



Member Body Support Programme

The Member Body Support Programme Fund is available to Full and Club Member Bodies to apply to **horsescotland** for funding for a variety of different projects.

It is designed to assist **horsescotland** in the delivery of its core operating functions by working with Member Bodies and Clubs to achieve the key outcome of increasing levels of participation by supporting projects that:

- Educate & Develop Officials
- Educate & Develop Volunteers
- CPD Opportunities for Coaches
- Cross sector Education
- Increase Participation
 - o Fun/ Open Days
 - o Grassroots Training Days/ Camps
- Support Talent Development
 - o Development Competitions
 - o Training Days/ Camps

Information about previous projects supported can be found online at:

<https://www.horsescotland.org/member-body-support>

Application Deadline dates:

Submission Deadline Date	Board Meeting Date
18th January 2024	1 st February 2024
14th March 2024	28 th March 2024
25th April 2024	9th May 2024
23rd May 2024	6th June 2024
22nd August 2024	5th September 2024
3rd October 2024	17th October 2024
21st November 2024	5th December 2024

Application forms must be submitted prior to the project start date and by the submission deadline to allow the Board to consider your application and make an informed decision at the next board meeting. Each application will be considered on its own merits.

Who can apply?

Eligible applicants are **horsescotland** Full Members and their Member Clubs through the Member Body as well as **horsescotland** Club Members.

Applications should be submitted by the Member Body Chair or designated Lead Contact. All communications regarding applications, including decisions will be sent to the person who submitted the application. Any agreed funds will also be sent to the Member Body upon completion of the project review.

How often can I apply?

There is no limit to the number of times an eligible applicant can apply to the programme each year.

What level of funding is available?

horsescotland can provide match funding for the project up to 50% of the overall eligible costs and the applicants are required to provide the remaining 50% of the eligible costs. All ineligible costs, detailed in the next section, are the responsibility of the project and must not be included in this submission.

Where travel costs are eligible we will pay 45p per mile when a private car is used.

Are there any ineligible costs?

The programme does not fund:

- Equipment – but we can endorse Awards for All application for equipment – <https://www.biglotteryfund.org.uk/global-content/programmes/scotland/awards-for-all-scotland>
- Promotional Materials
- Lanyards etc
- Catering/ Refreshments
- Gifts
- Clothing / Kit
- Coaching qualifications
- Any paid staff / wages
- Travel for paid staff or travel which would normally be covered by the Member Body
- Private venue costs (facilities must be fully insured)

These costs should not be included in an application.

Retrospective Payments

All applications must be received for Board consideration ahead of the project itself. Board Meeting dates and submission deadlines are available in the table above. No retrospective payments will be made for projects that have already taken place.

Coaches

Any coaches involved in running the project must have the appropriate qualifications and insurance. These are:

- Recognised Coaching Qualification
- Valid insurance
- **sportscotland** Child Wellbeing and Protection in Sport or BHS Safeguarding for Equestrians Scotland
- First Aid (we recommend the First Aid at work qualification)
- PVG check completed by the applying body (if applicable to the audience)

To ensure this is the case, any coaches will need to appear on:

- **horsescotland** Coaches Register
or
- Member Body Coaches Register – evidence maybe required

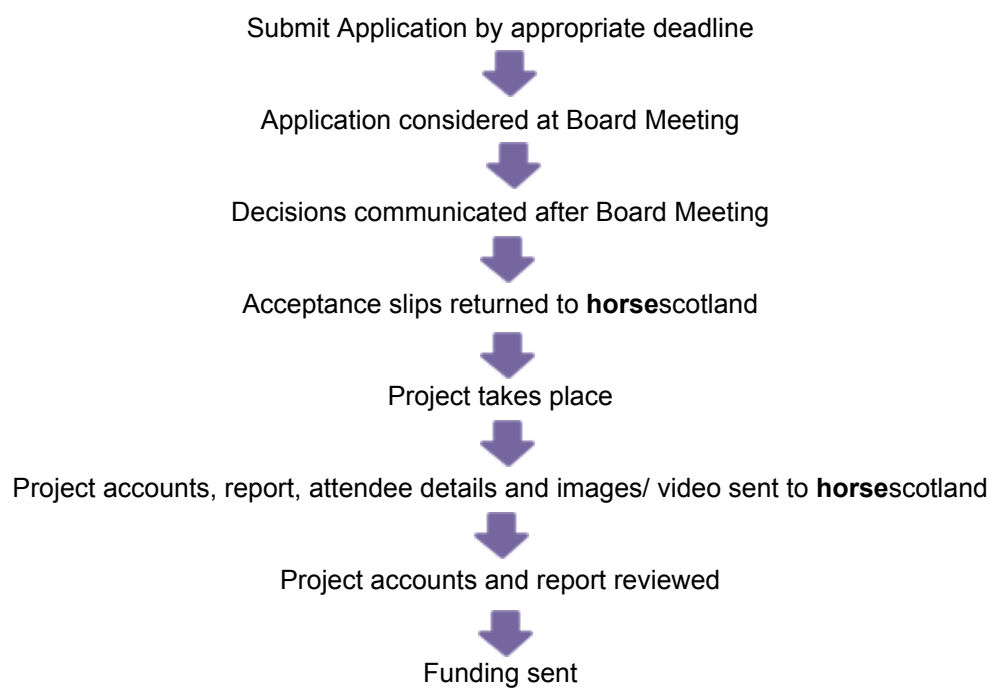
The **horsescotland** Board reserve the right to review coaches not on either register on an individual basis.

Conditions of the Award

If your application is successful there are conditions that must be met before funds will be released, these are:

- To highlight to all attendees that it was funded by **horsescotland**. The **horsescotland** logo must appear on any promotional/ booking materials and **horsescotland** must be acknowledged in any press articles or publicity relating to the project.
- **horsescotland** banner should be displayed at the event
- **horsescotland** have the opportunity to be represented at the event
- To be prepared to outline the project at the **horsescotland** AGM or other relevant events, for example, Parliamentary Reception, Conferences, etc. at the request of **horsescotland**
- To provide project accounts, a project report, attendee details. Where possible images/video and consent should be provided for **horsescotland** to use for promotional and publicity purposes.
- The accounts and report will need to be approved by **horsescotland** before funds are released and further questions might be asked.

Member Body Support Programme Process



Member Body Support Programme

2024 Application Form

Please complete with as much information as possible to help the Board make a decision on your application

horsescotland Member Body/Club	
Project Date	
Project Name	
Project Location	

Please indicate which areas your project covers

- Educate & Develop Officials
- Educate & Develop Volunteers
- CPD Opportunities for Coaches
- Cross Sector Education
- Increase Participation
 - o Fun/ Open Days
 - o Grassroots Training Days/ Camps
- Support Talent Development
 - o Development Competitions
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<p>Project Description (200 words)</p> <p>Please provide a description of the project and how it will benefit the Equestrian sector in Scotland.</p>
<p>Project Aims and Objectives (200 words)</p> <p>Please provide details of what you want the project to achieve</p>
<p>Project Delivery (200 words)</p> <p>Please provide details of how the project will be delivered including the names and relevant qualifications of those involved.</p>
<p>Project Impact (200 words)</p> <p>Please provide details of the impact the project aims to achieve including the target audience and the number of people it will both directly and indirectly impact (including any social and wellbeing impact)</p>

Projected Costs (Expenses) of running project
 (please see the notes above)

Expenses

Item	Full Description (include who and Where etc)	Cost
Venue/Facility hire		£
Facilitator/Coach/Trainer Fees		£
Volunteer Travel Expenses @ 45p per mile		£
		£
	Expenses Total	£

Highlight other costs:

Please note that these may not be covered as part of the award

Item	Description (Please include all other costs)	Cost
		£
		£
		£
		£
		£
		£
	Other Costs Total	£

Projected Income for the project to be listed below:

(How will you pay for the project include input of any in kind contributions)

Item	Description	Amount
Participation income (an amount must be included, if the event is free then the amount should be £0)		£
Member Body contribution		£
		£
	Income Total	£

Highlight any other Project Income

Highlight other Income:

I.e. Donations, Sponsorship, Tickets sales, In Kind Contributions etc

	Description	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Income Total	£

Award Application:

Total funding requested, should be calculated as the difference between your total income and the allowable expenditure. The requested funding may not exceed 50% of the total funding requested.

Total Costs	Total Income	Requested Funding (Maximum 50% of the difference)
£	£	£

Signature of applicant representative	
Date of Submission	

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Submission Date	
Board Meeting Date	
Recommended Funding Amount	
Board Decision	

Member Body Support Programme

2023 Post Project Report

After your project takes place please complete this report and submit along with accounts, attendee details, press reports and images/ video to claim funding.

Based on your application and intended aims and impact of this project, please complete the following form as fully as possible to valid the funding. Please ensure you complete the account payment details.

Member Body	
Funding Offered	

What was the impact of this Project?

How would you improve this project in the future?

Any other comments regarding the project:

Account payment details	
Name:	
Sort Code:	
Account Number:	

Please return with accounts, attendee details, press reports and images/ video for your project to claim your funding to:

info@horsescotland.org

or

horsescotland
PO Box 8523
Prestwick
KA9 9AX