# horse_scotland_old

**Member Body Support Programme**

The Member Body Support Programme allows Full and Club Member Bodies to apply to **horse**scotland for funding for a variety of different projects.

It is designed to assist **horse**scotland in the delivery of its core operating functions by working with Member Bodies and Clubs to achieve the key outcome of increasing levels of participation by supporting projects that:

* Educate & Develop Officials
* Educate & Develop Volunteers
* CPD Opportunities for Coaches
* Increase Participation
	+ Fun/ Open Days
	+ Grassroots Training Days/ Camps
* Support Talent Development
	+ Development Competitions
	+ Training Days/ Camps

Information about previous projects supported can be found online at:
<http://www.horsescotland.org/membership/member-body-support-programme/projects-funded/>

**Application Deadline dates:**

|  |  |
| --- | --- |
| **Submission Deadline Date** | **Board Meeting Date** |
| 24th January 2019 | 7th February 2019 |
| 7th March 2019 | 21st March 2019 |
| 11th April 2019 | 25th April 2019 |
| 30th May 2019 | 13th June 2019 |
| 22nd August 2019 | 12th September 2019 |
| 10th October 2019 | 24th October 2019 |
| 21st November 2019 | 5th December 2019 |

Application forms must be submitted prior to the project start date and by the submission deadline to allow the Board to consider your application and make an informed decision at the next board meeting. Each application will be considered on its own merits.

**Who can apply?**Eligible applicants are **horse**scotland Full Members and their Member Clubs as well as **horse**scotland Club Members.

Applications should be submitted by the Member Body Chair or designated Lead Contact. All communications regarding applications, including decisions will be sent to the person who submitted the application. Any agreed funds will also be sent to that contact person upon completion of the project review.

**How often can I apply?**

There is no limit to the number of times an eligible applicant can apply to the programme each year.

**What level of funding is available?**

**horse**scotland can provide match funding for the project up to 50% of the overall eligible costs and the applicants are required to provide the remaining 50% of the eligible costs. All ineligible costs, detailed in the next section, are the responsibility of the project and must not be included in this submission.

Where travel costs are eligible we will pay 45p per mile when a private car is used.

**Are there any ineligible costs?**

The programme does not fund:

* Equipment – but we can endorse Awards for All application for equipment – <https://www.biglotteryfund.org.uk/global-content/programmes/scotland/awards-for-all-scotland>
* Promotional Materials
* Lanyards etc
* Catering
* Gifts
* Clothing / Kit
* CPD Opportunities for Coaches excludes coaching qualifications
* Any paid staff / wages
* Travel for paid staff or travel which would normally be covered by the Member Body
* Private venue costs (facilities must be fully insured)

These costs should not be included in an application.

**Retrospective Payments**

All applications must be received for Board consideration ahead of the project itself. Board Meeting dates and submission deadlines are available in the table above. No retrospective payments will be made for projects that have already taken place.

**Coaches**

Any coaches involved in running the project must have the appropriate qualifications and insurance. These are:

* Recognised Coaching Qualification
* Valid insurance
* Sports Coach UK Safeguarding & Protecting Children/ Sportscotland Child Wellbeing and Protection in Sport
* First Aid (we recommend the First Aid at work qualification)
* PVG check completed by the applying body (if applicable to the audience)

To ensure this is the case, any coaches will need to appear on:

* **horse**scotland Coaches Register

or

* BHS Instructors Register

The **horse**scotland Board reserve the right to review coaches not on either register on an individual basis.

**Conditions of the Award**

If your application is successful there are conditions that must be met before funds will be released, these are:

* To highlight to all attendees that it was funded by **horse**scotland. The **horse**scotland logo must appear on any promotional/ booking materials and **horse**scotland must be acknowledged in any press articles or publicity relating to the project.
* To be prepared to outline the project at the **horse**scotland AGM or other relevant events, for example, Parliamentary Reception, Conferences, etc. at the request of **horse**scotland
* To provide project accounts, a project report, attendee details. Where possible images/video should be provided that may be used for promotional and publicity purposes by **horse**scotland. The accounts and report will need to be approved by **horse**scotland before funds are released and further questions might be asked.

**Member Body Support Programme Process**

|  |
| --- |
| Submit Application by appropriate deadline |
|  |
| Application considered at Board Meeting |
|  |
| Decisions communicated after Board Meeting |
|  |
| Acceptance slips returned to **horse**scotland |
|  |
| Project takes place |
|  |
| Project accounts, report, attendee details and images/ video sent to **horse**scotland |
|  |
| Project accounts and report reviewed |
|  |
| Funding sent |

**Member Body Support Programme**

**2019 Application Form**

**Please complete with as much information as possible to help the Board make a decision on your application**

|  |  |
| --- | --- |
| **horse**scotland Member Body/Club |  |
| Project Date |  |
| Project Name |  |

|  |
| --- |
| Project Description (*200 words*)Please provide a description of the project and how it will benefit the Equestrian sector in Scotland. |
|  |
| Project Aims and Objectives (*200 words*)Please provide details of what you want the project to achieve |
|  |
| Project Delivery (*200 words*)Please provide details of how the project will be delivered including the names and relevant qualifications of those involved. |
|  |
| Project Impact (*200 words*)Please provide details of the target audience including the number of people it will both directly and indirectly impact |
|  |

|  |
| --- |
| **Projected Costs (*Expenses*) of running project**(*please see the notes above*) |
| *Expenses*  |
| Item |  Full Description (include who and Where etc) | Cost |
| Venue/Facility hire |  | £ |
| Facilitator/Coach/Trainer Fees |  | £ |
| Volunteer Travel Expenses @ 45p per mile  |  | £ |
|  |  | £ |
|  | Expenses Total | £ |

|  |
| --- |
| *Highlight other costs:**Please note that these may not be covered as part of the award* |
| Item | Description (Please include all other costs) | Cost |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|   | Other Costs Total | £ |

|  |
| --- |
| **Projected Income for the project to be listed below:** (*How will you pay for the project include input of any in kind contributions)* |
| Item | Description | Cost |
| Participation Costs (an amount must be included, if the event is free then the amount should be £0) |  | £ |
| Member Body contribution |  | £ |
| Donation/ Sponsorship |  | £ |
| Ticket sales |  | £ |
| In kind contributions |  | £ |
| Travel costs |  | £ |
| Coaches contribution |  | £ |
| Other |  | £ |
| Other Grants applied for, if applicable, e.g. Awards for All  |  | £ |
|  | Income Total | £ |

|  |
| --- |
| **Award Application:** (*How much are you applying for based on* match funding for the project of up to 50%*)* |
| Total Funding Required | Applicant Contribution | Requested Funding |
| £ | £ | £ |

|  |  |
| --- | --- |
| Signature of applicant representative |  |
| Date of Submission |  |

|  |
| --- |
| For **horse**scotland use only |
| Submission Date |  |
| Board Meeting Date |  |
| Recommended Funding Amount |  |
| Board Decision |  |

**Member Body Support Programme**

**2019 Post Event Report**

After your project takes place please complete this report and submit along with accounts, attendee details and images/ video to claim funding.

|  |  |
| --- | --- |
| **Member Body** |  |
| **Grant Offered** |  |

**What was the impact of this event? (approx. 200 words)**

**How would you improve this project in the future? (approx. 200 words)**

**Any other comments regarding the project:**

**Please return with accounts, attendee details and images/ video for your project to claim your funding to:**

info@horsescotland.org

or

 **horse**scotland

**PO Box 8523**

**Prestwick**

**KA9 9AX**