Exmouth Town Council

Sports Cub Improvement Application Form 2026-27

Exmouth Town Council recognises the significant value of Exmouth's sports clubs and their contribution to residents' health and well-being.

In Exmouth, the adoption of the Neighbourhood Plan enables Exmouth Town Council to receive 25% of Community Infrastructure Levy (CIL) receipts generated by new development within the town. This provides a locally controlled source of funding that can be directly aligned with neighbourhood-identified infrastructure priorities.

The Exmouth Neighbourhood Plan specifically highlights the provision of additional and improved sports facilities as a key priority to support the town's growing population. However, many national sports funding programmes require projects to be fully "shovel-ready", with confirmed planning permission, secured match funding and clear delivery timescales. These requirements can present a significant barrier for local sports clubs seeking capital investment.

CIL funding collected from new development is therefore being used to help deliver this priority, ensuring that growth contributes directly to enhanced local sports and recreation facilities for the benefit of the wider community.

The Sports Club Improvement Fund provides targeted support to local clubs to undertake essential pre-development work, helping projects to progress and strengthening future bids for external capital funding.

The grant is secured and administered within the framework of the Community Infrastructure Levy Regulations, representing an appropriate and proportionate use of developer contributions to mitigate the cumulative impacts of development and support the delivery of necessary local infrastructure.

Applications are considered by the Council's S106 & CIL Working Party, which meets quarterly in January, April, July, October and application forms should be returned to:

Lisa Bowman
Town Clerk
Exmouth Town Council
Exmouth Town Hall
1 St Andrew's Road
Exmouth EX8 1AW

Email: townclerk@exmouth.gov.uk
Tel: 01395 276167

Help and advice about making an application is available. Please contact the Town Clerk.

SECTION 1. CONTACT DETAILS

1a. Name of your organisation:

1b. Address where the project is, or will be based:

Address	
	Post Code:
Website:	

2a. Main contact for this application – this is someone in a management position who knows the organisation's activities and can ideally be contacted during normal office hours.

Title		First name(s)	
		Surname	

Position held:	
Telephone:	Email:

2b. Address for correspondence (if different from the address given in 1b above):

Address	
	Post Code:

Alternative contact name and details in case main contact is unavailable:

3. Do you have any particular communication needs (such as textphone, sign language, other language)?

SECTION 2. ABOUT YOUR ORGANISATION

4. Please indicate the legal status of your organisation (tick those that apply):

Unincorporated voluntary or community group		Charitable unincorporated association	
Local branch of a national organisation (see question 5)		Charitable Incorporated Organisation (CIO)	
Charitable company limited by guarantee		Awaiting Charity registration	
Trust		Other (describe)	

Charity Registration no:		Company no:	

5. If you are a branch of or related to a larger organisation, please tell us which one.
Please indicate what your relationship is with this organisation.

6. What are your organisation's overall aims and objectives?

SECTION 3: ABOUT THE PROJECT FOR WHICH YOU REQUEST A GRANT

This funding is intended for sports clubs and organisations to support pre-development costs, such as feasibility work, professional fees, surveys, and project preparation, helping schemes to progress towards being deliverable and ready for future capital investment.

7. Brief description of your project:

8. What do you expect to achieve through use of the grant?

SECTION 4. GRANT REQUESTED

9. Sum requested as a grant from Exmouth Town Council, in words and figures. Please note that the **maximum** amount of grant which will be considered is £10,000.

	£

10. Breakdown of the total budget of the activity for which you are seeking funding:

EXPENDITURE	
a.	£
b.	£
c.	£
d.	£
e.	£
Total Expenditure (equal to sum of above 5 lines)	**£**
INCOME	
f. Income from this grant (as in 15 above)	£
g. If the total costs of your activity are greater than the amount you are requesting from Exmouth Town Council, please tell us how you will fund the rest of the activity. Income from other grants (specify from whom, and whether secured yet) • Other local authorities (please specify which) • Central government • Health authorities • European Funds • Companies / trusts • National Lottery • Other grants – please specify from whom	£
h. Income from fees, charges etc	£
i. Income from fundraising activities	£
j. Income from other sources – please specify which	£
Total income (equal to sum of lines f, g, h, i and j above)	**£**

11. What contribution (financial and / or in kind) if any, are you making towards this activity from your own resources?

SECTION 5. DOCUMENTS AND ACCOUNTS

12. INSURANCE – Please provide evidence of current:

- Public Liability Insurance covering a minimum of £2 million
- Employer's Liability Insurance, if you are employing staff

If your insurance cover is provided by another organisation, for example through a group scheme, you must provide their name and address.

13. ACCOUNTS – You must provide a copy of your audited accounts for the latest complete financial year. If the period covered by these accounts finished before 31st March 2026, or if the accounts have not been audited, or if your organisation has recently been established and you are unable to provide audited accounts, please provide a written explanation:

14. Please provide a copy of the following financial information about your organisation's most recent accounts:

Name of Bank or Building Society:	
Account/s Name/s:	
Account/s Number/s:	
Sort Code/s:	
Address/s:	
Post Code:	Telephone:

15. Please provide the details of two unrelated signatories to the above account, who can approve withdrawals:

Signatory one (print):
Role in Organisation
Signatory two (print):
Role in Organisation:

16. What level of reserves (savings) do you hold and for what purpose?

17. **Agreement and Undertaking**:

Please read this section carefully before signing. It is your responsibility to ensure your application is properly presented.

- Please ensure you have completed every part of this application form. Omissions of vital information in your application may lead to it being rejected.

- Please ensure that all the necessary supporting information and documentation is provided with this application form. If there are missing documents by the submission deadline date it will lead to the application being refused.

- By signing this agreement you undertake:

Data Protection Act – Exmouth Town Council will use the information provided on the application form and supporting documents during assessment and for the life of any grant awarded. In addition, the information and supporting documentation will be used in the analysis of the Council's grant process and for our own research. The Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the Council's funding programme works and the effect they have. The Council recognises the

need to maintain the confidentiality of applicants and their details will not be made public in any way, except as required by law.

Freedom of Information Act - The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act the Council will release it, subject to exemptions; although the Council may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

18. **Declaration**:

I the undersigned agree:

i. to utilise any grant from Exmouth Town Council solely in connection with the activity described in this application form. If for any reason the grant is unused it will be repaid before the end of the twelve-month grant period
ii. to keep the appropriate officer of the Council informed of any proposed changes to the activity, the organisation's manager or changes in contact details
iii. to recognise Exmouth Council in any and all literature related to the activity.
iv. to provide the Council with information which will enable the Council to monitor achievement of the stated outcomes. I understand that, if successful in my application, my organisation will be required to provide a report for the Annual Town Meeting.

If the activity which this application relates to involves children, young people or vulnerable adults, I confirm that the appropriate CRB checks will have been obtained for all volunteers, staff and management committee members in direct contact with children, young people or vulnerable adults by the date that the funding of the project is due to commence.

The application form must be signed by the chairperson of the organisation or someone in a similar position. **This should not be the same person as the Main Contact in Section 1.**

Title:	First name(s):	Surname:

Position within the organisation:	

Home/business address:

	Postcode
Phone	Email

Declaration

The Council will take your signature on this form as confirmation that you understand the obligations under the Data Protection Act 2018 and the Freedom of Information Act 2000 and that you accept that the Council will not be liable for any loss or damage to you in fulfilment of our obligations under the relevant law.

Signature: _____ Position _____

Date: _____

Application checklist:

Please check that you have enclosed

A copy of audited accounts and annual report	
Bank statements covering the last three months	
A copy of your organisation's Constitution (if applicable)	
A copy of your organisation's Terms of Reference or Articles of Association (If applicable)	
A copy of the certificates of employer insurance (if applicable)	
A copy of the public liability insurance	
A copy of certificates building/contents insurance (if applicable)	
If your service/activity involves children, young people or vulnerable adults, you are required to verify that DBS checks will have been made by the date that the grant is due to commence by signing the above Declaration. You are also required to submit the following policies for your organisation: Child Protection Policy and Vulnerable Adult Policy.	

If you have any additional information that you would like to add to this application, please attach it to this application form.

FOR OFFICE USE ONLY	
Date received:	
Date of Finance Committee Meeting	
Total funding allocated	£