



5X30 Equipment Fund Guidance Notes



PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

The **5X30 Equipment Fund** aims to help with the costs associated with purchasing physical activity equipment for newly establishing groups or existing groups specifically aiming to attract new participants. Examples of the types of projects that are eligible for funding include:

- Purchasing badminton rackets and shuttle cocks for a new badminton club
- Purchasing gardening equipment for a community tree planting group.

5X30 Funding Criteria

- Please contact the 5X30 Community Activator in your area to discuss your project, before completing the application form
- The project must be within the Mid Devon, North Devon Teignbridge, Torridge or West Devon districts to qualify for funding.
- Support will normally be given to organisations rather than individuals (see next bullet point)
- In exceptional cases an individual may be funded, if it can be shown that the project will benefit other people and that there is a clearly demonstrated demand
- Organisations applying must be not for private profit making
- The 5X30 Project will require evidence demonstrating the success of the project (e.g. newspaper article, photograph)
- Organisations receiving a 5x30 funds are required to submit monitoring data to the 5x30 Project regarding participants benefiting from the monies.
- Applications for funding are only considered if applied for in advance of incurring costs. Retrospective applications cannot be considered
- Grants can only be paid through the bank account of an organisation

What level of funding is available?

Grants of up to a maximum of 80% of the total project cost are available or up to a total value of £100. Only 1 application to be awarded per year to a group/organisation.

When can I apply?

Applications can be received on an ongoing basis and will usually be assessed within 4 weeks of receiving the application form. The grant will only be paid when proof of expenditure has been demonstrated.

The grant is aimed at smaller community groups, therefore organisations with a regular annual turnover exceeding £30K may not apply.

How are grant decisions made?

The 5X30 Project Co-ordinator will initially assess the application. Projects that meet the criteria will require a visit from their local 5X30 Community Activator. This will enable the applicant to receive further support from the 5X30 Project. Applications are considered in detail by the 5x30 Project Team in consultation with the appointed 5x30 Management Group for a final decision. Applicants can usually expect to hear a result of an application within 4 weeks of 5X30 Project receiving the application.

What must be included with the application?

- Demonstration of the benefits to the local community
- Aims and Objectives of your organisation, or a copy of your governing document
- If you have been offered a grant from elsewhere – a copy of the offer letter

What is not eligible for the Equipment Fund

- One off physical activity sessions
- Projects that do not have a physical activity priority
- Loan repayments
- Projects that are not able to use their grant fund within 6 months from the date of the award letter
- Goods or services relating to physical activities/projects that have already commenced

SUPPORTING DOCUMENTS – please attach the following (if applicable) items in support of your application

- Aims & objectives of your organisation (if applicable)
- Project/organisation development plans, if you have them
- Any additional items that may strengthen your application
- Bank account details and who to make cheque payable to
- For monitoring purposes you may be requested to make available your most recent annual accounts.

The 5X30 Project looks forward to receiving your application

If you would like assistance in completing the application form, please contact the 5X30 Community Activator in your area. These are:

Mid Devon	Tel: 07891 189712
North Devon	Tel: 07969 685926
Teignbridge	Tel: 07969 687964
Torridge	Tel: 07837 663628
West Devon	Tel: 07891 193935



5x30 Project, Westbank, Farm House Rise, Exminster, Exeter EX6 8AT
Tel: 01392 824752 • Fax: 01392 823987

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