

Get Active Glasgow Fund – Step by Step Application Guide

Here are all the questions we ask in the application form for the **Get Active Glasgow Fund**. The guidance in the right hand column gives you more details about what you will need to tell us in your answers.

Section 1 - Your Club or Group

Please tell us about your club or group.

Question	Guidance
1. Have you contacted a Glasgow Life – Sports Development Officer?	Please answer Yes or No and provide the name of the officer you have spoken to about your application. Please email grants@glasgowlife.org.uk if you need details
2. What is the full name of your club or organisation?	This must be as shown on your constitution/governing document.
3. Please provide any links to your website and/or Social Media pages if you have them.	Please provide any links you have. This is not a condition of the award.
4. Please provide the address of your club or organisation's main venue.	Please provide the address of your club or organisation's main venue if you have one or where activities take place.
5. Tell us about your club or organisation	Briefly describe what community you serve, what activities you deliver and who attends.
6. Current Membership Breakdown	Provide current membership by age and gender

Section 2 - Main contact

Please provide details for your club or organisations main contact for this application.

Question	Guidance
7. Contact Name (in full)	
8. Email address	We'll use this if we need to get in touch with the main contact about the project.
9. Phone number	We'll use this if we need to get in touch with the main contact about the project.
10. Position in your club or organisation	Please note the position held with the club or organisation.

Section 3 - Your project

Please tell us about your project in this section. This is the most important section when it comes to making a decision about whether you will receive funding.

Question	Guidance
11. What is the name of your project?	The project name should be simple and to the point.
12. Tell us the location(s) your project will run in?	Detail the location(s) that you'll be running your project in.
13. When will your project commence if you're awarded funding?	Don't worry, this can be an estimate. Please note that we are not able to support projects that have already started.
14. When do you expect your project to be concluded?	Projects should be concluded within 12 months after the award has been confirmed. Please tell us your estimated end date.
15. Please provide the details of your project?	<p>Here are some ideas of what to tell us about your project:</p> <ul style="list-style-type: none">• What you hope to do?• Who will benefit from it? E.g. the number and diversity of participants? (e.g. is your project aimed at a specific group of people in your community or is it open to everyone?)• How you'll make sure people know about it? <p>You can write between 50 and 300 words for this section.</p>

Question	Guidance
16. Why are you running your project and what impact will your project have on the local community?	<p>Our aim is to support clubs and groups to provide inclusive and sustainable opportunities, that encourage individuals of all ages and abilities to engage in physical activity, improve their health and positively contribute to the overall well-being of communities in Glasgow.</p> <p>You may have already covered some of this in the question above but this is an opportunity to really sell why you have chosen to run your project e.g.</p> <ul style="list-style-type: none"> • Why the project is needed? • Impact on activity levels of participants as a result of the project? • What difference it will make to your club or group and on the local community(ies) <p>You can write between 50 and 300 words for this section.</p>
17. Approximately how many people will your project get activity?	<p>Provide an estimate of how many people you aim to get active through your project</p>
18. How will your project contribute to Active Glasgow – The Physical Activity and Sport Strategy for Glasgow	<p>Please tick to priority that you think fits your project best and provide a brief summary of how your project will contribute.</p> <p>Choose from the priorities below:</p> <ul style="list-style-type: none"> - Communities, place and spaces - Active Travel - Sport and recreation for all <p>More information: Active Glasgow - Physical Activity and Sport Strategy </p>

Section 4 – Project Costs

Please provide an overview of the costs involved in this project.

Question	Guidance
19. Funding Breakdown	<p>Please tell us the total cost of your project and confirm how much funding you are requesting from the Get Active Glasgow Fund</p>
20. Breakdown of Project Costs	<p>Please input information on items or activities with a description and quantity as well as projected cost.</p>

21. How will you ensure the projects sustainability after the funding period ends?	Provide some details about how you will sustain activity, this could be integration into wider club or plans to self-fund.
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Section 5 – Supporting Documents and Declarations

To ensure that we can consider your application, please ensure that you have uploaded the following information:	Checkbox
Governing Document (e.g. Constitution)	<input type="checkbox"/>
Proof of suitable bank account (e.g. bank statement in the organisation's name)	<input type="checkbox"/>
Optional - Provide any supporting documents (e.g. community consultation or planning documents)	<input type="checkbox"/>

In order to submit your application, you will need to agree to our terms and conditions.

Question	
I confirm the information in this application is correct and that if anything changes I will contact Glasgow Life - Sport	Tick to agree
I give permission for Glasgow Life - Sport to contact me by phone, mail or email regarding this application	Tick to agree
I will ensure that my organisation uses this funding for the activities stated in this application.	Tick to agree
I will complete Monitoring and Evaluation Reports, including and End of Project survey while encouraging project participants to complete a survey to monitor their experience	Tick to agree
I confirm that Glasgow Life - Sport may use the information provided on the Glasgow Life website, social media and reporting documents	Tick to agree
I confirm that I have read and agree to the terms and conditions and data privacy notice for this funding application	Tick to agree
I will add my club and project to the online Glasgow Life - Sport Activity Finder	Tick to agree