



PERSONAL DEVELOPMENT GRANT SCHEME

For talented athletes

*'The Personal Development Grant Scheme provides financial assistance of up to **£200** for talented athletes in the County Borough of Conwy who are currently competing at a regional standard and are members of clubs that are affiliated to Sport Conwy.'*

**Cefnogwyd gan y Cronfa'r Degwm
Supported by the Welsh Church Act Fund**

αβχδε

PERSONAL DEVELOPMENT GRANT SCHEME
Application Form

Part 1 – 7 to be completed by the club secretary only.
All questions must be completed, please use the application pack as a guideline.

PART 1		ATHLETES DETAILS	
Name		Surname	
Address			
		Postcode	
Tel		D. O. B.	

PART 2		CLUB DETAILS	
Club Name		Club Secretary Name	
Address			
		Postcode	
Tel		Where is the club based?	
Has the club been affiliated to Sport Conwy for more than 12 months? <i>(If no, then the athlete is not eligible to apply for this grant).</i>			Yes / No

PART 3		ATHLETES SPORT / TRAINING	
In what Sport has the athlete gained honours?			
How long has the athlete been participating in their sport? <i>(Years)</i>			
Is the Governing Body of Sport recognised by the Sports Council for Wales?			Yes / No

PART 4		ATHLETES ACHIEVEMENTS		
Is the athlete a member of any governing body squads, please list which ones.				
Please list the events / fixtures / competitions / squad training etc that the athlete has attended in the last 12 months.				
events / fixtures / competitions / squad training	Venue	Date	Achievement	

PART 5		ATHLETES AIMS
What are the athletes aims for the next 12 months? (Eg. Reach National Level/squad, win North Wales Championships etc).		
Please detail squad sessions, competitions etc that the athlete hopes to attend below.		
Event/Fixture/Squad	Venue	Date

Please be as specific as possible when completing this section.

PART 6		COST BREAKDOWN		
Item	Details: eg. to which competition, which hotel, how much fuel etc			Total Cost
	Public Transport	Car	Share Lift	
Travelling				£
Equipment				£
Clothing				£
Accommodation				£
Events / Tournament				£
Total Costs				£
Has the athlete been asked to contribute financially towards selection in any squad/team?				Yes / No
If Yes, how much?				
Has the athlete received any funding/support from the governing body?				Yes / No
If Yes, how much?				
Has the athlete applied to any other body for funding?				Yes / No
If yes from which body and how much have they received / requested? Eg. Sponsor, Town Council etc.				

PART 7		CLUB SECRETARY
Name	Surname	
Position in Club		
<p>I confirm that information in this application is true to the best of my knowledge. I confirm that the applicant is a member of our club and represents us at competitions. I confirm that the athlete is competing at a regional level and in the view of the club the athlete has the potential to progress to a National Level.</p>		
Signed		Date

PART 8		ATHLETE DECLARATION
<p>The information provided in this form is true and accurate to the best of my knowledge. I agree to abide by all of the conditions set out in this application pack. I will be willing to publicise the Personal Development Grant Scheme via the media, and agree to wear the Sport Conwy logo on my competitive clothing when possible.</p>		
Signed		Date

PART 9		CHECKLIST
Have you kept a copy of the application for your self?		
Have you verified your costs where possible?		
Have you attached a letter of support (see guidance note section 1, point no 5)? ESSENTIAL		
Has the athlete and the club secretary signed the form? ESSENTIAL		

PART 10		OFFICE USE ONLY
Date Fully Completed Application Received		
Grant Panel Meeting Date		
Successful		
Amount Requested		
Amount Awarded		
Signed	Date	
Date Awarding Letter / Cheque Sent via post		
Date assessment form received		

Please return the completed form to -

The Secretary
Sport Conwy
C/o Leisure Services
Government Buildings
Dinerth Road
Colwyn Bay
LL28 4UL

Tel – 01492 575556, e-mail paula.roberts@conwy.gov.uk

PERSONAL DEVELOPMENT GRANT SCHEME

'The Personal Development Grant Scheme provides financial assistance of up to £200 for talented athletes in the County Borough of Conwy who are currently competing at a regional standard and are members of clubs that are affiliated to Sport Conwy.'

The grant can be awarded to individual athletes to help with the costs associated with training and competing in their sport, such as travel costs, accommodation, equipment, clothing, etc.

1 HOW TO APPLY?

- 1) Read through the eligibility, terms and conditions carefully to ensure that the athlete is eligible.
- 2) **The application form is to be completed by the Club Secretary on behalf of the athlete.**
Only 3 applications can be awarded to each club in any year. It is therefore the discretion of the club to consider which athletes can be put forward.
- 3) Make sure that the costs are justified.
- 4) Make sure that both the Club Secretary and the athlete sign the form.
- 5) You must attach a letter(s) from your National Governing Body, squad letters, results sheets, press cuttings to confirm your achievements.
- 6) Return the form to the Sport Conwy Secretary for the application to be assessed at a Grant Panel Meeting –
The Secretary, Sport Conwy, c/o Leisure Services, Government Buildings, Dinerth Road, Colwyn Bay, LL28 4UL.

2 ELIGIBILITY

All athletes must meet all of the following criteria –

- 1) The athlete must reside within the County Borough of Conwy or have their main home address in Conwy.
- 2) Athletes must be a member of a Sports Club that has been affiliated to Sport Conwy for more than 12 months.
(If the club has not then the athlete is not eligible for a Personal Development Grant).
- 3) The governing body of sport must be recognised by the Sports Council for Wales.
- 4) Athletes **must** meet the following criteria -
 - The Club Secretary completing this form must consider that the athlete is competing at a regional level with the potential to progress to the National Squad.
- 5) No age restrictions apply.

3 HOW THE APPLICATION WILL BE ASSESSED

- 1) Once the application is received the content will be checked to see if it is completed correctly and fully. Applications will only be accepted on the forms provided. Incomplete forms will be returned so that all the information can be provided. This includes failure to supply supporting information and signatures.
- 2) Accurate forms will be taken to a Sport Conwy Grant Panel Meeting where they will be assessed.
- 3) The committee will consult any organisation eg. The National Governing Body, in connection with this application in order to assess the athlete's progress and current competitive status.
- 4) The panel meet on a bi-monthly basis, typically at the end of May, July, September, November, January and March.
- 5) Applications should be received by no later than the first Monday in each of these months.
- 6) Successful athletes/clubs will be notified in writing following the panel meeting.
- 7) The amount of the award will be subject to the amount requested, number of applications and funding available at that meeting.
- 8) The committee reserves the right to refuse the allocation of financial assistance.

4 TERMS AND CONDITIONS

- 1) If the relevant criteria are met a grant will be issued for use by the named individual only.
- 2) The grant awarded must only be spent on the intended items specified on the application form.
- 3) Grants will only be awarded if the athlete agrees to publicise the Personal Development Grant Scheme via the media and wearing the logo on their competitive and training clothing were possible.
- 4) The committee reserves the right to withdraw the financial assistance if in the opinion of the committee the assistance is being mis-used.
- 5) It is recommended that you keep a copy of this all documentation you send to us so you have a copy for your records.
- 6) Any individual athlete may only be considered once in a twelve-month period.
- 7) If the athlete is at a level higher than a North Wales standard then they should apply for a Conwy Excellence Fund Grant (Tel – 01492 576069).
- 8) If after being awarded a grant you move out of the area, or leave the club that you are a member of the Sport Conwy Secretary should be notified.

5 EVALUATION / MONITORING

- 1) An evaluation form will be issued with the awarding letter. This form must be completed fully and sent back to the Secretary of Sport Conwy within **four months** of the date of the awarding letter. No further grant applications will be considered for the individual without a completed evaluation form.

