**Conditions for Grants from Oswestry Sports Forum**

Oswestry Sports Forum awards small grants towards sport and physical recreation in Oswestry and the area of Shropshire within a 10 mile radius of Oswestry. Applications are welcomed from Oswestry Sports Clubs, organisations providing opportunities in sport or physical recreation in the Oswestry area, and individuals, who live or train within the Oswestry area, for the advancement of their sport.

Grants should be submitted on the Grant Application Form. Grants will be awarded by the Oswestry Sports Forum Grants Committee on the first Thursday of February, July and October, except in unforeseen circumstances. Completed Application Forms must be with the Secretary **at least 24 days in advance**. Any late applications will be deferred to the next meeting. Grant applications must meet the following conditions:

1. Applicants must be living in or located in Oswestry or the area within a 10 mile radius of Oswestry.
2. Applicants must attend the Grants Committee Meeting, or send a representative if necessary, to explain their application and answer any questions from committee members about their application. Applicants may bring a colleague/companion.
3. A member of the Grants Committee will be nominated as Grant Mentor for each application. This person will have experience in a different sport in a local club. They will take an interest in how the money is spent and will try to share good ideas amongst the Oswestry clubs. Please tell them about your successes so that they can help other clubs benefit from your experiences.
4. Where a grant for the purchase of equipment is requested, three quotations must be enclosed with the Grant Application Form. Quotations from local businesses are encouraged.
5. For successful applications, a Grant Report Form will be issued with the Grant cheque. This must be completed as soon as the money has been spent and within one calendar year of receiving the cheque. Receipts must be provided to show that the money was spent according to the application. Any change to the requirement in the application must be agreed by the Grants Committee.
6. No grants shall be awarded retrospectively, except in exceptional circumstances.
7. If the purpose for which the grant was awarded does not come to fruition, the money must be returned to Oswestry Sports Forum within one calendar year so that another applicant may benefit.
8. The personal data provided in the Grant Application Form will be handled as in our Privacy Policy.

**Clubs and Organisations**

* Applicants must be located in the Oswestry area, as defined above.
* Sports Clubs that have achieved the charter mark from their governing body may apply in successive years. Other applicants may not apply in successive years.
* Clubs must supply a copy of their latest signed annual accounts with their application, if they have them. If the Club cannot supply full accounts, the Treasurer can find details about how to maintain club accounts from <https://www.sportenglandclubmatters.com/club-finances/managing-money> .
* Clubs with sufficient funds in their accounts will be paid in arrears i.e. on production of receipts.
* If a club disbands within one year, any equipment purchased with a Sports Forum grant should be returned to Oswestry Sports Forum so that it can go to another local club.
* There will be a limit on the maximum sum awarded to a club of £500.

**Individual Applicants**

* Applicants must live in the Oswestry area or must be active members of Oswestry sports clubs.
* Individuals should have their applications authorised by their club.
* Any individual who is progressing rapidly in their sport may apply in successive years. Otherwise applicants may not apply in successive years.
* There will be a limit on the maximum sum awarded to an individual of £250.

The Grant Application Form is available to download from [www.oswestrysportsforum.org.uk](http://www.oswestrysportsforum.org.uk) .

If you would like copies of these Conditions and the Grant Application Form in large type, please contact Susie Hancock (01691 656435).