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Sport Development Funding

For The British Octopush Association

Document information

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SDF Background

The concept of the Sport Development Fund (SDF) originated in 2004, to provide funding for the Underwater Hockey World Championships – Sheffield 2006. It was envisaged that the fund would continue after the Championships providing an opportunity to invest in many projects at all levels of UWH.

The surplus funds from the World Championships provided an excellent initial investment in raising the profile of UWH. Annual fund-raising will help to promote the sport to businesses, media and the general public.

We have continued to apply the fund in pursuit our aim to get more people involved in UWH and do our bit to support the Government's wider objectives of a fitter nation more involved with sport in general.



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1. Introduction

This document defines the BOA committee's view on funding of UWH projects by the GB UWH Sport Development Fund.

1.1. Objectives

To provide guidance on applying for *Sport Development Funding*, which is intended to facilitate projects put forward by the members of the BOA. Members who have a project to suggest should refer to the *BOA Club Handbook*¹ & other BOA documentation listed in appendix A, for advice on the principles on which the BOA will allocate available funding and then fill in the application form, available in appendix C, or downloadable from www.gbuwh.co.uk. Electronic submission is acceptable.

- Section 1 explains the current view of the Executive Committee.
- Section 2 includes the committees view on ongoing fund raising and explains how local groups can get involved.
- Section 3 explains the importance of promotion to our sport.
- Section 4 describes our relationship with our sponsors.
- Section 5 gives guidance on the way the application form should be filled in.
- Section 6 explains the process by which the executive committee will review applications for funding.

1.2. Scope

This document only covers those funds raised for the SDF by BOA members through sponsorship, advertising & fund raising initiatives and not those funds raised by membership fees. Members should also refer for guidance to other documentation provided by the BOA on applying for grants and funding⁵. Some funding streams require that a proportion of the funding be raised from within the sport and the SDF would then make these projects possible, by providing the initial capital investment or a top-up of funds raised elsewhere.



2. Sources of funding:

The key benefit of the national fund is its application to the long-term development of UWH in the UK. It is not intend to replace the local funding initiatives on which UWH has relied in the past but can be accessed to supplement the income from traditional sources.

2.1. Annual Raffle

An annual raffle, backed by national sponsors, posters and leaflets, gives every club the opportunity to promote the sport and raise awareness of the game in the local community while raising money for local, regional and national initiatives.

Other methods of raising funds are also employed and suggestions are always welcome.

2.2. Sponsorship

BOA sponsors will be much more likely to renew their involvement if they get visibility and interest in exchange for their help.

- If you have any cause to contact them **please mention UWH**.
- If you need any service that you think they might be able to provide, check out the links on www.gbuwh.co.uk.
- You may be also able to promote these sponsors through your links with other activities such as swimming, scuba-diving, canoeing, sailing, surfing and others, or any other sports you are involved in.
- On your website - mention the sponsors and link to the GB UWH site.
- Involve your friends and relatives.

3. Promotion

Promotion of UWH has been identified as an important factor in achieving funding. We need to take every opportunity to make the public, businesses, local & national government and grant funding authorities aware of the sport and its needs.

Any sport development activities that we undertake need to be documented and promoted in order that the generosity of the businesses that made it possible are rewarded in as many ways as possible.

- Our own **Octopush News Bulletins** could always be used to give your activity a mention (Contact the editor with your news item, email: - news@gbuwh.co.uk).
- Press releases⁶ to local and national papers and magazines are always a good option. If you don't feel confident in writing one, BOA can supply you with a blank press release⁶ and assistance to fill it in.
- Internal company magazines always like to show the activities of employees in their own time, especially if it involves children or helping in the community.

4. Accessing the Sport Development Fund

4.1 Application procedure

Proceeds from the SDF will be used for the following three main types of development: -

1. Promoting the sport, trial sessions and starting new clubs and teams;
2. Encouraging greater and wider involvement in the sport;
3. Training, improving and coaching courses & schemes;

To apply for funds for a project, or to tell us of an idea you have to utilise these funds, please use the application form in the appendix and email it to the Sports Development Officer. If you don't have access to the web or email then please contact any member of the committee and request a paper copy of the form.

The sub-committee will be reviewing applications and presenting their conclusions to the Executive Committee at their earliest opportunity. Please bear in mind that the committee are volunteers and are giving their spare time for this. Application forms therefore need to be submitted in plenty of time to allow time for this process to take place.

The committee may approve some applications on the proviso that a proportion of the funding required for the project is raised elsewhere or charged to the participants.

Where appropriate, the sub-committee will be suggesting a value of funding to the Executive Committee for approval. Applicants will be notified of the date that their application will be reviewed and be informed of the



outcome as soon as is practical after the review process. All forms received and decisions made will be confirmed in writing, usually by email.

All awards are made at the committee's discretion.

All applications are to be in line with current BOA guidelines. All BOA documentation should be available to those taking part in the project.

4.2 Application criteria

In reviewing these ideas suggested by members, the sub-committee will be looking for projects which are: -

- A good investment in the sport;
- Gaining funds from other sources;
- Ideas that are as inclusive of as many members as possible;
- Open to all;
- Embracing the many levels of the game;
- Inclusive of promotion outside the BOA;
- Encouraging growth of the sport;

4.3 Guidance notes

1. All applications should be made using the form in appendix C emailed to sportdev@gbuwh.co.uk or in writing to the Sport Development Officer. Members who have no access to the web should pass a request, via any member of the committee, for a form to be sent out.
2. Only applications made by valid BOA members will be considered.
3. Any application not adequately explained or budgeted will be referred back to the applicant.
4. Projects not following BOA documented procedures will be rejected.
5. The committee will favour projects that are as inclusive as possible.
6. Please give a detailed timetable of your project, with details of your planned spend.
7. A proportion of the funding may be retained until adequate proof is supplied of the project being run in accordance with the application.
8. Select a suitably descriptive title for your project as this will be how it referred to.
9. Please give comprehensive contact details for all persons referred to on the forms.
10. Wherever possible the project should be supported by TWO additional members who will assist in making the project a success. Their involvement should be described in the application.
11. If approved by the committee, payment can be made directly to a third party. The organiser will need to arrange for an invoice to be sent to the treasurer.
12. A detailed explanation of how your project will operate is necessary. If you can give practical examples this may be helpful in making the committee aware of what you intend.
13. Identify each of the groups of people who will benefit from your project and how they will be involved. Give estimates of the numbers involved.
14. Elaborate on the aims of you project, how you intend to reach your objectives and how the planned activities will achieve this.
15. Publicity of your project will be necessary to make it a success. Explain how this will be undertaken.
16. Any previous funding you, your associates, or your club have received from the SDF must be declared. If in any doubt, please declare anything that may be relevant.
17. You must read the wording in the declaration. If submitting the form by email, receipt of email will be taken as acceptance of these conditions and the content of this document.

4.4 The review process / body

Applicants will have to demonstrate that they have looked into and applied for funding from external sources before applying for a SDF grant.

A sub-committee will be appointed by the Executive Committee to review applications for funding which will normally be comprised of the SDO as chair and two other committee members, although the Executive Committee may vary the composition as they feel necessary. The sub-committee will consider project applications; suggestions and proposals put forward by the membership and make recommendations to the BOA Executive Committee.

If you have any comments to make, please send these to the SDO (or any other member of the Executive Committee).

The Sport Development Officer will be responsible for keeping records of all funds raised for the SDF and shall keep the BOA Executive Committee informed by regular reports. The treasurer is responsible for the control and banking of SDF funds according to the normal procedures as laid down in the constitution⁷. The Executive Committee will have the final say on all outgoings from the fund.

Appendix A – References

Ref	Title	Version	Date	Author
1	BOA Club Handbook	V1.0	25/6/06	C. Simms
2	Welfare of the Vulnerable	V1.1	27/7/06	K. Kirby
3	Safety in the use of Pool Facilities	V1.3	9/2/06	C. Simms
4	UWH Development Awards	V1.0	18/2/06	C. Simms
5	Grant Funding & UWH	V0.1	Feb 07	P. Lawrence
6	BOA Press Releases	V0.1	Feb 07	P. Lawrence
7	BOA Constitution	New	11/5/05	C.W. Brighton

N.B. These documents can all be found [BOA documents section](#) of www.gbuwh.co.uk. This is located under 'The BOA' > 'Documentation'. You will need to be logged on to see it.

Appendix B – Glossary

Term	Meaning
SDF	Sport Development Fund
UWH	Underwater Hockey
SDO	Sport Development Officer



Appendix C - Application Form

BOA Sport Development Funding Application

This form must be e-mailed to sportdev@gbuwh.co.uk or posted to the address of the Sport Development Officer. Please read the guidance notes for details on how to apply.

N.B. The application form is available for download and can then be filled in and sent electronically.

<i>Title of your project:</i>	
<i>Amount of funding required?</i>	
<i>Date(s) funding is required by?</i>	
YOUR Name:	Club / Team & Post held:
Membership No:	
Address:	
Telephone number(s):	
Mobile No:	
Email (Home & Work):	
How long have you been involved with this club / team?	
<i>Please give details of TWO other BOA members who will assist you.</i>	
Member 1 - Name:	Club / Team & Post held:
Membership No:	
Address:	
Telephone number(s):	
Mobile No:	
Email (Home & Work):	
Member 2 - Name:	Club / Team & Post held:
Membership No:	
Address:	
Telephone number(s):	
Mobile No:	
Email (Home & Work):	
Payment will be made by BACS transfer wherever possible. Please give details of who to: -	
Account No:	Sort Code:
Payee (Name):	Relationship to project: -
Address:	
Telephone number:	
Mobile No:	
Email (Home & Work):	



Please give as much detail as possible to support you application.

<p>Please give details of all external funding that has been applied for.</p>
<p>Please provide an explanation & practical examples of how your project will operate.</p>
<p>Give details of ALL those who will benefit from your project and how.</p>
<p>What are the main aims, objectives and activities of the project?</p>
<p>Please give details of any past achievements that you feel may enhance your application.</p>
<p>How will you publicise your project before, during and afterwards?</p>
<p>Have you received a grant from the SDF before? If so what was the title of the project? And when was it granted?</p>
<p>Declaration:</p> <p><i>I have read the SDF funding document and provided information which is, to the best of my knowledge correct. If the BOA is able to provide a cash grant, it will be used exclusively for the purposes specified in this application and I will provide written evidence of the project.</i></p> <p><i>I understand that there is no appeal system should my application be refused. I confirm that in submitting this application I agree with the above.</i></p> <p>Signed: Date: (If submitted electronically please fill in your name, receipt of email will be taken as acceptance of the above.)</p>

End of Document