
Report To:	Education & Communities Committee	Date:	8 May 2018
Report By:	Head of Environmental & Public Protection and Head of Inclusive Education, Culture & Communities	Report No:	EDUCOM/49/18/HS
Contact Officer:	Hugh Scott Service Manager: Community Learning & Development, Community Safety & Resilience and Sport	Contact No:	01475 715450
Subject:	Grants to Under 19s Sports Groups		

1.0 PURPOSE

- 1.1 To propose a new framework for agreeing, and funding, waivers to the Under 19s Sport Groups.

2.0 SUMMARY

- 2.1 The current policy of granting waivers to letting charges has developed over a number of years with the last revision to elements of the policy being March 2014.
- 2.2 The Core budget for 2018/19 is £161,000.
- 2.3 It is proposed to create a new system of funding for Under 19s Sports Groups, linking the grants process into the system currently operated successfully for the Grants to Voluntary Organisations.
- 2.4 This process will involve the submission of an application form and supporting documents which will then be assessed by Officers. The process will help to improve the effectiveness and impact of funding disbursed through the Grants to Under 19s Sports Groups; ensure groups are complying with all relevant legislation; follow the public pound and ensure best use of resources.
- 2.5 Guidance notes will be available to all groups to support the grant application process.
- 2.6 Quarterly payments will continue to be made to all groups who meet the reporting conditions and provide evidence of payments to Inverclyde Leisure for letting charges incurred.
- 2.7 No 'cap' has ever been set on grant awards approved. Currently four groups are awarded approximately £15,000 in funding. To ensure fairness to all applicants, it is proposed that an award cap of £15,000 is now set.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Approves the terms and conditions of registration process for Under 19s sports organisations benefitting from funding.
- 3.2 Gives approval to the proposed cap on funding.

**Martin McNab,
Head of Environment &
Public Protection**

**Grant McGovern,
Head of Inclusive Education, Culture
and Communities**

4.0 BACKGROUND

- 4.1 Grants were previously issued to pre-youth clubs using a funding formula based on the number of young people attending each club.
- 4.2 As the core budget was reduced then grants to clubs were also reduced pro-rata, with clubs receiving around two thirds of that previously awarded.
- 4.3 Given the reliance on clubs to provide accurate data, this is now regarded as an ineffective way of calculating funding due.

5.0 IMPLICATIONS

Finance

5.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
00474 000 60032		161,000			

Legal

5.2 None

Human Resources

5.3 None

Equalities

5.4 None

Repopulation

5.5 None

6.0 CONSULTATIONS

6.1 None required.

7.0 BACKGROUND PAPERS

7.1 The application forms and guidance are available on request.

**Under 19's Sports Grants
Guidance Notes for Registration and Application
One off Grants
April 2018 – March 2019**

The purpose of the Under 19's sports grants fund is to support groups with the ongoing running costs of their club whilst they provide sporting activities which contribute to the quality of life of the young people of Inverclyde.

You can only apply for one of our grants if:

- You are actively operating, training and playing in Inverclyde or setting up to do so
- You are a sports club which has an Under 19 section/players
- You are a voluntary sports group
- You have a constitution, set of rules or Memorandum and Articles of Association which is dated and signed as 'adopted' by an office bearer on behalf of your group
- You have a bank or building society account which requires at least two signatures on each cheque or withdrawal
- You have Public Liability Insurance
- You can spend the grant within one year of the date of our award letter
- Your organisation is registered with Inverclyde Council (see below)

We will not:

- Give grants to cover goods or services that you order or receive before the date on our award letter
- Give grants to cover core salary costs
- Award any organisation more than £15,000 - the maximum amount which can be received
- Fund activities which have closed membership or that discriminate against other groups or residents of Inverclyde
- Fund private clubs for commercial activities but will consider requests to support initiatives designed to widen access and increase participation by disadvantaged and under-represented groups
- Normally fund organisations who are in receipt of other Council funding or who have a turnover of over £150,000
- Fund organisations who contract with, or intend to contract with, the public sector.

THE REGISTRATION PROCESS

The registration process is designed to:

- Improve the effectiveness and impact of funding disbursed through the Grants to Under 19's Sports Groups
- Help the Council to confirm compliance with all relevant legislation (Health and Safety, Child Protection, etc)
- Follow the public pound and ensure best use of resources
- Inform decisions about the level of funding to be awarded to organisations

All organisations will now be required to register with the Council.

Your Application's Journey

- Your registration/application form comes in and we check to see if it is complete
- If your application is not complete, or there are missing supporting documents, we will send it back to you with a letter/e-mail to say why
- Incomplete or late applications will not be assessed



- If your registration/application is complete, it will be assessed officers of the Council will undertake a technical assessment to ensure it complies with legal and financial requirements
- Organisations who fail this technical assessment will be advised of the reasons for this and given the opportunity to rectify the position
- Applications which pass the technical assessment will be forwarded to the Grants Committee for consideration along with an officer assessment of how well the applications meets the Council's priorities and the aims of the Sports Grants



- Your application will be considered by the Grants Sub Committee
- If the Grants Sub-Committee decide to reject your application, we will let you know as soon as possible by letter
- If we decide to give you a grant, we will write to you and confirm the amount which will be paid directly into your nominated bank account



- You will have to provide an update on actual spend and activity on an annual basis

How we Assess your Application

We will look at:

- How your group/project is set up and managed
- What difference your grant will make in meeting the needs of your community and how it will help address the priorities of Inverclyde Council and its Partners as outlined below:

SINGLE OUTCOME AGREEMENT	
1	Inverclyde's population is stable with a good balance of socio-economic groups.
2	Communities are stronger, responsible and more able to identify, articulate and take action on their needs and aspirations to bring about an improvement in the quality of community life.
3	The area's economic regeneration is secured, economic activity in Inverclyde is increased, and skills development enables both those in work and those furthest from the labour market to realise their full potential.
4	The health of local people is improved, combating health inequality and promoting healthy lifestyles.
5	A positive culture change will have taken place in Inverclyde in attitudes to alcohol, resulting in fewer associated health problems, social problems and reduced crime rates.
6	All our children and young people have the best possible start in life.
7	Inverclyde is a place where people want to live now whilst at the same time safeguarding the environment for future generations.
8	Our public services are high quality, continually improving, efficient and responsive to local people's needs

As we consider your registration/application form, we may phone you for more information about your organisation or activities. We may also contact your referee.

Successful Applications

If we award you a grant, you will have to keep to our terms and conditions. You must agree to these in advance by signing the Conditions section of this form. This does not guarantee that you will get a grant but will help us to pay any grant quickly.

Notes to help you with the questions on the registration/application form

Please keep these guidance notes beside you and refer to them while you complete the form. **Those elements of the application which will be included in the technical assessment are highlighted in bold italics.**

Section 1 – How your organisation is set up and managed

This section is about your organisation's details. The main contact requested in 1(b) must be someone from your group who can talk about your application in detail.

When completing question 1(f) it is important to give as clear a description as possible of what your organisation does. For example, if the purpose of your organisation is to represent the views of your community to public sector agencies, you should state how you go about finding out views of your community, how you go about communicating these views to the agencies concerned and give some examples of recent activities/successes in influencing decisions.

When assessing this section of your application and the documents attached officers will consider:

- How your organisation is structured and managed
- The extent to which the work of your organisation is directed and delivered by local people
- ***Whether those organisations working with children, young people or vulnerable adults have the correct safeguarding procedures in place***
- What your organisation is set up to do and how well it is achieving its aims and priorities

Section 2 – What difference will your grant make?

These questions are about what your group would do with the grant if your application is successful.

This section in particular will allow us to assess your application so it is important that you complete it to the best of your ability. At 2(a) you should describe the project activities you want us to fund. At 2(b) indicate how you know there is a need for these activities and how you will know that you are being successful in meeting this need. For example, if you are an arts organisation you should identify the benefits to your target group of participating in your arts activity and how you know these benefits are being achieved.

At 2(c) you should take the opportunity to describe how the activities funded by the grant will contribute to achieving the outcomes identified on page 3 of these notes.

It is important that your work is additional to what is already available and that it does not duplicate services provided by another group or agency. Work that complements services provided by another group or agency is acceptable as long as it is clearly additional. Please give us a realistic estimate of the number of people who will benefit from the grant 2(e) and how you have calculated for this. For example, if you are a bowling club or a sports club you should attach a record of the number of members/players over the past year.

When assessing this part of the application officers will consider:

- What difference your grant will make in meeting the specific needs of your community or target group
- The contribution your project can make to achieving the priorities of the Council and its partners, including its **responsibilities in promoting equality of opportunity and addressing discrimination**
- Whether the grant will represent value for money in terms of the number of people it will benefit

Section 3 – Project Costs

Please make sure the amount you are asking for is based on real and accurate costs. We would like to see most applicants contributing something towards their costs - in cash, in kind or both. Please try to estimate the cost of in kind support to the nearest pound (in kind support includes items such as volunteer time, materials, premises, transport and so on).

It is important to tell us if you are applying to another funder for anything that is included in this application. Should any other such application be successful, it is vital that you tell us as soon as practicable. Failure to disclose this information may result in an offer of grant being withdrawn or your group having to repay some or all of any grant paid out.

At 3(d) please tell us if your group has previously submitted an application to Inverclyde Council, whether this was successful and the amount received.

Section 4 – Other Information

It is important that you enclose all supporting documentation with your application:

A copy of your most recent set of audited or independently examined accounts or, if you are a new organisation, a record of income and expenditure, dated and signed as approved and a copy of your most recent bank statement.

A copy of your organisation's constitution, or other governing documents, dated and signed as approved and records of the last 3 meetings of your governing committee/board.

A copy of your most recent annual report or equivalent summary of the work of your organisation

For organisations working with vulnerable adults, children and young people under 16 years of age only, you are required to provide the Council with information about the steps taken by your organisation to ensure the appropriate PVG procedures are in place.

FAILURE TO PROVIDE SUCH INFORMATION WILL RESULT IN YOUR APPLICATION BEING DEEMED AS INCOMPLETE. APPLICATIONS WILL NOT BE ASSESSED UNTIL ALL RELEVANT SUPPORTING DOCUMENTATION HAS BEEN RECEIVED.

We require the signature of the contact person in 4(b). In addition to this, we require the name, signature and contact details for an independent referee. This could be a local councillor, lawyer, Justice of the Peace, senior bank official or someone in your community with particular experience of your work.

The person who signs 4(d) and the Conditions clause **should not** be the same person who is the contact person.

When assessing your application/documentation officers will consider:

- ***The proportion of running costs the Council will be paying with a view to avoiding an organisation becoming entirely dependent on Council funding***
- ***Whether funding the staffing costs of an organisation could place the Council in a position where they might be implicated in job losses if the grant is not continued***
- ***Whether the proposed use of the grant could set a precedent which might impact negatively on the effectiveness of the Council's grant scheme***
- ***The sustainability of the project if grant funding were to be discontinued***
- ***The level of turnover of your organisation as this is a small grant scheme intended for small organisations***
- ***The operating surplus or loss of your organisation and how this might impact on your ability to deliver the actions***
- ***The amount requested relative to the amount held in reserves***
- ***The efforts made by your organisation to attract funding from other sources***
- ***Compliance with procedures for the Protection of Vulnerable Groups***
- ***Health & Safety***
- ***Cross-subsidy or state aid***
- ***Best use of public monies***

CONDITIONS OF GRANT

Please read the Conditions of Grant carefully and only sign them if you understand and agree to them. Organisations working with vulnerable adults and/or children and young people are now required to demonstrate that they have appropriate procedures in place prior to their grant being approved. Most commonly these procedures will relate to staff and volunteers being subject to checks through the Protection of Vulnerable Groups Scheme (PVG). If your organisation works with children under 8 on a regular basis that exceeds 2 hours per day for more than six days a year, you may require to be registered with the Care Inspectorate. It is the responsibility of your organisation to establish these obligations. If you are unsure of your obligations, further information and support can be obtained from CVS Inverclyde by calling 01475 711733 or by e-mailing admin@cvsinverclyde.org.uk

If on reading this guidance you feel that this grants fund is not the right source of funding for your organisation you can get information on other sources of funding and help with your application from CVS Inverclyde by calling 01475 711733 or by e-mailing admin@cvsinverclyde.org.uk

Completed registration/application forms should be sent to:

By E-mail:

Attaching all required documents send e-mail to safer.communities@inverclyde.gov.uk

By handing it in to our office:

FAO Wendy Vize, The James Watt Building, 105 Dalrymple Street, Greenock. Please note we have controlled access to our building.

By Post (Please ensure correct postage):

FAO Wendy Vize
Safer & Inclusive Communities
Inverclyde Council
The James Watt Building
105 Dalrymple Street
Greenock
PA15 1HU

Under 19's Sports Grants
Registration/Application Form – One off Grant
2018-2019

PLEASE REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

SECTION 1 – HOW YOUR ORGANISATION IS SET UP AND MANAGED

1 (a) Name of Organisation

Please enclose a copy of your constitution/governing document and records of the last 3 meetings of your governing committee/board with this form. If the name on your constitution is different to the name given above, please write it here and explain why it is different.

1 (b) Name of main contact in the group: (the person we should write to)

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position held in the group

Contact address, including **full** postcode

<input type="text"/>	
<input type="text"/>	Postcode

Phone:	Daytime	<input type="text"/>	Evening	<input type="text"/>
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E-mail Address:	<input type="text"/>
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Website address (if applicable):	<input type="text"/>
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1 (c) If you have any communication needs please tell us what these are:

1 (d) What type of group are you? (You do not need to be a recognised charity to get a grant, but if you are we need your number for our records)

<input type="checkbox"/> Not a registered charity	<input type="checkbox"/> Waiting for charitable status	
Charity registered with Office of the Scottish Charity Regulator. Registration Number:		<input style="width: 100%;" type="text"/>
Company limited by guarantee. Company Number:		<input style="width: 100%;" type="text"/>
Scottish Charitable Incorporated Organisation Registration Number:		<input style="width: 100%;" type="text"/>
How many people are on your organisation's governing body or management committee?		<input style="width: 100%;" type="text"/>
How many people are involved in delivering the activities of your organisation?		full time
		part-time
		volunteers
Are you a branch of larger organisation? If yes, what is the name of this organisation?		YES/NO
Are there any restrictions on who can join your organisation? If yes, what are they and Why do you have them?		YES/NO

1 (e) Please give us your bank account details

Account Name	<input style="width: 100%;" type="text"/>
Bank or building society name	<input style="width: 100%;" type="text"/>
Bank or building society address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	Postcode
	<input style="width: 100%;" type="text"/>

Sort code - - Account No

How many people have to sign each cheque or withdrawal from this account?

Please list all the people who are authorised to sign cheques on this account.

1 Name	<input style="width: 100%;" type="text"/>	Position in the group	<input style="width: 100%;" type="text"/>
2 Name	<input style="width: 100%;" type="text"/>	Position in the group	<input style="width: 100%;" type="text"/>
3 Name	<input style="width: 100%;" type="text"/>	Position in the group	<input style="width: 100%;" type="text"/>
4 Name	<input style="width: 100%;" type="text"/>	Position in the group	<input style="width: 100%;" type="text"/>

1 (f) What are the main activities of your organisation or what services do you provide?

1 (g) Does your project involve work with children, young people under the age of 18 or vulnerable adults? YES/NO

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund (*please include a copy of relevant documentation with this form*)
- review your safeguarding policies at least every year
- comply with the National Protection of Vulnerable Groups Scheme
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate

Does your organisation meet these requirements?

Yes

No

1 (h) If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as the Care Inspectorate) please give details below, including any reference numbers

1 (i) Is your club affiliated to Sport Inverclyde (the local Sport Council)?

Yes

No

1 (j) Is your club an Active Schools Accredited Club?

Yes

No

SECTION 2 – WHAT DIFFERENCE WILL YOUR GRANT MAKE?

2 (a) What project or activities do you want us to fund?

2 (b) How do you know that there is a need for your project and how will you demonstrate that your activities are being successful in meeting this need?

2 (c) Tell us what impact or difference you think it will make on one or more of the Council's key priorities as listed in the Guidance Notes which were sent out with your application

2 (d) In what ways will your organisation support the work of the Council and its partners to achieve their priorities? Please tick all that apply and add others as appropriate

	Tick
Promoting volunteering by recruiting, training and supporting volunteers	<input type="checkbox"/>
Promoting learning and development by displaying information, hosting presentations, facilitating access/signposting to services as appropriate	<input type="checkbox"/>
Promoting healthy choices and lifestyles by displaying information, hosting presentations, facilitating access/signposting to services as appropriate	<input type="checkbox"/>
Promoting financial inclusion by displaying information, hosting presentations, facilitating access/signposting to services as appropriate	<input type="checkbox"/>
Promoting active citizenship by displaying information, participating in consultation and engagement initiatives, representing the views of your organisation/membership, encouraging participation in Community Councils/other representative groups	<input type="checkbox"/>
Promoting inclusion and equality by displaying information, hosting presentations, facilitating access/signposting to services as appropriate	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

2 (e) How many people will directly benefit from the grant? (please give a number and any additional information that might be relevant)

2 (f) Which of the following best describes the people who will benefit from your project? Please enter an approximate/target number against all that apply.

<input type="checkbox"/> Children under 8 years <input type="checkbox"/> Adults <input type="checkbox"/> Unemployed people <input type="checkbox"/> Women and girls <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Children 8-11 years <input type="checkbox"/> Older people <input type="checkbox"/> People with illness <input type="checkbox"/> Lone Parents	<input type="checkbox"/> Young people (12-25 yrs) <input type="checkbox"/> People on low income <input type="checkbox"/> Disabled people <input type="checkbox"/> Carers	TOTAL <input style="width: 60px;" type="text"/>
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2 (g) Please indicate where most people who will benefit from your project live.

<input type="checkbox"/> Specific Area of Inverclyde (please specify) <input type="checkbox"/> Inverclyde-wide	
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2 (h) Equalities monitoring information

Inverclyde Council puts equality at the heart of our services and we aim to acknowledge and reflect our diverse communities. You are required to answer the following questions to assist Inverclyde Council in monitoring who benefits from this funding.

Ethnic background

Will your project mostly benefit people from a particular ethnic background?

Yes

No

If yes, tick up to three boxes below

White

English/Scottish/Welsh
Northern Irish/UK

Irish

Gypsy or Irish Traveller

Any other White background

Black/African/Caribbean/Black UK

African

Caribbean

Any other Black/African/Caribbean background

Other ethnic background

Arab

Any other ethnic group

Mixed / Multiple ethnic groups

Mixed ethnic background

Asian/Asian UK

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Gender

Will your project mostly benefit people of a particular gender?

Yes

No

If yes, tick which gender

Male

Female

Age

Will your project mostly benefit people from a particular age group?

Yes No

If yes, tick relevant boxes below

0-24 years 25-64 years 65+ years

Disability

Will your project mostly benefit disabled people?

Yes No

Religion or belief

Will your project mostly benefit people of a particular religion or belief?

Yes No

If yes tick box below

<input type="checkbox"/> No religion	<input type="checkbox"/> Jewish
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other religion

Sexual orientation

Will your project mostly benefit lesbians, gay men, transgender or bisexual people?

Yes No

SECTION 3 - PROJECT COSTS

3 (a) Tell us how much money you need from us for your project/activity and give us a breakdown of what the money will be used for

Item or activity	Cost
	£
	£
	£
	£
	£
	£
	£
Total requested	£
If this is not the total cost of the project, note additional items below	
	£
	£
	£

3 (b) Please tell us how the difference between the cost of the project and the grant requested will be funded

Fundraising activities - cash	£
Contributions in kind	£
Other funding secured	£
Other funding applied for Anticipated date of outcome of application	£

3 (c) Please tell us how these costs have been identified – quotations, estimates etc

3 (d) Please tell us if you have applied for funding from Inverclyde Council in the last 5 years

Year/Purpose	Successful	Amount received
	YES/NO	
	YES/NO	
	YES/NO	
	YES/NO	
	YES/NO	

SECTION 4 - OTHER INFORMATION

4 (a) This registration/application must be accompanied by the following supporting information.

A copy of your most recent set of audited or independently examined accounts or, if you are a new organisation, a record of income and expenditure, dated and signed as approved and a copy of your most recent bank statement.

A copy of your organisation's constitution, or other governing documents, dated and signed as approved and records of the last 3 meetings of your governing committee/board.

A copy of your most recent annual report or equivalent summary of the work of your organisation

A copy of your Public Liability Insurance

PVG Membership numbers for all deliverers/volunteers

A copy of your child protection policy

A copy of your player and coach code of conduct

A copy of your emergency contact/parental consent form

A copy of certificates for all First Aiders

4 (b) The contact person's signature

Signed

Date

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4 (c) Independent referee's statement

Title

First Name

Surname

Occupation

Contact address, including **full** postcode

	Postcode

Phone:

Daytime

Evening

I confirm that I know this organisation and its work, I have read this application and I support this request for funding. I am willing to be contacted now to discuss this application and at a later date to comment on the grant, if this application is successful.

Signed

Date

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4 (d) Your Chairperson, Vice Chair, Secretary or Treasurer must sign below

Title	First Name	Surname	Position in the group

Contact address, including **full** postcode

	Postcode

Phone:	Daytime		Evening	
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Signed		Date			
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To expedite the payment of grant if your organisation is successful, please read, sign and return the attached conditions of grant with your form.

Note: The person named at 4(d) must sign the Conditions of Grant.

Completed applications should be sent:

By E-mail: Attaching all required documents send e-mail to safer.communities@inverclyde.gov.uk

By handing it in to our office:

FAO Wendy Vize, The James Watt Building, 105 Dalrymple Street, Greenock. Please note we have controlled access to our building.

By Post (Please ensure correct postage):

FAO Wendy Vize
 Safer & Inclusive Communities
 Inverclyde Council
 The James Watt Building
 105 Dalrymple Street
 Greenock
 PA15 1HU

CONDITIONS

I confirm that the organisation named at 1(a) has authorised me to sign this agreement on their behalf. To the best of my knowledge and belief, all the information we have given in this application is true and correct. If this application is successful, in full or part, the group will keep to the following terms and conditions. I understand that this is an agreement between this organisation and Inverclyde Council.

We understand and agree the following:

1. We will use any grant for exactly the purpose set out in this application and will not make any major changes to our plans without first receiving Inverclyde Council's agreement in writing.
2. We will not sell or dispose of any equipment or other assets costing over £100 which we have bought with a grant without first receiving Inverclyde Council's agreement in writing.
3. If we make any alterations to our constitution, we shall immediately forward a copy to Inverclyde Council. This copy will be duly dated and signed as adopted.
4. We will inform Inverclyde Council of any changes to our bank or building society account.
5. We will spend the grant within the year in which it is allocated. Any surplus will be immediately repaid to Inverclyde Council.
6. We will submit an End of Grant report in the format requested.
7. We understand that any liability or claims are the sole responsibility of our organisation / group and not Inverclyde Council.
8. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant and make these available to Inverclyde Council if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.
9. We agree to provide access for persons authorised by Inverclyde Council to all records of our organisation / group and recognise that they have authority to seek explanations as deemed necessary. We understand Inverclyde Council may withhold or ask us to repay a grant, in whole or in part if we fail to keep to these conditions in any way:
 - If the application form was completed dishonestly or the supporting documents gave false or misleading information.
 - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
 - If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during our project.
10. If our group closes down or becomes insolvent, any assets secured with a grant from Inverclyde Council will be transferred to another group with similar aims and objectives. The organisation to benefit will be agreed with Inverclyde Council prior to the transfer taking place.
11. These terms and conditions will apply until we have spent the grant and until the End of Grant report as been received by Inverclyde Council. If we buy any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.
12. We will acknowledge the Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project.
13. We will participate in community engagement activities and contribute to development and initiatives relevant to our organisation when requested to do so.
14. Before working with/in our schools you **MUST** complete a PVG update with Inverclyde Council for all deliverers/volunteers that will be working with/in schools. This is in addition to your club PVG.

Name

Position in the group

Signed

Date

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For Office Use Only

ASSESSMENT CRITERIA	Status of Application	
Form checked and information correct	Date :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation enclosed	Annual Accounts :	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Constitution :	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Record last 3 meetings	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Annual Report :	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Conditions of Grant signed	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organisations working with Vulnerable Persons		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Documentation provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
Category assigned		
Application Successful		Yes <input type="checkbox"/> No <input type="checkbox"/>