



'How to' Funding Guide

specific to:

Bernard Sunley Foundation

IRFU (ULSTER BRANCH)

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SECTION 1 – INTRODUCTION

IRFU (Ulster Branch) have developed this 'How to' funding guide as a resource to provide a succinct support mechanism for Clubs wishing to apply for grant funding. Each 'How to' funding guide has been developed for a specific grant programme, details of which are within the document.

Disclaimer

IRFU (Ulster Branch) have developed this resource in good faith and have endeavoured to ensure that the information contained within is accurate at date of production. Clubs are responsible for ensuring that information contained within their own submission meets the up to date requirements of the grant programme.



SECTION 2 – OVERVIEW

Grant Programme Name: **Bernard Sunley Foundation**

Link to Grant Programme website: <http://www.bernardsunley.org/>

Introduction

The Bernard Sunley Charitable Foundation (BSCF) was established in 1960 and is a general grant making trust. As a general grant making trust, the trustees are interested in and support a diverse range of activities, including Amateur Sport.

The aim of the trustees is to help raise the quality of life in the UK, particularly for those who are young, disadvantaged or elderly.

Deadlines:

This is a rolling programme, therefore there are no deadlines. Processing of grants is continuous so applications can be sent at any time.

Amounts

There are three levels of grant:

Small – up to and including £5,000

Medium – £5,001 to £25,000

Large – over £25,000

Small grants account for the majority of those awarded annually.

Eligibility

There are **two criteria** to fulfil before applying for a grant. Please ensure you read these carefully **before** making an application.

1. Your organisation must be a UK registered charity or a registered Community Amateur Sports Club (CASC) to apply

AND

2. Your organisation is applying specifically for assistance towards a capital project, i.e. new build, refurbishment, equipment or transport. The BSCF only fund capital projects. They do not fund revenue programmes or running costs including salaries.



SECTION 3 – GRANT CATEGORIES

Grant categories

- Community
- Education
- Arts
- Health
- Social Welfare
- **Amateur Sport**
- Emergency and Armed Forces
- Environment
- Animal Welfare

For the purposes of this Guide, more information on the **Amateur Sport** category has been provided below. However, your Club may be interested in applying for one of the other categories. More information on these can be found within the 'Eligibility' section of the Bernard Sunley website - <http://www.bernardsunley.org/eligibility.html> or contact David Johnston (Club & Community Development Officer).

Amateur Sport category:

Remember that your Club must be a registered Community Amateur Sports Club (CASC) or UK Registered Charity to apply.

Sports clubs may apply for assistance with capital projects only, thereby encouraging community participation in physical activities across all ages for health, well-being, teamwork and community cohesion. Revenue programmes or running costs (including salaries) will not be funded.

Types of application considered:

- Building and refurbishment of amateur sports facilities
- Sports equipment
- Equipment for grounds maintenance
- Specialised transport



SECTION 4 – HOW TO APPLY

How to apply

There is no application form, but applicants should send a letter of application by post, enclosing the **latest approved set of Annual Report & Accounts** (but only if these are not on the Charity Commission's website). Please give an **email address**, where possible, for subsequent correspondence.

The letter of application should include the following information:

- The purpose of the Club and its objectives.
- The need and purpose of the project including who will benefit and how.
- The cost of the project, including a breakdown of costs where appropriate.
- The amount of money raised and from whom, and how it is planned to raise the shortfall.
- If applicable, how the running costs of the project will be met once the project is established.
- Any other documentation that the applicant feels will help to support or explain the appeal.

All applications will be acknowledged by email on receipt, and a **decision made within three months**, with an answer one way or the other.

Following an application, please do not reapply for at least twelve months (from the date of your original application) as it will be declined automatically.

Applications should be sent to:

John Rimington

Director

Bernard Sunley Charitable Foundation

20 Berkeley Square

London W1J 6LH

020 7408 2198

SECTION 5 – KEY POINTS

The following section outlines the key points for your Club to consider when completing the letter of application. *Please do not complete your answers in this document – this is for guidance only.*

Letter of application – main questions and answers

The purpose of the Club and its objectives.

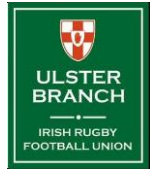
Provide a brief snapshot of your Club including the following details:

- Date of establishment
- Brief overview of the Club's aims and objectives (refer to governing document e.g. constitution).
- Breakdown of the Club's team structures and playing members including under age teams, disability sections, female sections if relevant.
- What current sporting activities are offered and what are the benefits e.g. improving physical and mental health; providing a social outlet; improving discipline, dedication, initiative etc; enhancing communication skills, leadership, teamwork etc;
- Detail of other community activities offered on top of the regular training and competition eg, open days, fetes, Club festival/bbq, 'come and try it' events, educational classes, good relations activities etc
- Details of any partnerships the Club has developed or is involved in. This could be with other sports clubs, community groups, statutory organisations etc
- Details of any cross community or cross border partnerships the Club is involved in.

The need and purpose of the project including who will benefit and how.

This question provides a good opportunity to explain what evidence has been collected to show the need for the project, for example, a community audit, questionnaires, surveys, feedback via social media or website etc. Key points to include in your answer are as follows:

- Details of any form of consultation carried out, who the consultees were, key findings and how it relates to this project.
- Brief description of where members come from and if they are disadvantaged or lack opportunities, eg, low income areas, poor employment opportunities, lack of services in the area etc (if relevant) – try and relate to the project outcomes. The use of NISRA (Northern Ireland Statistics and Research Agency) statistics would be useful here.
- Facility need – lack of resources at Club and/or in the area



In this question, it is also important to include exactly what is taking place in the project you are applying for. Be specific with the detail. Key points to include are as follows:

- What the project is doing
- Description of the improvements the project will generate
- What activities will be able to happen as a result of the project
- Project location
- How the project will benefit the Club and community

The cost of the project, including a breakdown of costs where appropriate.

Provide a complete and thorough breakdown of all costs associated with the project you are applying for, including VAT.

The amount of money raised and from whom, and how it is planned to raise the shortfall.

If the Club is able to contribute towards the costs of the project from its own reserves/fundraising activities, or if any other funding has been received for the project, include details in this section.

If applicable, how the running costs of the project will be met once the project is established.

This question relates to the sustainability of the project. The BSCF wants to see how projects will be self-sustaining after their contribution.

Explain how the Club plans to sustain the project after the BSCF contribution.

This will depend on the particular project in question, however, some general ideas are:

- The Club will use the internal capacity of its volunteers to help sustain the operations of the project.
- The Club will seek to raise further funds to maintain the project through sponsorship, donations, funding bodies.

Any other documentation that the applicant feels will help to support or explain the appeal.

Examples of documents that could be produced here include:

- Photos relating to the need for the project
- Media articles relating to the Club/project
- Club Development Plan, as long as the project relates to the content within this plan



- Letters of support from other clubs in the area, community groups, schools, local politicians, governing body
- Copies of project specific feasibility studies/business plans if relevant
- Copies of surveys, consultation feedback etc that helps to represent the need of the project

Additional Information

- Grants are usually paid as single payments in a one year period but, if considered particularly beneficial to the project, they may be extended over three years.
- Applications from all parts of the UK are considered, particularly where **rural and isolated communities** are concerned. On receipt of an application a trustee or staff member may wish to conduct a visit in order to complete their assessment, prior to any decision being made.

If you require clarification on a project idea or anything else regarding an application, please contact David Johnston (IRFU Ulster Branch, Club & Community Development Officer) via phone or email.

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Mobile telephone – 07767168981

Email – david.johnston@ulsterrugby.com