



SCOTTISH ARCHERY CLUB
DEVELOPMENT FUND STAFF
GUIDELINES

SCOTTISH ARCHERY DEVELOPMENT FUND

STAFF GUIDANCE NOTES

The following steps should allow a member of the Scottish Archery board to determine whether or not a grant can be awarded from the club development club. If the answer to any step is no, then the application cannot be approved.

1 – Does the application fall into the categories that we cover?

2 – Is the club affiliated to SA / AGB?

3 – Does the number of members listed match the number affiliated with SA / AGB?

4 – If Juniors are involved is there a strong Child Protection Policy?

5 – If any other funding is declared, is it independent of this application?

6 – Have 2 quotes been provided (equipment)?

7 – Do the accounts / balance sheet suggest a well run club?

8 – Have all sections of the form been completed and sent with the requested documentation?

If all of the points above have been answered 'YES' then the application can move forward for approval, if any of the points are 'NO' then the club will be offered feedback as to why there is a NO answer and how to overcome this. The guidance notes provided to clubs are attached below along with the check list of things to include with the application.

PLEASE READ THE FOLLOWING GUIDANCE NOTES AND CONDITIONS BEFORE COMPLETING THIS FORM.

SECTION 1: GUIDANCE NOTES

GENERAL

- i. The club must be affiliated to Scottish Archery prior to application.
- ii. Scottish Archery must be satisfied that the applicant has received assistance on all other alternative sources so that no duplication of aid is provided.
- iii. Applications for grants will not be considered unless they are submitted prior to the purchase of equipment/start of project. Grants will not be paid retrospectively.
- iv. Applications will only be accepted on this form.
- v. Applications will be considered by the Grants Sub-Committee of Scottish Archery.
- vi. All clubs must provide with their application:
 - A copy of their Accounts and Balance Sheet for the previous financial year (except for starter grants where projections must be shown).
 - A statement certified by the Treasurer, of the total resources of the applicants at the date of application, (including capital held on trust or otherwise).
 - A copy of their constitution and rules.
- vii. Those clubs actively attracting junior/disabled members and committed to growth will be given priority.
- viii. If a club is receiving grant aid from another source, up to a maximum of the remaining costs will be awarded.
- ix. All clubs with members under 18 years old must have a Child Protection Policy in place and evidence of this must be submitted with the application.
- x. Expectation to clubs/individual to contribute at least 30% of costs.
- xi. Clubs receiving grant aid for development schemes/courses are required to produce a written report on the event.

SPECIFIC

STARTER GRANT

A maximum grant of £400 to be awarded upon successful completion of the following criteria:

- a. The club must remain in operation for 3 years and be affiliated to Scottish Archery.
- b. The club must show evidence of its meeting objectives set out in its constitution.
- c. The club must provide a balance sheet with projected income (including fund-raising) and expenditure.

EQUIPMENT GRANT

Up to a maximum of £400 will be awarded. Where appropriate, Junior, Disability and safety equipment will be given priority. Conditions include:

- a. A receipt of purchase must be produced within two months of receiving a grant.
- b. Clubs receiving grant aid for specialist equipment which, in the opinion of Scottish Archery is being abused, not used in accordance with the applicant's declared purposes, under-utilised, or in the event of the applicant ceasing to exist or going into abeyance or for any other reason, which seems material to Scottish Archery, the equipment shall revert to Scottish Archery.
- c. In conjunction with the foregoing, it is further agreed by the applicant that if required a duly appointed member of Scottish Archery shall, at all reasonable times, be afforded a right of inspection. This is in order to satisfy Scottish Archery that the conditions of the grant are being observed.
- d. At present, grants where approved, will be paid on the production of two proper quotations and where possible will be purchased direct between Scottish Archery and Supplier and invoice settled likewise.

DEVELOPMENT GRANT

Up to a maximum of £400 will be awarded. Where appropriate, Junior, Disability and safety equipment will be given priority. The following conditions apply:

- a. The submission of a club development/business plan showing evidence of where the grant will help meet the objectives.
- b. Successful applicants can only be awarded a grant once every 12 months.

COACH EDUCATION

The maximum amount payable to any one coach in one financial year is £250. The maximum grant is £400 for any one club in one financial year. The maximum grant is £250 for any one course. Subject to these restrictions, a coach may apply for several grants in any one year, or may submit one application for multiple courses. The following conditions apply:

- a. Refresher courses and Sports Coach UK courses etc. will not be considered.
- b. SportsScotland subsidy must have been applied for.
- c. Full details of the course must be included in application.
- d. Evidence of course completion must be produced. Photocopies are acceptable.
- e. In addition, some kind of 'impact' evidence i.e. trickle down, new sessions etc. must be produced.
- f. Grants may be awarded for travel, attendance fees, tuition and subsistence up to a maximum of 50% of costs. Grants will not be awarded for personal equipment or examination fees.

**BEFORE YOU SEND YOUR APPLICATION FORM
PLEASE CHECK WHETHER YOU HAVE YOU
REMEMBERED TO.....**

1.
COMPLETE ALL SECTIONS? - Please tick the boxes!
SECTION 1 – SIGNING GUIDANCE NOTES
SECTION 2 – CLUB INFORMATION
SECTION 3 – GRANT INFORMATION
SECTION 4 – DECLARATION
SECTION 5 – FINANCIAL INFORMATION

2.
INCLUDE A COPY OF YOUR CLUBS CONSTITUTION & RULES?

3.
INCLUDE A COPY OF YOUR CLUBS ACCOUNTS AND BALANCE SHEET
FOR THE PREVIOUS YEAR (excluding starter grants)?

4.
INCLUDE A STATEMENT BY THE TREASURER CONFIRMING THE CLUBS
RESOURCES?

5.
INCLUDE A COPY OF YOUR CURRENT CHILD PROTECTION POLICY?