



SO HOW DOES A CLUB ACHIEVE AWARDS FOR ALL FUNDING?

Awards for All Funding is achievable for your club!

TRY IT AND SEE!

By Anna Fearnley

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Follow these simple steps:

1. Set some time aside - 2 hrs initially - approximately 12 hours in total will be required.
2. Telephone 0845 600 20 40 to obtain your Awards For All Information pack.
3. When you have received your pack read carefully the following: Pages 6 & 7

These pages tell you what you can and cannot claim. Use them as reference pages if in any doubt, as you submit your application.

DEFINITE REQUIREMENTS:

1. Are you a non-profit making organisation?
2. Do you have a constitution or set of rules which has been signed or 'adopted' (if you do not have one get together as a group and draw up your own set of rules? See *)
3. Do you have a Bank or Building Society Account with at least two joint signatories (if you do not have one why not set one up to simplify your club accounting)?
4. Do you have your most recent annual accounts or Statement of Income and expenditure?
Audited or signed by a person from you club i.e. secretary
5. Do you need an Award of between £500 and £5000?
6. Can you can spend or commit the award within six months of payment being made?

IF YOU HAVE ANSWERED YES TO ALL OF THE ABOVE THEN YOU MAY HAVE ALL THAT IS REQUIRED TO MAKE YOUR APPLICATION!

WHAT IS A CONSTITUTION?

A constitution should include:

- An organisations name
- A description of how it achieves its objectives
- A description of how its body is elected or appointed
- A description of how people join the group
- A description of what will happen to the groups assets should the group cease to exist

PLEASE NOTE:

- Your constitution or Set of rules must be signed.
- Ask the AENA for a copy of ' A Model Constitution for Netball Clubs' this document will help you tremendously. Cal today on 01462 442344

WHAT NOW?

Spend some time gathering together all of the above.

HOW TO PROCEED

A. What are you waiting for..... go ahead and apply!

How to handle the form ...

Follow these simple steps:

In your Awards For all information pack you will find an application form.

Example answers are supplied to help you with ideas of what to write.

Page 1 - This first step is as all you need is:

- YOUR CLUB NAME
- CONTACT NAME (for correspondence)
- CONTACT ADDRESS
- TELEPHONE NUMBER
- IF YOU HAVE ANY SPECIFIC COMMUNICATION NEEDS i.e. language difficulty

Q2. If your are a member of a larger organisation please state which one

A as a netball club your governing body would be the AENA

Q3. What type of group are you?

A for a netball club state 'Netball Club'

Q4 Give month and year you club was set up.

A July 1996

Q5 Outline the activities you are involved in and what you wish to provide.

A to promote Netball for juniors ages 11 - 16.
To encourage our existing members to become umpires.
To form a clubs schools link with local junior school.

Q6 How many are involved in running your group?

A i.e. 10 committee members 10 volunteers

Q7 How do people join your group?

A i.e. Word of mouth
Advertising in local newspaper and in county newsletter.

Q8 How much are you asking us for:

A break this down into sections:

Example expenditure	Required Budget
NEW JUNIOR SECTION	£400.00
EXPANDING YOUTH SECTION	£800.00
CLUBS SCHOOLS LINK	£200.00
ENCOURAGE NEW ADULT SECTION	£500.00

When you have broken your club down into sections decide what you need for each group make a list and keep it safe. For example:

- 4 x shooter netballs
- 2 ball bags
- 1 pump

Don't forget to include things like funding for members development. For example:

- £200.00 for Level 2 coach towards Level 3 Coaching Award.
- 200.00 towards beginners umpires courses for players

Q9 Please describe any contributions being made towards this work.

A List each person running your club as follows:

Job	Hours per week	Cost	Budget
Team manager	2	£7.50 per hour	£15.00
Secretary	4	£7.50 per hour	£30.00
Treasurer	3	£10.00 per hour	£45.00
Required Weekly Budget:			£90.00

Think of everyone in your club. Calculate how much money the voluntary man hours is worth over 1 full year. When you work out on paper your voluntary contributions you will be astounded! This figure represents everybody's existing hard work as volunteers! You will realise how you all deserve some funding to capitalise on the hard work you are already doing!

Q10 How will the Award be used?

A The award will be used to improve our coaching and umpiring standards to further develop new junior members and to offer high standards.

e.g. we hope to achieve our Bronze Cap Award as a result of this funding.

Q10 When will the event take place

A We hope to have completed our programme by December 2000. Remember the money awarded needs to be allocated but not necessarily spent before the due date and you may be able to make slight alterations over the telephone afterwards or by letter.

Q11 Who will benefit from the AWARD

A Young people, local residents and those living approx. 15 mile radius of our training facility. You might like to name this facility.

Q12 How many people will take part or benefit form the award

A Total 25

Q13 Where do most people who will benefit from the Award live

A Farnham, Basingstoke, Hook

Q14 What are the age ranges of the people who will benefit?

A tick appropriate boxes i.e. 11- 16

Q15 Tick the box, which best reflects most of the people who will benefit from the award.

A Tick one or more of these boxes, e.g. white people or of African origin

Q16 How will an award help you meet one or more of the priorities on Pages 8 & (of the application pack? (read page 8 and 9 carefully)

A Our club will provide t opportunity for a life long interest which promotes competition fitness, health plus the opportunity to make new friends, gain confidence and learn how to become a team player. At the same time providing participants with the necessary skills to become County Region and England players.

Q17 Tell us about other previous or current applications you have made to National Lottery distributors for funding.

A Not applicable unless you have applied before as a club

Q18 Tell us your bank account details:

A Fill in your club bank details, do not forget to include Sort code and Account Number List the names of those who are signatories there must be a minimum of two (give names of two people who can sign you clubs cheques).

Q19 Give information about your most recent annual accounts. Before you complete

[this question please make sure you have read and understood guidance note 19]

A give a full year of accounts ending 30th December 1999 for instance

Item	Amount
TOTAL INCOME	£4,210.00
TOTAL EXPENDITURE	£3.812.83
LOSS OF PROFIT FOR YEAR	£454.99
SAVINGS(if your club also has a savings account)	£ NIL

Q20 Your signature - this must be the signature of the main contact mentioned

[Do not forget this signature to avoid delay]

Q21 Independent Referees Statement

NOTE IMPORTANT - If you are working with juniors you will need the signature of someone from the Governing Body. For example: your Regional Development Officer, your county Chairman or your National Junior Development Officer. This needs to be someone who knows of the good work you are doing at your club.

Q22 Your Chairperson, Vice Chair, Secretary, or Treasurer must sign

Include name and address and telephone number.

NOW ...

Well Done!! You have completed the form. What happens next?

1. Go To Your Information Pack - back cover you will find a list of your nearest 'Awards For All' Regional Office.
 2. Make out your A4 envelope to this address
 3. Make a note of the address for future reference.
 4. Place your application form in the envelope together with the following, remember to send **ALL** of the documents !
 - i. Your Statement of Accounts as requested in question 19
 - ii Your reference from the Governing Body i.e. Regional Development Officer if you are asking for funding for juniors.
 - iii Your completed application Form
- Ensure everything is signed
 - Number your Documents for easy reference
 - Do not send without first photocopying all of the documents! You may need to refer to your application at a future date! (and the same paperwork may be useful for other sources of funding in the future)
 - Go over everything once again - if you miss out something this will cause a delay as your application will be returned!
 - Send to you Local Office (see list on cover of Information pack)
 - Follow up with telephone call after two weeks and ask for you reference number.
 -**Be patient**.....!

THEN

A board will consider your application form in due course. This depends on the date it has been received and on the volume of applications they have received.

You may receive a telephone call regarding you application form which may be just a routine call to make sure you are who you say you are or to ask a question about something that may not be quite clear on your application.

Relax You will most likely be successful and if you are not, you will most likely be told the reason why and you can re- apply at a future date. You have nothing to lose- it does not cost anything to reply except some time and effort.

Any questions regarding AWFA application of Netball Clubs please telephone 01462 442344 where someone will be happy to help.

WARRANTY

This document is supplied in good faith to assist other clubs gain National Lottery funding. STORM Netball Club cannot guarantee that answering the 'Award for All' form in the way suggested will lead to an Award being granted. , This document should only be used to assist an application for an 'Award for All' grant.

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