

Sports & Recreation – Individual – Grant Application Form



Before completing this form, please refer to the Council's guide to grant aid and the conditions relating to Sports & Recreation Grants.

If you need any help in completing the form, please contact the Sports Development Officer on (028) 9034 0065 or email dholmes@newtownabbey.gov.uk

Please fill in the form clearly in black ink.

1. Your name _____ Your age, if under 18 years _____

2. Your address _____

Postcode _____ Telephone number _____

Email _____

3. In connection with this application, are you a member of a wider group or organisation (for example, team, club, youth club)? Yes No
(Please tick the appropriate box)

If yes, give details of relationship including fees etc.

Name of your group or organisation _____

Main contact for the group or organisation _____

Main contact's address _____

_____ Postcode _____

Tel: _____ Fax: _____ Email: _____

4. Please give some details of personal achievements in your chosen sport (include any press clippings, photographs, rankings, etc)

_____ (Continue on another sheet if necessary)

5. Please state the type of grant you are looking for: Equipment, coaching or other qualifications, sports events, travel, excellence.

9. Have you sought any other funding? Yes No (Please tick the appropriate box)

Details	Estimated funding
Grants _____	£ _____
Sponsorship _____	£ _____
Fundraising _____	£ _____
Donations _____	£ _____
Other (please specify) _____	£ _____
_____	£ _____
_____	£ _____
Total	£ _____

10. Amount of grant requested £ _____

Grant history

Previous grants received from Newtownabbey Borough Council		Previous grants from other sources		
Amount	Date	Funding body	Amount	Date
£ _____	_____	_____	£ _____	_____
£ _____	_____	_____	£ _____	_____
£ _____	_____	_____	£ _____	_____

Check list

I have enclosed a copy of: (Please tick the relevant boxes)

- Letter of acceptance to course
- Evidence of achievements, (for example certificates, press cuttings, etc.)
- Letter of recommendation from tutor, teacher or coach
- Additional financial information, (for example projected costs) if planning a project or event
- Additional pages

Signatures

- I declare that the information provided is true, accurate and complete.
- I understand the terms and conditions of funding from Newtownabbey Borough Council, as stated on page 1 and 2, and agree to comply with them.
- I agree to return any unused portion of the grant to Newtownabbey Borough Council.

Your signature _____ Date _____

If the applicant is under 18 years of age, this form should be countersigned by a parent or guardian

Parent or guardian's signature _____ Date _____

For official use only

1. Date application received : _____

Official stamp

2. Date application received by officer: _____

3. Date letter of acknowledgement sent: _____

4. Date of Development Committee meeting: _____

Recommendations of Development Committee: £ _____ / No grant

Notes: _____

5. Date of Council meeting: _____

Council's decision: _____

Notes: _____

6. Date applicant notified by letter of Council's decision: _____

7. Date advanced order sent to Accounts: _____

8. Date advanced order cheque received: _____

9. Date advanced order cheque posted: _____

10. Date receipts and report received: _____

11. Date final order sent to Accounts: _____

12. Date final cheque received: _____

13. Date final cheque posted: _____

Officer's notes: _____

