



**BowlsCymru**  
**BowlsWales**

# SUPPORT AND GUIDANCE

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## **BowlsWales- Innovation Fund.**

In recognition of the effect that COVID-19 has brought on the sport and leisure sector, the Welsh Government has provided additional funding to support the sector in its greatest need. The fund is intended to provide essential support to sports clubs and organisations, independent providers and sporting events who have all faced significant challenges during the crisis and continue to be severely impacted.

The way we choose to use this investment and, subsequent progress towards identified priorities, will be monitored through quarterly accountability discussions between Sport Wales and BowlsWales as its National Partner.

In order to provide the widest possible opportunity to maximise the benefits from this additional funding, BowlsWales have decided to allocate the fund in three ways:

- £5,000 to fund BowlsWales Projects (which can deliver opportunities for all codes)
- £35,000 to fund two specific initiatives:
  - Projects put forward by National Governing Bodies
  - The Bowls Innovation Fund – open to ideas from anyone with innovative ideas to further develop and support Bowls in Wales. \*

We will be particularly interested to receive collaborative bids that cross codes, involve numerous parties or involve community engagement. For each of these, bids to the fund will need to demonstrate how they align to the criteria set out by Sport Wales and show a level of accountability for the investment.

<ul style="list-style-type: none"> <li>• <b>Better understand the needs and motivations of individuals who already take part in sport and leisure or who would like to do so. And using this insight to guide their delivery.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attend to the needs of young people, challenge sub-optimal traditional practices and innovate to ensure that everyone can enjoy and has the opportunity to progress in sport and leisure.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure that sport is open to everyone to enjoy a great experience. We will see a step-change in partners' approach to understanding and tackling the barriers to sport becoming inclusive.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Harness the power of the collective as we have done throughout this period. National Governing bodies and National partners working together, economies of scale at local level and an acceleration towards regional sport partnership delivery.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Act responsibly, both to ensure a safe return to sport but also to ensure that we build for future generations to fully enjoy the benefits of sport.</b></li> </ul>

The criteria (above) apply to all of Sport Wales partners with the expectation and trust that they invest in their given sports to bring about innovative ideas and develop the sport.

## Assessment Criteria:

Clubs will need to demonstrate:

- Need – there is a clear financial need, and the fund is required to make the project/ areas happen.
- Innovation - ideas to further develop and support Bowls in Wales
- Sustainability – planned approach to recover and strengthen the business, with the ability to adapt and attract additional income sources.
- Impact - the potential results of investing, showing commitment to inclusion, diversity and the development of the game.
- They meet the eligibility criteria as outlined below.

### **Who can apply?**

Any bowls club affiliated to their National Governing body which meets the criteria and conditions of the grant. Any unaffiliated clubs, please get in touch with BowlsWales for further discussion.

### **Ideas of what this funding could be used for:**

Applications can also consist of more than one funded area:

- Improvements to the way services are provided, for example moving onto digital platforms
- Diversification – offering additional services to increase income.
- Improving governance and facilities to encourage greater appeal to new audiences. E.g. families, disability access, high performance, females etc.
- Ways to keep vulnerable and under-represented groups, including young people engaged with Bowls and your club to support their retention and wellbeing.
- Any project that would increase access, engagement and secondary income from the local community.

### **What this fund cannot be used for:**

- Loss of bowls-related income, including green fees, facility hire, membership subscriptions, coaching, food & beverage, affiliations, wages etc.
- Covering lost income from ancillary areas of the business which are not directly linked to bowls,(i.e. weddings, conferences, etc.).
- Areas already covered under Government Business Support Schemes.
- Replacing or duplicating other already committed external funds.

### **How much can each club apply for?**

The total amount of funding available is £35,000.

The Innovation Fund is limited, and we expect demand likely to be high. It is unlikely we can support all applications; however, a fair application and assessment process has been put in place

Therefore, clubs are asked to carefully consider the amount they wish to apply for before applying for The Innovation Fund.

Clubs will need to make a contribution of 10% towards grants over £1,000.

Funding will be paid in one instalment upon approval of application and receipt of a signed Service Level Agreement from the club/facility.

Applicants may be offered a lower amount than requested and will have the opportunity to accept or decline.

BowlsWales intentions are to invest the monies into the sport, providing applications meet the criteria set out. Any underspend from one area of the fund may be utilised in other areas of the fund depending on demand.

## **How to apply**

Clubs can apply online via the Innovation Fund Application form and must use this document as guidance to help prepare answers for the application. Clubs can find the application form on the BowlsWales website which can be submitted via email to [enquiries@bowlswales.com](mailto:enquiries@bowlswales.com)

Additional documentation may be requested as well as a minimum of 3 quotations for capital projects.

## **Proposed Timeframes**

- Promotion to club's W/C 6<sup>th</sup> April 2021
- Deadline for applications is Friday 14<sup>th</sup> May 2021
- All applications will be agreed by the BowlsWales panel (to include 1 board member, BowlsWales Staff, NGB Representation, Sport Wales and Independent member)
- Applicants will receive notification as to whether they have been successful via email W/C 7<sup>th</sup> June 2021
- BowlsWales will distribute grants as soon as practically possible
- Project completion and reporting to be received 1<sup>st</sup> March 2022 (although reporting will be required at several intervals throughout the year)

## **Eligibility Criteria & Conditions**

### **Criteria**

All bowls clubs applying must meet the criteria outlined below to qualify:

1. Affiliation to their National Governing body. Any unaffiliated clubs, please get in touch with BowlsWales for further discussion.

2. Have a fit for purpose Equality & Diversity Policy in place or are committed to having one by (template and support available from BowlsWales).
3. Demonstrates a commitment to growing the game and long-term sustainability, through engagement with relevant initiatives.
4. A clear commitment to reviewing and implementing good governance practice.
5. Adheres to legislation and government guidance relating to COVID-19.
6. Provide 3 quotations for capital projects (where possible) with the application.

## **Conditions**

1. The selection process will be at the discretion of BowlsWales. Applications will be assessed against the Assessment Criteria and must meet the eligibility criteria outlined above.
2. Applicants may, at the discretion of BowlsWales, be offered all or part of the amount requested.
3. Any requested additional documentation must be provided to BowlsWales prior to the funding being awarded.
4. Any information provided on the application and any subsequent documentation requested will only be used for the purposes of administering, monitoring, and evaluating The Innovation Fund.
5. The bowls club must declare if they were in receipt of any other Covid-19 grant or loan funding.
6. The bowls club must be able to demonstrate that it has a viable future and must submit the financial information requested in the application.
7. Incomplete or incorrect claims (including claims without full supporting documentation) will not be considered.

8. All successful applicants will need to complete a Service Level Agreement to accept The Sustainability Funding offer being made and will be requested to provide BACS payment information.
9. Funding should be spent within the agreed timeframes detailed in the Service Level Agreement. Any amendments to this should be discussed with BowlsWales, with written approval given.
10. All funding awards will be paid by BACS directly into the nominated club or facility business account.
11. If funds are not allocated or spent, BowlsWales has the right to request that a full or partial repayment is made.
12. Any funding returned will be made available to other clubs.
13. To understand how this funding has been utilised, BowlsWales will request a project completion report and further reporting may be required at intervals. In addition, applicants may be asked to support in the production of a case study or other promotional piece. The report and case studies will be shared with NGB's.
14. Clubs can only submit one application for The Innovation Fund.
15. Signatories on behalf of applicants must be 18 or over. If the lead or secondary contact changes, BowlsWales must be notified.
16. Changes to a successful application must be approved by BowlsWales and NGB'S in writing.
17. Funding cannot be claimed in retrospect.
18. Clubs will need to make a contribution of 10% towards grants over £1,000.



## **Guidance Notes**

### **Section 1**

There must be two contacts provided on the application form.

After the application, any email correspondence regarding The Innovation Fund will be sent directly to the Lead Contact, copying in the Secondary Contact & main email address we hold for the Club/Facility.

Any postal correspondence will be sent directly to the club or facility for the attention of the Lead Contact and Secondary Contact.

### **Section 2**

Here is where you include general information about your club or facility. This information will not affect your eligibility for The Innovation Fund.

Q2.7 If unsure of the breakdown of staff and volunteers, please estimate

### **Section 3**

Here is where you are asked about your basic membership numbers. This information will not affect your eligibility for The Innovation Fund.

### **Section 4**

This is the criteria for the Innovation Fund.

For further details on Equality & Diversity contact the BowlsWales Team.

### **Section 5**

Here you will be asked for details on what you are requesting, what this will be spent on, why it is required, the proposed impact and what you are doing to support future sustainability.

Q5.1: List the name or names or the areas or projects you are seeking funding for

Q5.3: Details should be provided on what this funding will be utilised for and provide relevant information along with how much funding will be allocated to each. Please include as appropriate, any other contribution being made, for example match funding or in-kind - please ensure this is separate from the requested amounts.

Q5.4: Use this box to detail why the idea/s will further develop and support Bowls in Wales

Q5.5: This question gives you the opportunity to explain what difference this funding will make and what the desired outputs and outcomes will be. What is it you want this funding to achieve and who will benefit?

Please include any specific metrics as appropriate. If you are requesting funding for multiple areas, please provide appropriate details for each.

Q5.6: Use this question to describe how your club or facility intends to support the future sustainability of their proposed funded areas.

## **Section 6**

This section aims to assess financial need of your club or facility

Q6.1: Please explain how COVID19 has affected your business and created a financial need. This may include reductions in Bowls related income, impact upon financial reserves and financial viability. Secondary impacts to your business because of lost revenue and time closed. Additional costs which have come about because of the COVID-19 outbreak. What difference will this additional funding make to your business?

Question 6.1 will be assessed as part of the Selection Process.

Questions 6.3 This section can be utilised for any other relevant information which supports your application for the Innovation Fund.

## **Section 7**

This section is the sign off and review section. Please ensure to sign and date, confirming you have read all of the supporting information.

For further support or enquiries please contact BowlsWales on;

Sophie Hancocks – [Sophie.hancocks@bowlswales.com](mailto:Sophie.hancocks@bowlswales.com)

Claire Joll – [Claire.joll@bowlswales.com](mailto:Claire.joll@bowlswales.com)

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