

Applying for a Grant

This document is intended to provide you with some helpful pointers about some of the features that are available when filling in an online Application form.

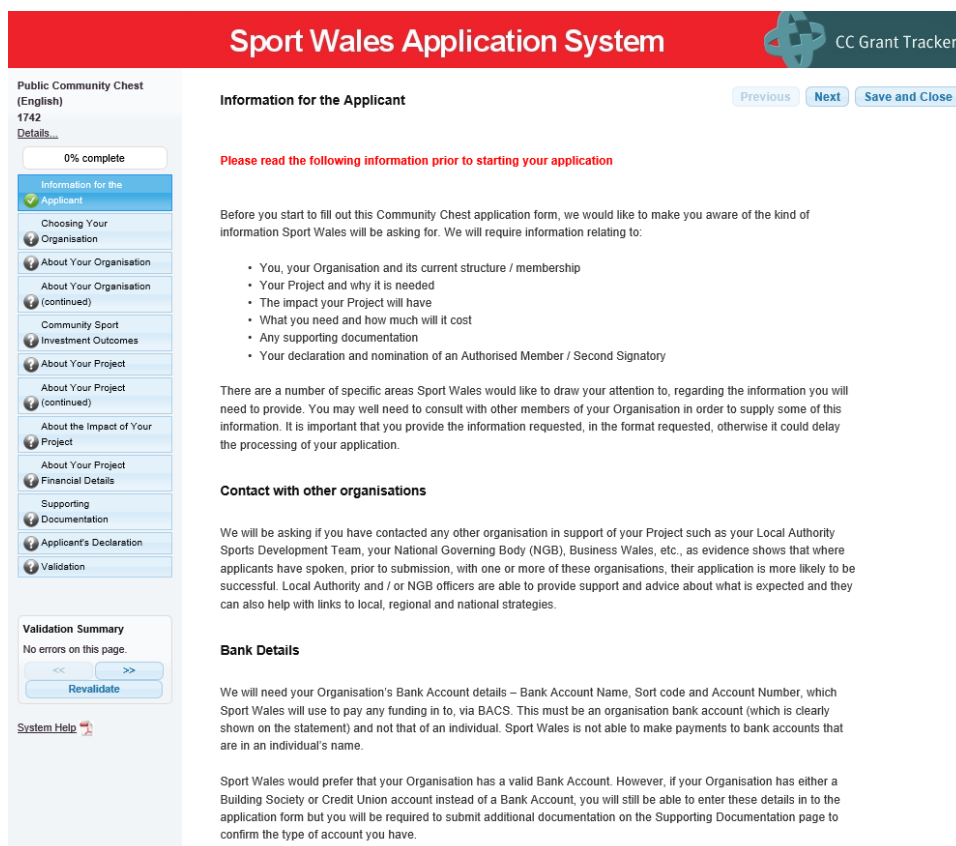
Funding Rounds

In the Sport Wales Grants Portal, when you choose the option to **Apply** you will be given the option to select a “Funding Round”. A Funding Round is used to apply for a specific type of Grant. You will only be able to apply for

- **Development Grant (English) or Grantiau Datblygu (Cymraeg)**
- **Community Chest (English) or Y Gist Gymunedol (Cymraeg)**

Important Information for Applicants

The first page on the application form contains important Information for the Applicant. Please take the time to read the information provided on this page as it is intended to help prepare you to fill out the application form



Sport Wales Application System CC Grant Tracker

Public Community Chest (English) 1742
 Details...
 0% complete

Information for the Applicant Previous Next Save and Close

Please read the following information prior to starting your application

Before you start to fill out this Community Chest application form, we would like to make you aware of the kind of information Sport Wales will be asking for. We will require information relating to:

- You, your Organisation and its current structure / membership
- Your Project and why it is needed
- The impact your Project will have
- What you need and how much will it cost
- Any supporting documentation
- Your declaration and nomination of an Authorised Member / Second Signatory

There are a number of specific areas Sport Wales would like to draw your attention to, regarding the information you will need to provide. You may well need to consult with other members of your Organisation in order to supply some of this information. It is important that you provide the information requested, in the format requested, otherwise it could delay the processing of your application.

Contact with other organisations

We will be asking if you have contacted any other organisation in support of your Project such as your Local Authority Sports Development Team, your National Governing Body (NGB), Business Wales, etc., as evidence shows that where applicants have spoken, prior to submission, with one or more of these organisations, their application is more likely to be successful. Local Authority and / or NGB officers are able to provide support and advice about what is expected and they can also help with links to local, regional and national strategies.

Bank Details


We will need your Organisation's Bank Account details – Bank Account Name, Sort code and Account Number, which Sport Wales will use to pay any funding in to, via BACS. This must be an organisation bank account (which is clearly shown on the statement) and not that of an individual. Sport Wales is not able to make payments to bank accounts that are in an individual's name.

Sport Wales would prefer that your Organisation has a valid Bank Account. However, if your Organisation has either a Building Society or Credit Union account instead of a Bank Account, you will still be able to enter these details in to the application form but you will be required to submit additional documentation on the Supporting Documentation page to confirm the type of account you have.


Validation Summary
 No errors on this page.
 << >>
 Revalidate


[System Help](#)

Help


Additional help & guidance can be found throughout the application for specific questions and for sections. It can be accessed by clicking on the  icon next to the question or section heading.

VAT

Are you registered for VAT? 

Yes No 

Are you able to claim back your VAT?

Yes No 

Project Costs and Funding Contributions

Project Costs

Please list and price each item included in your total project costs by clicking "[Add Project Costs](#)" and entering the details of the item in the box that appears. To add more items click "[Add Project Costs](#)" again.

For further help / guidance on how to enter project costs please click on the question mark icon above.


Please list clearly what you intend to spend the money on. Costs should be realistic and must be rounded to the nearest pound.

<u>Example 1</u>	<u>Example 2</u>	<u>Example 3</u>
Cost Type Equipment	Cost Type First Aid Courses	Cost Type Facility / Venue Hire
Item Description 5 x Set of Cones @ £11.95 each	Item Description 4 x First Aid Course @ £25.00 each	Item Description 20 weeks hall hire @ £6.00 per hour
Amount (£) 60	Amount (£) 100	Amount (£) 120

Note: If you CAN reclaim VAT then please do not include the VAT amount in the individual totals for Project Costs. If you CANNOT reclaim VAT then please include the VAT amount in the individual totals

[Close](#)

Mandatory fields

Mandatory fields or questions that must be responded to are indicated by the  icon at the end of the response field. You will not be able to submit your application until all mandatory questions have been responded to. (The Intelligent Fields screenshot below is a good example of how mandatory fields are indicated)

Intelligent Fields

There are certain fields, like National Governing Body, Local Authority, Sport, etc., which when you type in the first 2 to 3 characters will display a list of matching results, from which you can select the required option. If the list is too long then continue to type into the field and the list will reduce in size.

Affiliation to Representative Bodies

National Governing Body of Sport Affiliation ⓘ
Is Your Organisation affiliated to a National Governing Body of Sport?
 Yes No

National Governing Body
Please enter the first 3 characters of your National Governing Body and select the relevant option.
If your National Governing Body is not displayed then please select "Other"

ru

- Angling Cymru / Ffederasiwn Pysgotwyr Cymru
- Basketball Wales / Cymdeithas Pêl-fasged Cymru
- Canoe Wales / Canwio Cymru
- Cricket Wales / Criced Cymru
- Federation Disability Sport Wales / Ffederasiwn Chwaraeon Anabled Cymru
- Football Association of Wales (FAW) / Cymdeithas Bêl-droed Cymru
- Golf Union of Wales / Undeb Goff Cymru
- Snowsport Cymru/Wales / Snowsport Cymru / Wales
- Squash Wales / Sboncen Cymru
- Surf Life Saving Association (Wales) / Cymdeithas Syrffio Achub Bywyd (Cymru)
- Swim Wales / Nofio Cymru
- Table Tennis Association of Wales / Tabl Cymdeithas Tennis Cymru
- Tennis Wales / Tennis Cymru
- Tenpin Bowling Association of Wales / Tenpin-Cymdeithas Bowlio Deg Cymru
- Volleyball Wales / Volleyball Cymru
- Wales Rugby League / Rygbi'r Gyng rhair Cymru
- Welsh Amateur Rowing Association / Cymdeithas Rhwyfo Amatur Cymru
- Welsh Archery Association / Cymdeithas Saethyddiaeth Cymru
- Welsh Athletics / Athletau Cymru
- Welsh Badminton Union / Undeb Badminton Cymru

Affiliation to Representative Bodies

National Governing Body of Sport Affiliation ⓘ
Is Your Organisation affiliated to a National Governing Body of Sport?
 Yes No

National Governing Body
Please enter the first 3 characters of your National Governing Body and select the relevant option.
If your National Governing Body is not displayed then please select "Other"

rug


- Wales Rugby League / Rygbi'r Gyng rhair Cymru
- Welsh Rugby Union / Undeb Rygbi Cymru

Add Options

In the past when an applicant was asked to provide information using the paper based application forms it usually entailed entering that information into a fixed formatted table that was limited to a number of rows e.g. 5, and if that was not sufficient, then further details had to be provided on a separate piece of paper.

In order to remove this “limitation” the new online application form allows you to add as many rows of information as required. When information of this kind is required then an **Add...** option will be found and clicking on that option will allow you to enter a single entry into that table or grid. If you need to enter more rows then continue to click on the **Add...** option provided, for example if you want to add multiple Project Cost items onto your application then click on the **Add Project Costs** to add one Cost Item at a time. Every time you add an entry and save, it will be added to the table

Project Costs and Funding Contributions

Project Costs 

Please list and price each item included in your total project costs by clicking "[Add Project Costs](#)" and entering the details of the item in the box that appears. To add more items click "[Add Project Costs](#)" again.

For further help / guidance on how to enter project costs please click on the question mark icon above.

[Add Project Costs](#)

In this example clicking on **Add Project Costs** will display a new screen in order to enter the required information


Project Cost



Costs: Costs should be realistic and must be rounded to the nearest pound

Item Description: The item description should include the number of items and the unit price for each. For example, 5 x Set of Cones @ £12.00 each.


VAT: If you CAN reclaim VAT then please do not include the VAT amount in the individual totals for Project Costs. If you CANNOT reclaim VAT then please include the VAT amount in the individual totals

Example: For a set of examples please click on the question mark icon below


Cost Type 

Facility / Venue Hire  

Item Description


20 x Leisure Centre Hire for fitness training @ £15 per hour 

Amount (£)

300 

When you click [Save] or [Save and Close] you will return to the previous screen and your entry will be added to the table or grid displayed.

Project Costs and Funding Contributions

Project Costs 

Please list and price each item included in your total project costs by clicking "[Add Project Costs](#)" and entering the details of the item in the box that appears. To add more items click "[Add Project Costs](#)" again.

For further help / guidance on how to enter project costs please click on the question mark icon above.

Cost Type	Item Description	(£)		
Coach Education	1 x Rugby Training course - level 1 Girls @ £250	£250.00	Edit	Delete
Coach Education	1 x Rugby Training course - level 2 Girls @ £300	£300.00	Edit	Delete
Facility / Venue Hire	20 x Leisure Centre Hire for fitness training @ £15 per hour	£300.00	Edit	Delete
Instructor Fees / Costs	20 x REP's Fitness Instructor sessions @ £35 per session	£700.00	Edit	Delete
		£1,550.00		

[Add Project Costs](#)

If you click on [Add Project Costs](#) again then you can add another entry into the table/grid above.

You can change any entry you have made by clicking on the [Edit](#) option at the end of the row.

You can remove any entry you have made by clicking on the [Delete](#) option at the end of the row.

Step by Step Validation

The online Application form will “validate” the content of each page. The left hand panel, known as the Validation Panel, not only displays a list of the pages on the application form, the percentage of the Application form completed, but also the status of information provided on each page

The icon indicates that all of the required information has been provided for that page

The icon indicates there is missing or incorrect information on that page

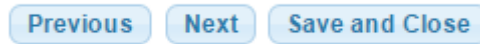
The icon indicates you have not yet reached that page and therefore its status is unknown

The Validation Summary for each page, which is directly below the list of pages, will display what is wrong for the particular page you are on

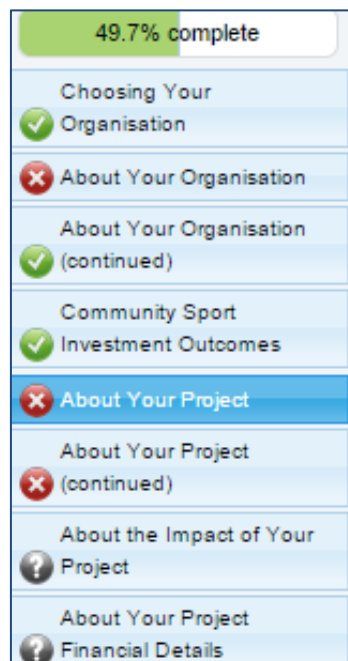
The validation status is automatically updated as you enter and leave a page on the application form. The Revalidate button, in the Validation Summary, can optionally be used to check a page for any problems before you leave it.

Navigating from Page to Page

There are various ways of navigating from one page in the application form to another. You can either use the Next and Previous buttons found at the top and bottom of each page,

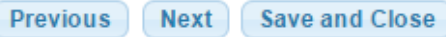


Or you can use the Validation Panel to click on the specific page required.



Saving your Application

You can Save and Close your application whenever you want and as many times as you want by clicking on the Save and Close buttons that appear at the top and bottom of every page.



You can return to your application form by selecting the **My Applications** option in the Sport Wales Grants Portal, clicking on the application in question and choosing the [Edit] option from the page displayed. **Note:** *You cannot edit an application once it has been submitted.*

Sport Wales Application System

Mr Ron John

Home

Apply

My Applications

My Co-Applications

My Approvals

My Grants

Manage My Details

Contact Us

Logout

Welcome to the Sport Wales Grant Management System, Ron John. You are now able to apply for Funding.

If you wish to apply for a new Grant then please click on the **Apply** option in the left hand menu.

If you wish to work with an existing Application then you can either click on **My Applications** in the left hand menu or you can click on the relevant links in the table below.

Please Note: In our experience Applications for Funding stand a better chance of being successful when the Project and subsequent application have been discussed in advance with your Local Authority Sports Development Officer and your National Governing Body.

31	unsubmitted funding scheme applications.	click here
4	submitted funding scheme applications.	click here

Mr Ron John

Home

Apply

My Applications

My Co-Applications

My Approvals

My Grants

Manage My Details

Contact Us

Logout

My Applications

You have 31 applications awaiting submission.

To view more details or to update an application please select it from the grid below.

New Application

To start a new application click here:

Reference	Round	Last Updated	Status	% Complete	
1674	Public Community Chest (English)	30 Sep 2015 14:58:56	Pre-Submission	0%	<input type="button" value="View"/>
1673	Public Community Chest (English)	25 Sep 2015 10:29:47	Pre-Submission	0%	<input type="button" value="View"/>

Mr Ron John

Home

Apply

My Applications

Public Community Chest (English) Ref: 1674

Application Details

View History

Journal

My Co-Applications

My Approvals

My Grants

Manage My Details

Contact Us

Logout

Application Details

Title Shake Up

Reference 1674

Status Pre-Submission

Total Requested .00

Lead Applicant Ron John

Organisation XYZ Sporting Club

Scheme Public Community Chest (English)

Funding Round Public Community Chest (English)

Created On 30 September 2015

Last Updated 30 September 2015

Validated

Current Role: **Lead Applicant**

Actions shown below are for your involvement as a Lead Applicant

Edit the application

Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

The Validation Page or Final page on the Application form

This is the final page on the application and it will indicate if there are any issues outstanding with your application form.

If there are, then it will display the name of the Page on which issue(s) still exist and also what the issue is. Issues are displayed in the form of hyperlinks, which means if you click on the link it will take you straight to the question that caused the issue.

Note: Some issues can only be resolved by the Sport Wales Grants Team, such as historical applications that are not at a “Closed” status in the Previous Funding section on the **About Your Organisation** page. These will prevent new applications from being submitted and as such it will require some administrative effort from Sport Wales to close any “open” applications.

Previous Funding						
If any previous grant applications are displayed in RED , or you would like more information on previous awards received by your organisation, then please contact Sport Wales on 0300 300 3111 before continuing with your application						
Grant Ref	Grant Type	Project Name	Award Date	Award Value (£)	Status	
638557	Development Grant (Pre-CCGT)	App ID 638557 Migrated XYZ Sporting Club	08/10/2002	8116.00	Closed	
1921459	Development Grant (Pre-CCGT)	App ID 1921459 Migrated XYZ Sporting Club	-	0.00	Closed	
2922185	Development Grant (Pre-CCGT)	App ID 2922185 Migrated XYZ Sporting Club	14/05/2013	10554.00	Complete	

If everything is OK with the application then you will be advised that you can [Save and Close] the application, which will allow you to [Submit] the application from the portal page you are returned to.

The Submit button will only be available for applications without any validation issues. If your application is “issue” free and you wish to submit your application to Sport Wales, then click on the Submit option on the right hand side of the Portal page you were returned to.

Title	WDRC Under 16's Girls Team
Reference	1732
Status	Pre-Submission
Total Project Cost	1550.00
Lead Applicant	Mr Jonathon Davies
Organisation	Welsh Dragon Rugby Club
Grant Type	Public Community Chest (English)
Funding Round	Public Community Chest (English)
Signatories	<p><u>Authorised Member</u></p> <p>Mr Bob Jones</p> <p>Confirmed participation Yes</p> <p>Signatory approval status Approved</p>
Created On	28 September 2015
Last Updated	30 September 2015
Validated	30 September 2015
Applicant Submitted	
Submitted On	

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.
Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
[PDF Formatting Problems?](#)

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Submit the application
To submit this grant application, please click on the 'Submit' button.
Please note: you will not be able to make any alterations to the application form once it has been submitted.

Delete the application
If you are sure you wish to delete the application form, please click on the 'Delete' button.
Please note: once an application has been deleted it cannot be recovered.

Note: Once you submit your application your second Signatory or Authorised Member will be e-mailed by the system requesting that they log into the Sport Wales Grants Portal and “approve” your application. Your application will not be sent to Sport Wales until they have completed this task.

Note: For Community Chest Applications, once your second Signatory or Authorised Member has approved your application it will be automatically e-mailed to your Local Authority Grants Officer.

Accessibility Options

The Sport Wales Grants Portal operates in accordance to AA Accessibility Compliance standards. You can adjust the Text Size and Colour Preference for the pages displayed by using the control panel located at the top of the page. The default colour preference is black text on a white background.



Yellow text on a Black background



Yellow text on a Blue background

sportwales
chwaraeoncymsu

Text size A A A | Color Preference C C C

Sport Wales Application System

CC Grant Tracker

Sport Wales Grant Application Login

Please log in using your e-mail address as your User ID plus the password supplied to you by Sport Wales
If you are not a registered User then please register online using the link provided.
If you have forgotten your password then please click on the "Forgotten Password" link below and your password will be emailed to you.

Existing users
Please log in to access your account.

Email

Password

Remember Me [Forgotten Password](#)

New users
Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked.

Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (up to 2 business day, or in exceptional circumstances this may be longer) following completion of your initial registration.

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White text on a Black background

sportwales
chwaraeoncymsu

Text size A A A | Color Preference C C C

Sport Wales Application System

CC Grant Tracker

Sport Wales Grant Application Login

Please log in using your e-mail address as your User ID plus the password supplied to you by Sport Wales
If you are not a registered User then please register online using the link provided.
If you have forgotten your password then please click on the "Forgotten Password" link below and your password will be emailed to you.

Existing users
Please log in to access your account.

Email

Password

Remember Me [Forgotten Password](#)

New users
Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked.

Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (up to 2 business day, or in exceptional circumstances this may be longer) following completion of your initial registration.

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