

# HSBC Golf Roots Plus Projects - Guidance Notes

## Aim

HSBC Golf Roots Plus projects are an essential component of Golf Foundation delivery as they demonstrate the charity's social responsibility and commitment to ensuring that all young people, irrespective of race, gender, disability, religion, poverty or personal circumstances, have the opportunity to **enjoy golf and the benefits it has to offer**.

The purpose of an HSBC Golf Roots Plus project is to support local groups and organisations working with young people where involvement in golf may provide an alternative and positive focus. HSBC Golf Roots Plus may be used as a diversion to antisocial behaviour or as an inspirational activity that provides an opportunity for young people to experience the wide and varied benefits of golf. A focus on 'Skills for Life' must underpin each project and should aim to enhance young people's lives through the catalyst of golf. Projects intended for young people with special needs or disabilities are also encouraged to apply.

The project should be coordinated by a local delivery partner such as a youth service, local authority, police service, 'Kicks' project or partnership of schools. The local delivery partner should be the applicant.

The operational requirements will be kept to a minimum in an HSBC Golf Roots Plus project compared to a regular HSBC Golf Roots project in order that the local delivery partner can have more flexibility in deciding how the grant and support from the Golf Foundation will be used. There will not be a standard delivery pathway as enforced with other HSBC Golf Roots projects. However, all applicants should discuss their project idea with their Regional Development Officer (RDO) before applying and look for an exit route into a golf club.

## Essential Criteria

**Please read the accompanying Impact Report which provides an illustration of the types of project that Plus funding supports.**

An HSBC Golf Roots Plus project should reflect the core values of the Golf Foundation:

- be inclusive, creative, and innovative
- make a genuine difference to the young people involved
- make the introduction of young people to golf FUN
- be delivered and managed by a recognised and constituted local organisation
- demonstrate how it will enhance Skills for Life learning in young people
- be centred around young people, with golf as the focal activity, although the format and use of golf in attracting and inspiring young people might be unique to the project
- be willing to promote its activity through press and media support
- provide monitoring and evaluation to the Golf Foundation before a maximum of 12 months
- provide individual progress forms for each participant.

## Desirable Criteria

An HSBC Golf Roots Plus project should:

- link to a local HSBC Golf Roots facility
- involve a PGA Coach
- involve the training and deployment of young people as volunteers
- involve the local HSBC bank with publicity opportunities.



## Funding Available

- Through HSBC and the Gerald Micklem Trust up to £1,500 is available per project (partner funding is encouraged). 50% of the funding will be awarded at the outset of the project. The remaining 50% will be released upon completion of the project and receipt of monitoring which should demonstrate that the individual programme has met the essential criteria.

## Application Process

- All projects should apply through their Regional Development Officer (RDO) using the standardised application form. The Development Manager will make the final decision, following the recommendation of the RDO.
- Successful applicants must give appropriate acknowledgement to the Golf Foundation through press releases, printed material, relevant events and/or appropriate website pages.
- The Golf Foundation requires the applicant to provide evidence of the use of the grant provided. The Golf Foundation reserves the right to reclaim some or all of the grant if the funding provided is not used for the approved purpose.
- Once an organisation has received a grant, it will not be eligible to apply again for a period of 12 months. The maximum number of Plus grants that any organisation can receive is 2.

# HSBC Golf Roots Plus Project - Action Plan

## General information *(Please PRINT clearly)*

Name of the organisation: \_\_\_\_\_

Contact name at the organisation: \_\_\_\_\_

Tel no. for the organisation: \_\_\_\_\_

Address for the organisation: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

## Planned Activity

*Please provide details of how funding provided by the Golf Foundation would meet the essential (and ideally desirable) criteria of an HSBC Golf Roots Plus project?*

*How have you identified the need for an HSBC Golf Roots Plus grant?*

*How will the project deliver Skills for Life in young people?*

*Please outline the action plan of the project.*

How do you plan to promote the project? (Would you like Golf Foundation support with promotion?)

Which HSBC Golf Roots Centre will be supporting the project? Will there be a follow on offer in place?

**Safeguarding Declaration:** In planning and implementing this project we will ensure that all employees, contractors and volunteers involved in the project (“project personnel”) receive appropriate training. We will also carry out and continuously update a Risk Assessment which shall (inter alia) identify which of the project personnel will have direct contact with young people and should therefore be subjected to appropriate background checks from which we shall satisfy ourselves that they are suitable individuals to work with young people. We understand and agree that the Golf Foundation may ask for sight of documentary evidence of such checks at any time.

**Signature 1**

I confirm that the information provided above is correct and that I am authorised to accept the terms of conditions on behalf of the above organisation:

Signature: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

Role at the organisation: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature 2**

I confirm that the information provided above is correct and that I am authorised to accept the terms of conditions on behalf of the above organisation:

Signature: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

Role at the organisation: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a copy of your organisation’s constitution and return to your Regional Development Officer.**

For official use:	RDO:	MM:	DM:	
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**Options for the transfer of funds (Please PRINT clearly)**

**Option 1:** Cheques should be made payable to: (NB: Must be the organisation’s account)

\_\_\_\_\_

**Option 2:** Transfer by BACS:

Name of bank: \_\_\_\_\_ Name of the organisation account: \_\_\_\_\_

Sort code: \_\_\_\_\_ Account number: \_\_\_\_\_

## Costs related to the activities of the grant

Please use costs excluding VAT if VAT can be reclaimed.

Please provide as much detail as possible attaching supporting sheets if necessary.

_____	£
_____	£
_____	£
_____	£
_____	£
_____	£
<b>Total costs</b>	£

## Other sources of income

_____	£
_____	£
_____	£
_____	£
<b>Total income</b>	£

## GRANT REQUESTED FROM THE GOLF FOUNDATION

£
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### Regional Development Officer Contact Details

North East & North Yorkshire - Durham, Northumberland, North Yorkshire  
Contact: Ian Harvey Mobile: 07818 575977 [ian@golf-foundation.org](mailto:ian@golf-foundation.org)

North West - Cheshire, Cumbria, IOM, Lancashire  
Contact: Andy Leigh Mobile: 07765 258550 [andy@golf-foundation.org](mailto:andy@golf-foundation.org)

East Midlands & South Yorkshire - East Riding, Lincolnshire, South Yorkshire, West Yorkshire  
Contact: Stacey Mitchell Mobile: 07818 575990 [stacey@golf-foundation.org](mailto:stacey@golf-foundation.org)

West Midlands - Herefordshire, Shropshire, Staffordshire, Warwickshire, Worcestershire  
Contact: Paul Aitkens Mobile: 07765 258770 [paul@golf-foundation.org](mailto:paul@golf-foundation.org)

Central - Derbyshire, Leicestershire, Northamptonshire, Nottinghamshire  
Contact: Alice Lowe Mobile: 07824 552663 [alice@golf-foundation.org](mailto:alice@golf-foundation.org)

South Central - Berkshire, Buckinghamshire, Hertfordshire, Oxfordshire, Wiltshire  
Contact: Jason Sorrell Mobile: 07765 258440 [jason@golf-foundation.org](mailto:jason@golf-foundation.org)

South East Region - Essex, Kent, London, Middlesex  
Contact: Daisy Brierley Mobile: 07590 893299 [daisy@golf-foundation.org](mailto:daisy@golf-foundation.org)

East Region: Bedfordshire, Cambridgeshire, Norfolk, Suffolk  
Contact: Katie Moggan Mobile: 07917 334976 [katie@golf-foundation.org](mailto:katie@golf-foundation.org)

South - Channel Islands, Hampshire, Isle of Wight, Surrey, Sussex  
Contact: Andy Wright Mobile: 07765 258110 [andy.w@golf-foundation.org](mailto:andy.w@golf-foundation.org)

South West - Cornwall, Devon, Dorset, Gloucestershire, Somerset  
Contact: Tom Sparks Mobile: 07765 258990 [tom@golf-foundation.org](mailto:tom@golf-foundation.org)