



**Central Lancashire S.W.P.A. Club Development Fund**  
**1<sup>st</sup> January – 30<sup>th</sup> September 2009**

**Listening to Your Views**

Over the last 12 months the Central Lancashire S.W.P.A. Development Committee have been working actively to support the clubs and their volunteers to access courses FREE OF CHARGE.

This course of action **has not been actively supported** by the clubs and the Development Committee has now re-assessed the process of funding for 2009.

**Helping Clubs**

To help reduce the financial burden of CPD/MOS courses in the area, Central Lancashire S.W.P.A. has introduced a club development fund which will be available to all clubs affiliated to Central Lancashire S.W.P.A.

The priority of this development fund is to provide funding support for club based volunteers. Here is an example of the type of courses that Central Lancashire S.W.P.A. development fund will look to support.

- Safeguarding & Protecting Children
- Equity in Your Coaching
- Working with Disabled Performers
- Running Sport – Club For All
- ASA Team Manager Training
- ASA Time to Listen Course

*ASA/UKCC Teaching/Coaching courses and ASA Technical officials training costs are supported directly by the region so are ineligible for funding under this grant fund (for information contact the regional office).*

## **THE APPLICATION PROCESS**

### **How much can we apply for?**

Clubs can apply for up to a maximum of £200.00. The amount applied for must be **MATCH FUNDED** by the club.

### **How often can we apply for funding?**

Initially clubs will only be eligible to apply for courses that take place between 1<sup>st</sup> January and 30<sup>th</sup> September 2009. However, if the scheme is successful the association will look at the possibility of extending the grants programme into future years.

## **HOW TO APPLY**

If the club is affiliated to Central Lancashire S.W.P.A the club will be eligible to apply immediately for a Central Lancashire S.W.P.A Development Fund application form. The form can be downloaded from the website or you can obtain one by contacting the Treasurer.

### **IMPORTANT INFORMATION**

- The Central Lancashire Development Fund is available to members of clubs that are affiliated to Central Lancashire S.W.P.A.
- All applications will be assessed individually at the Development Committee Panel (which consists of President, Hon Secretary and Hon Treasurer). As a discretionary grant, communication regarding applications will be made with either successful/unsuccessful letters, without further explanation required on decisions made.
- Applications must be made using the official Central Lancashire S.W.P.A. Development grant application forms. Please ensure your forms are completed in all areas, as the grants panel will **not consider incomplete forms.**



## APPLICATION FROM CENTRAL LANCASHIRE S.W.P.A. DEVELOPMENT FUND

Please make sure that you COMPLETE this form correctly.  
INCORRECT FORMS WILL NOT BE CONSIDERED  
Print clearly in black ink or type.

### YOUR CLUB

#### Q1 Contact details

Name of Club:-

Name of main contact in the club (all correspondence will be sent to this person)

Title	First Name	Surname
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Position held in club

Address for correspondence

Postcode:-

Telephone	Daytime	Evening
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Email address

**Q2**

Copy and complete this page for **EVERY** CPD/Course applied for.

**Which course(s) have you attended and are hoping the grant would contribute towards?**

**NB** requests for more than one course should not total more than the maximum grant level of (£200).  
Photocopies of this section are acceptable.

Name of attendee: .....

Position in Club: .....

Discipline (if relevant):           Diving/Open Water/Swimming/Synchro/Water Polo (delete as applicable)

Course Title: .....

Course provider: .....

Course Date(s): .....

Course Venue:- .....

Course Total Cost:                   £.....

Amount that you are requesting:   £.....

**NOTES**

The maximum that you can request from the Central Lancashire S.W.P.A. Development Grant Fund is £200.00 in the period 1<sup>st</sup> January 2009 – 30<sup>th</sup> September 2009. Applications must be received by the Hon Treasurer no later than 5<sup>th</sup> September 2009.

Photocopies of receipts will not be considered as evidence of attending a course(s)/CPD'S – original receipts have to be included with the application

**Q3 How will the award help your club address those areas identified by your club development plan?**

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**4 Your signature - This must be the signature of the main contact named in Q1**

**I confirm that, to the best of my knowledge and belief, all replies given on this application form are true and accurate. I understand that supporting information may be requested at any stage of the application process.**

<b>Signed</b>	<b>Date</b>
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**5 Your Chairperson, Vice Chair, President, Secretary or Treasurer must sign the contract. This must not be the main contact named in Q1**

<b>Title</b>	<b>Name</b>	<b>Surname</b>
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**Position held in Club**

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**Address for correspondence**

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<b>Telephone</b>	<b>Daytime</b>	<b>Evening</b>
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<b>Email address</b>
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**CONTRACT**

I confirm, on behalf of the club (as named in Q1), that I am authorised to sign this agreement, and that, to the best of my knowledge and belief, all answers are true and accurate. I further confirm that this application is made on the basis that if successful, in full or in part, the club will comply with the terms and conditions, which follow. I understand that this is an agreement between the club and Central Lancashire S.W.P.A.

**We (the club) understand and agree that:-**

1. Any award must be used exclusively by the club for the purposes set out in this application. If Central Lancashire S.W.P.A. wishes to alter any aspect of this application; this will be explained in the Award Notification letter.
2. We will acknowledge the Central Lancashire S.W.P.A. award in our annual report through our Chair's or Secretary's report at our AGM and in any publicity materials we produce about the individual(s) supported by the award. We will supply copies of these documents to Central Lancashire S.W.P.A. on request.
3. Central Lancashire S.W.P.A. has the right to withhold or request repayment of an award or any part of it at its discretion in the following circumstances:-
  - If there is any breach of contract
  - If the application form and supporting documentation was completed dishonestly or with incorrect or misleading information.
  - If we do not take steps to ensure equal opportunities in our employment practices, membership and the operation of our services.
  - If any member of the Development Group have acted dishonestly or negligently in respect of any aspects of the award.
4. These terms and conditions will prevail and remain in force so long as any award funds remain unspent.

<b>Name</b>
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<b>Signed</b>	<b>Date</b>
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**This contract must be signed by the person in Question 5**

**IMPORTANT**

Your application can only be processed if all the questions on this form are completed, the form and the contract are signed by the appropriate people and if all the necessary enclosures are received. Please use this checklist to make sure you are sending us everything we need in order to process your application,

**TICK**

All questions are answered completely
The main contact (names in Question 1) has signed Question 4
The Chairperson, Vice Chair, President, Secretary, Treasurer of our club (different from the main contact) has signed Question 5 and below the contract section
A copy of this application form has been made and kept for our reference

If you have ticked all the boxes, your application should now be complete.  
Please send it to Mrs. K. Wilson, Hon Treasurer, 167 Starring Way, Littleborough OL15 8RE and mark the envelope Central Lancashire Development Grant Fund, remembering to affix the correct postage.