



# Northamptonshire Champions Fund Guidance for applicants

We welcome you to our Guidance on applying for a grant. The following information is intended to give you a step by step approach to help you make the best of your application.

Please let us know if you need assistance in completing an application, for example if English is not your first language.

The Northamptonshire Champions Fund uses a document application process. Please complete the Word document that you are able to download from the fund's page on [www.ncf.uk.com/grants](http://www.ncf.uk.com/grants) and email it to [Anthony@ncf.uk.com](mailto:Anthony@ncf.uk.com). We will also require a hard signed copy, sent to us by post.

Please also let us know if you have problems accessing a computer or using one and we will direct you to a support agency to help you do this.

**It is important that you read all the Guidance especially in regards to the amount you are applying for as this will affect when you can apply. Applications will be assessed monthly. New applicants can apply for between £200 up to £1000. If you are a repeat applicant you can apply for £200 up to £400.**

# What is the Northamptonshire Champions Fund?

The Northamptonshire Champions Fund is a new bursary scheme designed to support Northamptonshire's emerging sports stars. The county's top sporting performers will receive financial support to help them make the most of their talent.

Northamptonshire Sport has worked with the Northamptonshire Community Foundation and the county 2012 Steering Group to establish the Fund. Fund raising is on going but so far contributions have been made from a number of local authorities, Ability Northamptonshire and private sector funding.

The Northamptonshire Champions Fund has been created to fill a gap within the sports system in Northamptonshire. Prior to establishing this, few of Northamptonshire's up and coming sports performers were able to obtain any financial support from partners in the county, to help offset the considerable costs involved in competing at regional or national level.

Northamptonshire has some very talented young sports people and we are trying to build a sports system which will allow those who become successful to look back on their early stages and remember that organisations and companies in Northamptonshire recognised their talents and supported them along the way.

Managed by Northamptonshire Sport and the Northamptonshire Community Foundation, bursaries are awarded to performers who are competing for England or Great Britain or have the potential to do so within 18 months.

The aim is to help emerging sports stars who, while perhaps receiving support from club or governing body structures, are currently receiving limited support from partners within Northamptonshire.

One of the most noticeable gaps in the county system is a lack of available bursaries to performers who are not yet Lottery funded or receiving help through the Talented Athlete Scholarship Scheme (TASS).

Performers from all sports recognised by Sport England are eligible for help to meet costs such as travel, training and equipment.

All nominations must be made by an organisation such as a Local Governing Body of sport, local sports club or direct from the National Governing Body. For all nominations received, Northamptonshire Sport will seek validation from the NGB that the nominated person is on the appropriate pathway to success.

At the 2008 Beijing Olympics, Northamptonshire was represented by 6 athletes and a further 3 in the Paralympics. The Champions Fund aims to help build on this, as well as those local athletes who excel in non Olympic sports are supported. By identifying these young athletes and supporting them, the Northamptonshire Champions Fund aims to identify and support these performers to help them fulfil their potential and compete at the highest level. As part of the scheme it is also hoped that more local businesses will come on board, to boost the Fund further.

# Introduction

Northamptonshire Community Foundation is an independent grant giving organisation that aims to improve the quality of life for people in our County by awarding grants to grassroots groups. All of our grants are funded by direct donations to Northamptonshire Community Foundation or by the interest generated and any capital growth from our endowment funds. Individuals, families, companies, statutory agencies and other trusts set up these funds, which support a wide variety of causes and we match applications to grant programmes.

## How to apply

We recommend that you plan your application well in advance. It can be sent to us at any time. You only need to make one application. Please read these guidelines carefully, complete the application form and send it to us with the items listed at the end of the application form. If you do not receive an acknowledgement please contact us. You may receive a phone call from a member of our staff requesting further information or a visit. You will normally receive a decision within six weeks.

## Our Commitment

We are committed to making our criteria understandable and accessible whilst supporting applicants to make the best application possible. We will ensure we are being transparent about our processes and, where possible, engaging local people and the fund holders in making the final decision. We will strive to make grants that are relevant to local need and have a direct impact on the community and supporting projects that help people to help themselves. We will ensure that all applications are treated fairly and undergo an assessment process. We will make sure that all grants given are measurable and that successful applicants are aware of our expectations and also supporting applicants in line with the donor's expectations and criteria. We aim to assess all completed applications quickly and make them available for the next panel date.

# Step 1: All about Northamptonshire Champions Fund

## Who can apply?

### Eligible Sports:

It is hoped that the list of sports eligible within the scheme is extensive and meets local needs. There is a priority list of sports which are well structured and functional in the county and it is expected that these will receive more nominations than the other non priority sports. The priority sports are:

### Priority sports:

Archery, Athletics, Badminton, Basketball / wheelchair basketball, Boccia, Boxing, Canoeing / Kayaking / paddle sport, Cricket, Cycling, Equestrian, Football (disability and girls), Golf, Gymnastics, Hockey, Judo, Netball, Rowing, Rugby Union, Sailing, Squash, Swimming, Table Tennis, Tennis, Trampoline Triathlon and Volleyball.

### Other Sports:

Aikido, American football, angling, baseball / softball, biathlon, bobsleigh, bowls, caving, Chinese martial arts, croquet, curling, diving, dragon boat racing, fencing, gliding, handball, hang gliding / paragliding, horse racing, ice hockey, ice skating, jet skiing, ju jitsu, kick boxing, kendo, korfbal, lacrosse, luge, modern pentathlon, motor cycling, motor sports, mountaineering, movement and dance, orienteering, parachuting, petanque, polo, pool, roller sports, rounders, rugby league, shooting (air, clay target, crossbow, muzzle loading, pistol, rifle and target), skiing, snooker, surfing, tae kwondo, tang soo do, tenpin bowling, tug of war, water skiing, weightlifting and wrestling

## Who should be eligible for the Northamptonshire Champions fund?

- You must be competing at a regional level and ideally involved at a national level for example selected for national training squads & national representative competition.
- You must live / be located and / or train / coach / officiate / in Northamptonshire.
- Grants in the first year will be for a minimum of £200 up to £1000. Repeat applicants can apply for a maximum of £400.
- Costings must be specifically for sports-based activities including travel expenses to training grounds, personal sports equipment, clothing, specialist coaching (which is in addition to the coaching provided by the athlete's regular club coaches) and attendance at competitive activities.
- You must be up to the age of 25 years or 35 years if you have a disability. However, if you are an athlete with a disability over the age of 35, you can still apply if you can demonstrate that you have, within the last 3 years, taken up the sport for which you are applying.

## The grant can be for the following:

- Athletes in education in order to allow them to remain in education if they are experiencing financial difficulties.
- Athletes living on a low income who need support in order to pursue their sporting aspirations.

- Athletes with disabilities who require an assistor/carer in order to train or compete in their sport. The Grant can be used to pay for an assistor's time, travel, accommodation and food.

### **Size of Grant:**

Applications can be for between £200 and £1000 in year 1 and up to a maximum of £400 in subsequent years.

### **Can I apply more than once?**

An individual is eligible for one successful application per year. Groups applying on behalf of an individual may put in more than one application (although this will be one application per individual).

### **How do I apply?**

The Community Foundation accepts applications on a monthly basis. There will be a form that can be downloaded from the Community Foundation website. **See Step 2.**

## **Step 2: Guide to applying**

Contact Northamptonshire Community Foundation to discuss your project ideas on 01604 230033 and request an application form by email at [Anthony@ncf.uk.com](mailto:Anthony@ncf.uk.com). Our application form can also be downloaded from our website on [www.ncf.uk.com](http://www.ncf.uk.com).

On receipt of application we strongly recommend that you contact us so that we can support you in writing your application.

You will need to send an application by email to [Anthony@ncf.uk.com](mailto:Anthony@ncf.uk.com) and also post a signed copy with additional information as indicated on the application checklist to our address. The application will be assessed by the Grants officer who may contact you to ask for further information and request any missing information. A reference request will also be sent out to the independent referee you have put forward.

Application is submitted to the Grants panel for a decision

Letter is sent to you to inform you of the panel's decision

If successful, applicant will be sent a funding contract to sign and send back

A payment into the individual's Bank Account is made and an end of project report form is posted to the group for the group to complete at the end of the project timescales.

The individual may receive a visit from a representative of Northamptonshire Community Foundation to see how the project is getting on and to support actively implementing their Child Protection Policy and other relevant good practice.



All end of project reports must be sent out no later than six weeks after the project's end.

## **Step 3: Grant Officer Assessment**

We may contact you to discuss your project and organization. Let us know if you will be away for a few days and include a daytime contact number. Please ensure that the person named on the application form knows about the project and can talk knowledgeably about it. We will also look at your accounts, your constitution and any other available literature and reserve the right to ask you to submit further information in support of your application.

**The Officer will declare an application ineligible for one or more of the following reasons:**

- Applications submitted which are incomplete and/or are not accompanied with the further information requested on the checklist at the end of the form
- Persons that have managed previous grants in an unsatisfactory manner
- Applicants whom are not linked to Northamptonshire (living or training in the county)
- Applicants that are not competing at a national level
- Sports which are not a priority for the fund

## **Step 4: The Grants Panel**

The application form circulated to the relevant specialist Sports Committee who will consider your request and make a decision.

The Grants panel consists of a specialist in local sports. Eligible applications will be judged on their merits, evidence of support and value to Northamptonshire.

**The Grants Panel particularly welcome the following attributes in applications:**

- Evidence of need
- Projects showing evidence that the individual is highly successful at their sport and working toward success on a national or international scale

**Some reasons why an application may be declined include:**

- Applications with budgets that have not been clearly thought through
- Failure to show sufficient need for the project
- Applicant does not meet the aims and objectives of the Northamptonshire Champions Fund
- Applicant shows limited potential for success on a national scale

- Northamptonshire Community Foundation has insufficient funds for a particular type of project or geographical area.

## Step 5: When to Apply

Please see the Grant Deadlines section of our website [www.ncf.uk.com](http://www.ncf.uk.com)

## Step 6: How long is Funding for?

Grants monies should be spent within 12 months of receipt and a thank you card sent to the Foundation, to pass on to the donor.

## Step 7: Checklist

This appears at the end of the application form and it is important that you ensure you include this information:

- I have completed the application Form fully signed by the individual and an independent referee.**

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