

## **Mayor's Cup 2017 tournament Grant Awards guidance notes**

### **Aims of the Mayor's Cup Grant Awards**

- To identify a fair and transparent process which the authority can make available funds that are surplus after the tournament.

### **1. Purpose of this guidance note**

- 1.1. These guidance notes set out how the Mayor's Cup Grant Awards will be managed. It provides clear guidance to those involved in the administration of the scheme, provides a transparent process to ensure grant allocations are carried out fairly and openly, and gives those applying further information on the selection stages involved.

### **2. Applications**

- 2.1. The Mayor's Cup Grant Awards application scheme. This means that in order to be considered for an award, a football club or community football organisation based in Tower Hamlets and serving its residents must apply by either email submission using the application form supplied by the council or hard copy application form by postal submission.
- 2.2. Priority will be given to applications from groups, who have not previously been in receipt of the award

### **3. Eligibility criteria for participation**

- 3.1. Please carefully read section 10 (**Grant Eligibility**) of the application form to ensure your application complies with points 1 to 5.
- 3.2. Applications can be made by football clubs based in Tower Hamlets or by community football organisations based in Tower Hamlets and providing services for its residents except those excluded under the general exclusions set out below.
- 3.3. Clubs applying will be required to enter at least one team in 2018 Mayor's Cup football tournament if successful in their grant application. Subject to extenuating circumstances, clubs that do not enter a team will be required to repay any grant funding in full.

#### **3.4. General exclusions**

- 3.4.1. Football Clubs/Community Football organisation that are not constituted.

- 3.4.2. Football clubs/community football organisations that do not have a club bank account.
- 3.4.3. Football clubs/community organisation who are not affiliated to their sport's National Governing Body (NGB).
- 3.4.4. Football clubs/community organisations that have not been established in Tower Hamlets for more than 3 years. Over 3 years would indicate a proven track record of community based service.
- 3.4.5. Any football/community football organisation club in which a member of the selection panel, Mayor's Cup Advisory Board, Sponsors or current employee of Tower Hamlets council is actively involved.

#### **4. Submission of applications**

- 4.1. The opening and closing date and time for submission of applications will be announced through \*Our East End (11 December 2017 issue, copy to Editor by 1st November 2017), the council's website and the My Tower Hamlets subscription service. They will be as follows;
  - **Opening: 8 January 2018**
  - **Closing: 19 January 2018 @ 5pm**
  - Please note that there is no requirement to open the application process earlier than stated, but because Our East End is a quarterly publication, the grant has to be publicised before the due date in this instance.
- 4.2. Only applications received during the above period will be accepted. Any submissions received after the closing date and time will not be considered.
- 4.3 The primary route for submitting applications will be through an online application form which is accessible from the council's website:  
[http://www.towerhamlets.gov.uk/lgnl/advice\\_and\\_benefits/grants.asp](http://www.towerhamlets.gov.uk/lgnl/advice_and_benefits/grants.asp)  
and submitted to the following email address:  
[third.sector@towerhamlets.gov.uk](mailto:third.sector@towerhamlets.gov.uk)
- 4.3. Alternatively, application forms for those who do not have access to the internet will be available on request from the council's Sports Projects Manager, who can be contacted on: 020 7364 2681.
- 4.4. Football clubs/community football organisation may only submit one application.

#### **The application form**

- 4.4.1. No applications other than those submitted using the application forms issued will be accepted. Incomplete forms will not be eligible to be processed.

- 4.4.2. Applicants must have obtained the permission of the football club/ community football organisation they are applying for and be able to provide the details of the club/community football organisation and how the club proposes to spend the award if they are successful.
- 4.4.3. Applicants must explain the application process to clubs/groups they represent (including the fact that the council will ask for evidence/proof of use of the award in line with what the application form states and also use their contact details to contact them directly).
- 4.4.4. If the applicant is under 18 years of age on the date of the application, the applicant must inform his or her parent/guardian of their intention to apply and obtain the parent/guardian's consent to do so.
- 4.4.5. Applicants are responsible for providing correct details for the clubs/community football organisations they represent. Incorrect contact details will not be followed up and the council will reject the application if it is unable to make contact.
- 4.4.6. If more than one application is received for the same applicant/club/ community football organisations, only the first application received will be eligible for participation. Application forms submitted online to [www.towerhamlets.gov.uk/ignl/advice\\_and\\_benefits/grants.aspx](http://www.towerhamlets.gov.uk/ignl/advice_and_benefits/grants.aspx)
- 4.4.7. For postal applications, 9am on the day after the postal stamp will be considered the time of submission for all application forms, provided the form is received at the correct address prior to the published closing date. If more than one application with the same postal stamp is received, the Awards Administrator will draw one application.

## **5. Initial check of submissions**

**5.1** After the closing date: **week commencing 22 January 2018**

**6. Long listing process. Undertaken by council officers - week commencing 22 January 2018**

**7. Participant long listing and selection panel**

7.1 The selection panel's members' decisions are final and no correspondence will be entered into regarding their decisions. Applicants are asked as part of this guidance note to acknowledge and accept with full understanding that the 'the council, the selection panel or the sponsors will not be liable for any costs or losses howsoever caused in respect of your application or involvement in these awards'.

7.2 The criteria to be used to assess applications are:

- A written submission (no longer than 300 words), articulating how the grant money would be spent, in what time frame and how it would benefit the club/group and the residents of Tower Hamlets.
- The level of impact that the applicant clubs/community football organisations has had on community life and/or grassroots sports in Tower Hamlets as demonstrated by real and tangible changes to the lives of individuals.
- The extent to which the activities undertaken by the applicant group/club are innovative or address specific local problems rather than simply replicating what is being done elsewhere.

## **8. Applicant validation and declaration**

- 8.1. The Awards Administrator or his/her appointed representative will write to all successful applicants, advising them of the grant award allocated to them subject to stringent terms and conditions. Successful applicants may need to provide further details and will be asked to confirm in writing that they will adhere to the terms and conditions associated with the grant. If successful applicants are unable to or refuse to confirm the above, they will be removed from the selection process and someone from the reserve list will take their place.

## **9. Grant Award distribution**

- 9.1. Grant awards will be distributed to successful applicants at a ceremony to be arranged at a later date. All funding is transferred via BACS.
- 9.2. Successful applicants or their nominated representatives will be required to attend the grants awards reception in person from the council's named office at an agreed date and time.
- 9.3. Successful applicants will be required to sign a service level agreement confirming the partnership between the council and the applicant.

## **10. Data protection**

- 10.1. By submitting an application form, applicants agree to the personal data supplied to the council in connection with the application being processed in accordance with the terms of the Data Protection Act 1998. Applicants agree that this personal data can be used to verify the accuracy of information provided to the council and/or to investigate any matters in respect of a person's involvement with the Mayor's Cup Grant Awards.
- 10.2. Personal data about the applicant and the club/community football organisation provided through the application process will be held until 31 December 2018. The applicant or the club/community football

organisations may request to be removed from the application process, and their personal data deleted from the council's database, at any stage.

## **11. Publicity**

- 11.1. Successful clubs/community football organisations may be asked to participate in photo calls and other publicity activity. Any such participation would be subject to signing separate standard release forms as required by the council's communications department.

## **12. Equality of access**

- 12.1. The Mayor's Cup Grant Awards are open to all residents of Tower Hamlets, subject to the minimum age restriction and the general exclusions stated above. Age restrictions also apply in order to ensure that appropriate permission is sought from parents/guardians in cases where the applicant is under the age of 18.
- 12.2. The primary route for submitting applications will be via online to: [www.towerhamlets.gov.uk/lqnl/advice\\_and\\_benefits/grants.aspx](http://www.towerhamlets.gov.uk/lqnl/advice_and_benefits/grants.aspx) clubs/community football organisations who may not be able to access the internet will be able to request a hard copy form from the council's customer contact centre and return it to the Sports Projects Manager.
- 12.3. All applications will be assessed on merit only and selection panel members will only review nominations without any information about the individual. This will ensure that selections are conducted on the basis of the evidence only rather than in any way influenced by information about the nominee's identity.