

## Information you will need

Before you apply for funding, we would like to tell you about the kind of information we will be asking for on our new application forms. Hopefully it will give you the opportunity to get this information together beforehand so that you have it at your fingertips when filling out your application.

### Seeking Support for your Project before you apply

In our experience those applicants who have contacted other Organisations for support with their Project are usually more successful in being awarded funding from Sport Wales. The kind of Organisations we are referring to are:

- Your Local Authority Sports Development team
- Your National Governing Body of Sport
- Business Wales

These Organisations can help you through the application process, providing support and advice about what is expected and they can also help with links to local, regional and national strategies.

**Have you contacted any other organisation to support your Project?** ⓘ

For example: Local Authority Sports Development Team; National Governing Body; Business Wales etc.

Yes  No

Please explain what contact you have had



(1000 words max)

## Bank, Building Society or Credit Union Account

In order to successfully apply for funding you will need either a Bank Account, Building Society Account or Credit Union Account in the name of your Organisation or Sporting Club. Sport Wales is only permitted, under Welsh Government and Lottery regulations, to pay funding into an Organisation or Sporting Club Account and not into the Account of an individual. As Sport Wales only make payments via BACS you will be required to provide your Organisation or Sporting Club Account details on your application.

**Account Details**

These are the Bank, Building or Credit Union Account details for the Organisation you are applying on behalf of

**Account Type**  
What type of account does your Organisation hold?  
 ⓘ

**Account Name** ⓘ  
How does the name of your Organisation appear on your Bank, Building Society or Credit Union account?  
 ⓘ

**Sort Code**  
 -  -  ⓘ

**Account Number**  
 ⓘ

**Note:** On the Supporting Documentation page you will need to provide evidence that the Bank or Building Society account details you provided above are for your Organisation. This can be in the form of a scanned copy of a Bank or Building Society Statement, a scanned copy of a blank cheque or blank paying in slip etc.

You will also need to provide evidence that the Bank/Building Society or Credit Union Account details you provide on your application form are for an Organisation or Sporting Club account and not an individual's account. Evidence Sport Wales will accept is:

- A photo or scanned copy of the Bank Statement - transaction & balance details can be obscured, but Bank, Holder Name & Address, Account Name, Sort Code and Account Number must be visible
- A photo or scanned copy of a blank cheque for the Account
- A photo or scanned copy of a blank paying in slip for the Account
- A photo or scanned copy of a letter from your Bank with those Bank details on
- Or a photo or scanned copy of an Opening Balance statement for the Account

Any one of these documents can be used as evidence and can be attached to your application on the Supporting Documentation page on the online application form.

#### Bank, Building Society or Credit Union Account Statements

Please provide evidence that the Bank, Building or Credit Union account details entered on the About Your Organisation page are those of an Organisation and not those of an individual, by attaching either:

- a scanned Bank or Building Society Statement;
- a scanned Paying in Slip;
- a scanned blank Cheque; or
- a scanned Opening Statement or letter from your Bank or Building Society.

If your Organisation has a Credit Union Account we will require evidence that the account is in the name of your Organisation, the type of account (e.g. Corporate Account), as well as evidence that the account does not have a lending or overdraft facility. This preferably would be in the form of a letter from the Credit Union.

For further information regarding this requirement, please click on the  above.

**Note:** If you do not provide this information, it will delay the assessment of your application

#### Upload Bank Statement

Bank Statement 01006789.docx

[Edit](#) [Delete](#)

[Add ...](#)

## What Information do we require?

On the Application form we will want to know about

- You and your Organisation/Sporting Club
- Your Organisation/Sporting Club structure – the number of participants both male and female under 16 and over 16 including how many in those groups have a disability or are from a Black and Minority Ethnic (BME) background or group, the number of social/non-participating members, your workforce – the coaches/instructors, officiating (referees, umpires, scorers, etc.), volunteers including Leaders, First Aiders and Child Protection Officers, plus any paid staff who are involved in the sporting activities of your club.
- Your Project and what you are trying to accomplish
- The Impact you believe your Project will have & who will be affected by it
- What you need for your Project and how much will it cost plus what, if any, contributions you are able to make towards those Project costs
  - *for Development Grants at least a 20% contribution is expected in most cases*
  - *for Community Chest funding contributions are optional*
  - *please refer to the Sport Wales website to check what Project Costs are eligible for funding on the relevant Grants page*
- Supporting Documentation – Quotations, Bank Statements, etc
- Who in your Organisation/Sporting Club will act as your Authorised Member or second Signatory?

## Supporting Documentation for your Application

You will need to provide Documentation to support your application. This documentation should be electronic documents or scanned copies of paper documents that can be attached to your online application. Failure to provide this supporting documentation when you submit your application could delay the processing of your application and the payment of any subsequent funding.

The Supporting Documentation required is

- If you are applying for a Development Grant then Sport Wales will require the last 3 Bank Statements for all your Organisation or Sporting Clubs bank accounts. This is so Sport Wales can see if you have the funds available for any proposed contributions and it also allows Sport Wales to determine how sustainable your project will be once the funding has run out
- If you are applying for a Development Grant then we will require 3 quotations for equipment with an individual value of £250 or more, unless that equipment is very specialist, then a single quotation is acceptable
- If you are applying for a Development Grant then we will require 3 quotations for any work required to complete your project
- If you have indicated that you are able to make funding contributions towards your Project costs then Sport Wales will require proof of any confirmed Funding Contributions, especially from external sources e.g. Bank, local Business, other Grant providers, etc.
- The relevant documents to support your funding request should be scanned and attached to your application

Development Grant (English)  
1673  
[Details...](#)

[Previous](#)
[Next](#)
[Save and Close](#)

**100.0% complete**

- Information for the Applicant ✓
- Choosing Your Organisation ✓
- About Your Organisation ✓
- About Your Organisation (continued) ✓
- Community Sport Investment Outcomes ✓
- About Your Project ✓
- About Your Project (continued) ✓
- About the Impact of Your Project ✓
- About Your Project Financial Details ✓
- Supporting Documentation ✓
- Applicant's Declaration ✓
- Validation ✓

**Validation Summary**  
No errors on this page.

[Revalidate](#)

[System Help](#)

**Supporting Documentation**

Please ensure you provide the supporting documentation as requested. Without the necessary documentation we will not be able to process your application.

File name	Description		
Reps Registration.docx	Evidence of Affiliation to REPs	<a href="#">View</a>	Managed on related page
Additional Info - Golden Balls.docx	Additional Information	<a href="#">View</a>	Managed on related page
Contribution Confirmation.docx	Contributions Evidence	<a href="#">View</a>	Managed on related page
Quotation - Equipment.docx	Equipment > £250	<a href="#">View</a>	<a href="#">Delete</a>
Quotation - Work.docx	Quotation for Work	<a href="#">View</a>	<a href="#">Delete</a>
Business Plan.docx	Other Document	<a href="#">View</a>	<a href="#">Delete</a>

**Sports Equipment > £250 Quotation**  
Please provide 3 quotations for any individual items of equipment that exceed £250. Should equipment be from a specialist supplier, less than 3 quotes is acceptable.  
[Add an attachment](#)

**Work Estimates / Quotations**  
Please provide 3 quotations for any work required for your Project  
[Add an attachment](#)

**Bank, Building Society or Credit Union Account Statements**  
Please provide the last 3 months statements for ALL accounts held by your organisation.

If your Organisation has a Credit Union Account we will require evidence that the account is in the name of your Organisation, the type of account (e.g. Corporate Account), as well as evidence that the account does not have a lending or overdraft facility. This preferably would be in the form of a letter from the Credit Union.

**Note:** If you do not provide these statements then it will delay the assessment of your application.

**Upload Bank Statement**

No Attachment [Edit](#) [Delete](#)

[Add...](#)

**Note:** for Community Chest Applications only evidence of the Bank Account or evidence of any confirmed funding contribution is required. However any documentation you can offer to strengthen your application for funding should be provided.

## **The Applicant's Declaration**

The final page on the online application form is the Applicant's Declaration. On this page there are a number of steps you must complete

### ***Second Signatory/Authorised Member***

Sport Wales' regulations require 2 signatures on a Grant Application form. In order to achieve this with an online system, you will need to select an Authorised Member from within your Organisation who has the authority to act as the second signatory and can approve your application.

The Authorised Member you nominate must have a valid e-mail address and access to the internet, as they will be emailed by the system, requesting their participation in the approval process. They will be required to log on to the Sport Wales Grants Portal and confirm their participation before you can submit your application. When you do submit your application the Authorised Member will be emailed by the system again and requested to log on to the Sport Wales Grants Portal and "Approve" the application. Only when they have done this will your application be submitted to Sport Wales.

Please note that an alternative process is available if you are a Sole Trader, or if your only option of a second signatory does not have an email address or internet access. However Sport Wales would recommend that, where possible, you choose a candidate who meets the above email / internet access criteria.

### ***Sport Wales Terms & Conditions***

On the Applicant Declaration page you will be requested to read and accept the Sport Wales Terms & Conditions for funding. If you do NOT tick the check box to accept the Terms & Conditions then you will be unable to submit your application.

### ***Conflicts of Interest***

On this page you will be asked to declare any conflicts of interest with regards to your project. This could be where you or any member of your immediate family will be carrying out some or all of the work for your Project on a fee paying basis, or where the second signatory or Authorised Member who is approving your application is related to you. If you believe that there may be a conflict of interest then you must declare what that is.

Further assistance is provided throughout the application form and can be accessed by clicking on the , which will provide additional help and guidance for the relevant topic / field in question.

Remember you can save and close your application at any point in time and come back to it when you have the information you need. Your Application form will be validated as you progress from

page to page and you will only be allowed to submit it once you have provided all of the information Sport Wales require.