The club has registered with Disclosure Scotland and will be in a position to provide the club's Disclosure Scotland Registration numbers.
- 6) The applicant club has met the coaching and training provision for Community Clubs as defined in the SFA's Quality Mark Document, dated 12<sup>th</sup> September, 2005, a copy of which is attached with this application form.
- 7) The applicant club has not been and will not be in receipt of an SFA Performance or Initiative Club grant award for the current football season.

- 8) Only one application can be submitted between 1 June to 31 May in any one year.

### **Grant Award**

Please note that **the Scottish Football Partnership** can award up to 75% of approved expenditure, subject to a maximum award of £5000 per club.

### **Completing the application form**

Please complete all relevant sections of the form, preferably in type or black ink using block capitals. Before submitting the application we strongly recommend that you check the form to ensure that all relevant information requested by us has been provided and that the necessary supporting documentation accompanies the application form.

### **Supplementary Information**

Please feel free to provide whatever supplementary information you consider appropriate.

### **Data Protection**

**The Scottish Football Partnership** will use and process information provided in accordance with the requirements of the Data Protection Act 1998. The information you provide us with may be held on files, both paper and electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate effectiveness of both individual grants and our investments. We will endeavour to keep your personal data safe and secure. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded and used for those purpose.

### **Freedom of Information 2002**

**The Scottish Football Partnership** does not fall under the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to disclose any information (including applications for funding and ancillary written documents) it holds on a particular topic when requested to do so by a person or body. However please note that as a precaution, **sportscotland** as a public body and administrator and partner to the **Scottish Football Partnership** may have to disclose some or all of the information it holds when requested to do so under the Act. You must inform us in writing as soon as possible if this places a burden on you or your organisation. **sportscotland** will be able to advise you further on this matter. For the avoidance of doubt **sportscotland's** decision with regards to questions of disclosure and non-disclosure shall be final.

# 1 Applicant Details

If any of the details you provide in this section should change while the application is under assessment please notify **The Scottish Football Partnership**.

Name of the applicant Club:

Which League does your Club currently play in?

Is your Club a recipient of, or has it applied for, a Performance or Initiative Grant Award for the current football season?

(Please delete as applicable)      YES / NO

Contact name:

Position within club:

Address for correspondence:

Postcode:

Telephone no.

Work no.

Mobile no

Fax no

Email address:

## **Bank Account Details**

Name and Address of Bank:

Sort Code:

Account Number:

Please note that we cannot assist financially with the cost of projects, which have been started prior to an application being submitted, a decision being taken by **The Scottish Football Partnership** and our written approval given to proceed.

## 2 Project Details

Please provide information relating to your request for grant funding. Please specify:

- a) The level of funding being requested.
- b) Where you intend to allocate the grant award.
- c) How this will contribute to youth football development in your community.

(N.B. Please continue on a separate sheet if necessary).

## 3 Project Costs

### 3.1 How did you arrive at the above cost?

- Initial estimate
- Detailed costing
- Quotation(s)
- Tender(s)

Other (please specify)

.....

## 3.2 Funding Profile

**The Scottish Football Partnership** can only meet 75 % of the cost of any application and is also subject to a maximum award of no more than £5000. **The Scottish Football Partnership** therefore needs to know where the balance of funding is likely to come from and to what extent it has been secured.

- Please confirm all funding sources which will meet the total cost of your Project application.
- If you indicate a shortfall in the funding profile please explain how you intend to address this issue.

## 4 Additional Information

Please provide any additional information that you believe will assist **The Scottish Football Partnership** in assessing your application.

## 5 Certification & Documentation

I confirm that this application has been authorised by the Club requesting funds, and certify that to the best of my knowledge, the information provided is truthful and accurate.

Signature
Name
Position
Date

I enclose the following in support of this application:

- o Letter of Endorsement and Support from the SFA Regional Manager
  - o Other supporting information (please provide details)
- .....

### What Happens Next

Applications should be submitted to:

Jilly Finlayson  
Company Secretary  
The Scottish Football Partnership  
Caledonia House  
South Gyle  
Edinburgh  
EH12 9DQ

All applications received will be sent onto the SFA for assessment. Following this process, recommendations are then taken to **The Scottish Football Partnership Board** for a final decision. All applicants will then receive written confirmation of the outcome of their application.

If the Board considers that the proposed project will not receive an Award, we will send you a letter detailing the reason(s) for our decision.