



# Small Grants (Equipment) Programme

## Guidance Notes

April 2009 – March 3013

Supported by



Please read the guidance notes before completing the application form

## **RYA Small Grants Programme**

### Introduction

These notes set out the criteria and process for clubs and centres to access the RYA Small Grants (Equipment) Programme which is supported by Sport England.

The RYA Sport Development Manager has overall responsibility for the allocation and administration of these awards.

The Regional Development Officers are responsible for administering the grants within their respective regions and will be the point of contact for clubs wishing to apply.

The RYA Sport Development Committee is responsible for assessing the grant applications and authorising the grant payments.

### What are RYA Small Grants?

These grants are available to any club or centre that is actively engaging with RYA to increase regular sailing activity.

Small (Equipment) Grants are available from April 2009 – March 2013.

	09/10	10/11	11/12	12/13
Total Amount Available	£80,000	£85,000	£90,000	£90,000

The purpose of these grants is to subsidise, up to 50%, the costs of purchasing additional kit and equipment suitable for increasing or sustaining participation in line with RYA – Whole Sport Plan KPI's. The grant is a one-off payment, and clubs will be responsible for the maintenance, repair and replacement of any equipment purchased under this scheme.

### What can Small Grants be used for?

Grants can be used to subsidise the following:

- Purchase of **new** equipment or kit for use by people engaged in sailing/windsurfing activity i.e. boats and boards, sails.
- Purchase of safety craft, engines or other support equipment (these items may be second-hand).
- Purchase of **new** wetsuits, buoyancy aids or wet weather gear for use by members/participants.

If you have any other ideas that you would like us to consider funding, please discuss it with your Regional Development Officer, or submit an 'Expression of Interest' Form.

### Who can apply for a Small Grant?

Any club or centre, in England, that has been accepted by the RYA to be involved in any activities to increase or maintain regular participation by children or adults is eligible to apply for the grants.

Clubs that have not previously received RYA OnBoard Equipment Grants will be given priority.

### How and When to apply?

Clubs and centres will need to send 'expression of interest' (EOI) form to the relevant RDO prior to submitting a full application. EOI forms can be submitted at any time. RDO's will select a number of clubs, inviting them to submit a full application. Full applications need to be completed and sent to RYA House by the deadlines below.

Grant Applications will be in 4 rounds each year. Deadlines for EOI and Applications will remain the same for each year, but SDC meeting dates may change.

<b>Expression of Interest to RDO's by</b>	<b>Deadline for Application</b>		<b>SDC Meetings 0910</b>
28th Feb	April 15th	Round 1	12/05/2009
15th May	July 30th	Round 2	15/09/2009
31st Aug	Oct 15th	Round 3	05/11/2009
15th Nov	Dec 30th	Round 4	Feb 10 tbc

EOI's and applications received after the deadlines, will be held over to the next round.

### Who makes the decision to award the grants?

The Sport Development Committee (SDC) will consider the applications, along with statements of support from RDO/HPM /Programme leads. They will make the final decision regarding who will receive grants, and how much funding will be awarded.

### How much can be applied for?

The maximum amount a club can apply for is £2000.

**NOTE:** *If your club is not VAT registered you will be eligible to claim up to 50% of the gross cost of equipment i.e. including VAT.*

*If your club is VAT registered, and can recover all input VAT, you will be eligible to claim up to 50% of the net cost of equipment i.e. excluding VAT. You are then able to claim the full VAT amount back.*

*If your club is partially exempt you may claim up to 50% of the gross costs less the proportion of VAT which you normally recover (percentage normally based on your latest VAT return).*

### How is the grant paid?

Payment of the grant will be made by BACS transfer to a nominated club account, normally within four weeks of the SDC meeting. Payments can be made by cheque if necessary.

### Follow Up & Reporting

The RYA is obliged to ensure that these grants support the Sport England outcomes to increase participation in sailing activities, and is therefore required to make regular reports to Sport England.

In order to reflect an accurate picture in these reports the Regional Development Officer will contact clubs in receipt of grants to confirm how the money has been spent, how the equipment is being used and to ascertain what benefits have been derived, for the club, its members and sailing activity. This will normally take place within 12 months of the grant being made.

**Clubs and centres receiving a grant are required to submit copies of the invoice and delivery note for the equipment or goods purchased, within two months of the grant payment.**

### Clubs accepting the Grant must fulfil the following conditions

1. A Club Development Plan exists **and** is being implemented, which clearly shows how new equipment will help the club meet its objectives.
2. Club must not have previously received an RYA Small (Equipment) Grant
3. The amount claimed must be at least matched by the club out of its own funds (i.e. awards are for up to 50% of the actual costs).
4. Clubs need to demonstrate that they have sufficient resources to adequately maintain the equipment purchased to ensure its longevity.
5. Grants should be used exclusively for the purposes set out in the application and the Club will immediately inform the RYA Regional Development Officer if they are unable to use the grant as defined in the application. Clubs will be required to re-pay the grant in the event that suitable alternative equipment is identified and agreed by the RDO.
- 6. Grants must be spent, and copies of invoices and delivery notes must be sent to the RYA within two months of the grant being received by the club.**
7. If the club ceases to be involved in RYA programmes it must immediately inform the RYA Regional Development Officer and will distribute any equipment purchased with this grant to other clubs or centres in the local area which are engaged in programmes, or allow the RYA to do so on its behalf.

### **Who to contact for more information?**

Your Regional Development Officer can provide information and support to your club.

South West & RDO Manager: Graham Manchester E-mail: <a href="mailto:graham.manchester@rya.org.uk">graham.manchester@rya.org.uk</a> Telephone: 07876 330 374	
South & South East: Andy Hooper E-mail: <a href="mailto:andy.hooper@rya.org.uk">andy.hooper@rya.org.uk</a> Telephone: 07748 806 733	East: Robbie Bell Telephone: 07747 563 298 E-mail: <a href="mailto:robbie.bell@rya.org.uk">robbie.bell@rya.org.uk</a>
Thames Valley & London: Guy Malpas E-mail: <a href="mailto:guy.malpas@rya.org.uk">guy.malpas@rya.org.uk</a> Telephone: 07799 714 779	North East & Yorkshire: Suzie Blair E-mail: <a href="mailto:suzie.blair@rya.org.uk">suzie.blair@rya.org.uk</a> Telephone: 07771 642 933
North West: Sally Kilpatrick E-mail: <a href="mailto:sally.kilpatrick@rya.org.uk">sally.kilpatrick@rya.org.uk</a> Telephone: 07745 534 527	Midlands: Gareth Brookes E-mail: <a href="mailto:gareth.brookes@rya.org.uk">gareth.brookes@rya.org.uk</a> Telephone: 07876 330 136

## RYA Small (Equipment) Grants - Application Form

Name of Club/Centre/ Organisation:

Address:

Postcode:

Club Tel. No:

Name of Contact Person:

(person to contact regarding the application)

Position within club/centre:

Contact Address:

Contact E-mail:

Contact Phone Number:

Club is actively engaged in the following RYA development programmes:

- |                     |                          |
|---------------------|--------------------------|
| OnBoard             | <input type="checkbox"/> |
| Team 15             | <input type="checkbox"/> |
| Volvo Champion Club | <input type="checkbox"/> |
| Sailability         | <input type="checkbox"/> |

Does your club/partnership have a Development Plan?

YES  NO

If YES, please attach a copy to your application

This should include evidence that the plan is being implemented i.e. plan updated to reflect current position.

Please tell us what the grant will be used for? (max 100 words)

Is your club/centre registered for VAT

YES  NO

VAT registration number :

Please give details of the equipment/kit you wish to purchase with the grant.	Total Cost		Grant Contribution
	Including VAT <input type="checkbox"/>	Excluding VAT <input type="checkbox"/>	(no more than 50% of total cost)
<b>TOTAL</b>	£	:	£ :

Max £2000

Who is providing the match funding & how much are they contributing?

Who will benefit from the grant and how?

How will you identify whether the grant has made a difference?

How will the club ensure that the equipment purchased with this grant is maintained and/or replaced as necessary?

Payment will normally be made by BACs transfer to your nominated account. Please provide the following information

Name of account (holder) .....

Name of Bank or Building Society.....

Account Number     

Bank sort code        /   /

If you are unable to accept a BACs transfer please give details of who to make cheque payable to .....

**Conditions of the Grant**

The following conditions will apply to any successful application:

1. A Club Development Plan exists **and** is being implemented, which clearly shows how new equipment will help the club meet its objectives.
2. Club must not have previously received an RYA Small (Equipment) Grant
3. The amount claimed must be at least matched by the club out of its own funds (i.e. awards are for up to 50% of the actual costs).
4. Clubs need to demonstrate that they have sufficient resources to adequately maintain the equipment purchased to ensure its longevity.
5. Grants should be used exclusively for the purposes set out in the application and the Club will immediately inform the RYA Regional Development Officer if they are unable to use the grant as defined in the application. Clubs will be required to re-pay the grant in the event that suitable alternative equipment is identified and agreed by the RDO.
6. **Grants must be spent, and copies of invoices and delivery notes must be sent to the RYA within two months of the grant being received by the club.**
7. If the club ceases to be involved in RYA programmes it must immediately inform the RYA Regional Development Officer and will distribute any equipment purchased with this grant to other clubs or centres in the local area which are engaged in programmes, or allow the RYA to do so on its behalf.

**Applicant**

I confirm that, to my knowledge all the information in this application is true and correct.  
 I understand that I may be asked for additional information at any stage of the application process and I agree to comply with reasonable requests from the RYA.  
 I have authority from the club/centre to complete this application on its behalf.

Signed : ..... Date.../.../.....

Print Name: ..... Club .....

Position in club:.....

**Club Commodore/Chairman**

I confirm that, to my knowledge all the information in this application is true and correct.  
 I understand that I may be asked for additional information at any stage of the application process and I agree to comply with reasonable requests from the RYA.  
 I fully endorse and support the application on behalf of the Club / Centre.  
 I accept the conditions of the grant on behalf of the Club / Centre.

Signed: ..... Date .... / .... / .....

Print Name: ..... Club .....

Please return this form to Sport Development, RYA House, Ensign Way, Hamble, SO31 4YA

To be completed by RYA

### Regional Development Officer Recommendation

Name of Club / Centre:	OnBoard Area:
RYA Region:	RYA Zone:

Supporting Statement

  
  
  
  
  
  
  
  
  
  

Recommendation to make award: YES  NO

Signed by RDO: \_\_\_\_\_ Date  
...../...../.....

### Sport Development Committee Approval

Comments

  
  
  
  
  
  
  
  
  
  

Application Accepted YES  NO

Signed by SDC: \_\_\_\_\_ Date  
...../...../.....

### Grant Administration

Action taken:

YES/NO Letter Sent: ...../...../.....      Payment Authorised: ...../...../.....

Deadline for Invoices to RYA: (2 months) ...../...../.....

Copy of invoice / Delivery receipt received ...../...../..... by: .....

Notes:

## RYA Small (Equipment) Grants - Expression of Interest Form

Name of Club/Centre/ Organisation:

Address:

Postcode:

Club Tel. No:

Name of Contact Person:

(person to contact regarding the application)

Position within club/centre:

Contact Address:

Contact E-mail:

Contact Phone Number:

Club is actively engaged in the following RYA development programmes:

OnBoard

Team 15

Volvo Champion Club

Sailability

Briefly explain what equipment you wish to purchase with the grant, approximate costs, who will provide match funding and how this equipment will enable the club to 'grow or sustain' sailing activity. (max 250 words)

Signature:

Date: