

Guidance and Criteria for Clubs

The Canoe England Capital Grants Programme (CECG) has been established to help both Canoe England and its affiliated Canoe Clubs to provide better facilities for their members in accordance with the Canoe England 2009-2013 Development Plan. This programme is similar to our previous funding stream – the Community Club Development Programme (CCDP) except that CECG money **MUST** be spent in the financial year stated in any bid.

CECG applications will be measured against the criteria below. Canoe clubs who are considering applying for CECG are recommended to score themselves based on the criteria below and use this guidance to understand the requirements of your club if your bid is successful.

Once successful in your application, Canoe England will require documentation to support your application prior to your club receiving funding. The following pages outline the criteria which these documents relate to. It is advisable to plan ahead to ensure that your club will be able to provide this evidence.

The CECG website provides templates and information in order to provide support to your club. If your club feels they need additional support, please let us know so that we can develop this website further and ease the application process for your club. Further support is available on www.canoe-england.org.uk/facilities/canoe-england-capital-grants.

The following criteria must be in place for all CECG applications:

Criteria	Details	Support Available
• Local Authority Planning Permission or Consent	If your project requires consent you must have this granted and received before you apply for CECG.	Officer Support
• Environment Agency Land Drainage Consent	If your project requires this consent, it must have been granted and received before you apply for CECG.	Officer Support
• Affiliated Canoe England Canoe Club	Your club must have up to date membership with Canoe England.	CECG Website – membership information

Ultimately, Canoe England are looking for a robust deliverable project which is deliverable within a tight timescale and fits into both Canoe England and Sport England funding stipulations. Value for money will have considerable impact on funding decisions (including partnership funding; current and potential membership; and value of the requested amount).

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Criteria	Details	Support Available
<ul style="list-style-type: none"> • Target Groups 	<p>The impact of the project on your club, the local area and the sport will be considered by the CECG panel – does your club have/have plans for any outreach programme? One condition of receiving a Canoe England Capital Grant will be for your club to submit current statistics as well as targets for up to a 5 year period. Annual statistics will be requested every November.</p>	<p>Paddlesport Development Officer support on target setting & data collection (refer to CECG Website)</p>
<ul style="list-style-type: none"> • Clubmark Accreditation 	<p>As a condition of the CECG funding, your club should have achieved either Clubmark, Top Club or Top Club Gold. Clubs must ensure they maintain this accreditation through their annual inspection. If your club is yet to achieve this, you will be expected to have achieved the accreditation within 12 months of funding acknowledgement.</p>	<p>CECG website – links to Clubmark resources and Paddlesport Development Officer contacts.</p>
<ul style="list-style-type: none"> • Letters of Support 	<p>To demonstrate local support for your project, as many letters of support are required. At least two are required, or which one should be from your County Sports Partnership.</p>	<p>CECG website - links to County Sports Partnership contacts.</p>
<ul style="list-style-type: none"> • Club Development Plan – 3 years 	<p>Although included in your Clubmark accreditation, your club will need to provide a development plan with targets for the next three years minimum. This should include your plan for income and expenditure throughout this page (<i>see business plan</i>). Canoe England will consider how your plan contributes to the Canoe England 2009 -2013 development plan in terms of grow, sustain and excel (<i>see website</i>).</p>	<p>CECG website - links to Paddlesport Development Officer contacts.</p>
<ul style="list-style-type: none"> • Club Constitution 	<p>In order to satisfy Sport England requirements, clubs must ensure that their Club Constitution is up to date and appropriate – paying particular attention to the club position post completion of the project.</p>	<p>Template 1 (CECG website)</p>

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<ul style="list-style-type: none"> • Business Plan 	<p>As outlined in your Club Development Plan, clubs will need to identify plans for income and expenditure over a three year period in relation to your targets – ie how much money will your raise from members etc and where will it be spent.</p> <p>In addition, clubs will need to provide an income and expenditure profile for the facility post completion which includes funds for renewal and repair works.</p>	<p style="text-align: center;">CECG website</p> <p style="text-align: center;">Template 2</p>
<ul style="list-style-type: none"> • Strong development team 	<p>Canoe England are looking for a strong team to move your clubs project forward. This should be a minimum of three people who can carry your project to completion.</p>	Officer Support
<ul style="list-style-type: none"> • Programme of Use 	<p>This should detail the planned usage for sessions and events, including any annual events.</p>	Template 3 (CECG website)
<ul style="list-style-type: none"> • Tender documentation 	<p>Clubs must obtain Sport England approval for the tender documents before they are issued to potential contractors. This is to ensure the specifications meet Sport England technical requirements. Approval should be done through Canoe England.</p>	<p style="text-align: center;">CECG website -contact for lead officer</p> <p style="text-align: center;">Template 4</p>
<ul style="list-style-type: none"> • Partnership Funding 	<p>Your club should have as much partnership funding as possible – preferably 50-60%. Your club should also consider whether a contribution is possible from your own funds.</p>	Officer Support
<ul style="list-style-type: none"> • Site Profile / Security of Tenure 	<p>Applicants must have a freehold; leasehold or license as security of Tenure on the facility. Clubs should consider the impact of their project in raising the profile of canoeing. Are you on a site which has water immediately adjacent that is available all the time?</p>	Officer Support