

**Community Sports Fund**  
**Application Form**

**Please read the Information Notes before completing this application form.**

**1. Tell us about who is applying for funding:**

Name of the Group, Company or Individual

**Contact details**

Title	First name	Surname
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This should be someone who knows about the project.

**Address Details**

Phone (daytime)
E-mail address

Please include the full postcode.

If applicable please give the main address of your organisation

**Address Details**

Phone (daytime)
E-mail address
Website

Please include the full postcode.

**2. Please describe your group / business / company.**

Is it (please tick):

- Not-for profit constituted group     
  Charity   
  Company   
  Other

If other, please specify

If a charity, what is the registration number given to your organisation by the Office of the Scottish Charity Regulator?

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**What are your main activities as an individual, group, company or business?**

**3. When did your group / business start?**

Month

Year

When did it first start meeting or running activities or projects?

**4. How many members are involved in running your group / business?**

**5. Have all volunteers in your group been checked through Disclosure Scotland? (where appropriate)**

If your staff and/or volunteers are working with children and/or vulnerable adults have they been suitably investigated, and their fitness for their duties properly established via appropriate Disclosure checks?

**6. If your project involves work on a building or on some land, please answer this question. If not, please go to question 7.**

Who owns the land or the building that you plan to work on?

If you need planning permission or any other consents for your project, make sure that you have it before you apply to us. If you don't have planning permission, it is unlikely that we'll give you funding. You will also need to send us copies of any plans, maps etc.

Do you have any of the following? (Please tick).

- Lease agreement. Tell us how long the lease is for: \_\_\_\_\_
- Planning permission (please include copy of approval letter)
- Written permission from the owner (please include the certified copy of the owners consent)

**7. What will you use the money for?**

Please explain in full what the project involves and how it will be implemented. Is this project something new for you or is it similar to what you've done before?  
Please continue on an additional sheet if necessary.

**8. When are you planning to start and end your project?**

We can't give funding for activities that have already taken place. Please make your application at least two months before you need to start.

**9. Are you seeking Development Funding or Facility Improvement Funding? Please specify**

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**10. Please indicate how the project will assist with the improvement of sporting facilities in West Dunbartonshire.**

Please refer to the fund criteria in section 4 of the Information Note. You should provide as much information as possible on how the project will meet these criteria. Please continue on an additional sheet if necessary.

## 11. Tell us how much money you need for your project.

11a Please give us a breakdown of costs for your project and tell us how much you are requesting from us.

Item or activity	Total Cost	Amount requested from Common Good	Please specify if Capital or Revenue
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
<b>TOTAL</b>	£	£	

Remember to include VAT where it applies.

Please list all the items or activity associated with your project. You should list all costs even if you are not asking to fund all the items. Please use another sheet if necessary. If you have any quotations or more details about how you worked out your costs, please send this information to us with your application.

11b If the total project cost is more than the amount you are asking for, please tell us where the rest of the money will come from eg other funders, fundraising, group funds etc.

Source	Amount	Progress
<b>TOTAL</b>	£	£

Tell us if you are applying to any other organisation for this project, and what stage your application has got to. Also tell us about income you think your project will make and any money you are contributing.

11c Please tell us about any non financial contributions your group is making to this project.

This can be "in-kind", such as volunteers' time or the use of a building.

**12. How will the project encourage active citizenship, civic action, volunteering or Sports Development?**

Explain who you hope will benefit and in what way. e.g. young people, older people, disadvantaged groups.

**13. What is the strength of local support for the project?**

Please submit evidence of the extent of local support.

**14. Does this project link to other similar projects in West Dunbartonshire? If so, please describe the linkage.**

Tell us about any similar projects or activities in Dumbarton and how your project relates to them.

**15. Please give us your bank account details.**

You must send an original bank statement with this application. We will return this to you.

If you have a passbook account, you can send a copy of the pages of your book.

This must be eight digits long.

Building society accounts only.

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## Authorisation

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### 16. This must be the name of the person named in question 1.

I confirm that, as far as I know, all the information on this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Name:

Date:

Position held in your group / business / company:

### 17. Details of your Chairperson, Vice Chair, Secretary, Treasurer, Director (if appropriate).

Title

First name

Surname

Position in group / company / business:

Home Address

Phone (daytime)

Email address

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## What to do now

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**Before you send us your application, check that you have done everything.**

**Check that you have enclosed all the documents we need.**

- a. A copy of the constitution or set of rules that your group has adopted
- b. Your most recent yearly accounts or statement of income and spending.
- c. A document giving us proof of your group's bank or building society account.  
This document could be:-
  - a copy of your most recent bank statement in the name of your group
  - a copy of your building society passbook, with the pages showing your group's name, account number and current balance; or
  - if you're a new group who has only just set up your account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.
- d. Any plans, maps or drawings relating to an application for work on a building or land.
- e. Two quotes for any work to be carried out or items to be purchased.
- f. Any planning or other consents
- g. A completed equalities monitoring form.
- h. A completed ownership certificate.

**Now send your application with all the documents to:**

- West Dunbartonshire Council's Greenspace Team  
Housing, Environmental and Economic Development  
West Dunbartonshire Council  
Elm Road  
Dumbarton
- Or by Email to: [CommunitySportsFund@west-dunbarton.gov.uk](mailto:CommunitySportsFund@west-dunbarton.gov.uk)