



## Primary Schools Table Grant Scheme - Application Form

To be completed and submitted with accompanying Schools Table Packages Order Form

<b>School Name</b>	
<b>Type of School</b>	
<b>Name of Person Completing Application:</b>	

### The Grant:

The Primary Schools Table Grant Scheme is available to schools in England based on the following chosen criteria. Successful applicants will receive a £300.00 grant to subsidise one of the indoor or outdoor schools table packages.

- The first application deadline is **9AM Monday 22<sup>nd</sup> February 2016**
- Further applications will be accepted with a second deadline of **9AM Monday 14<sup>th</sup> March 2016** (*subject to availability*)

### Eligible Schools:

The Schools table grant scheme is currently available to **Primary Schools** in England only (ages 5-11). Junior/middle schools in England are also eligible if catering for at least two year groups within KS2. Fee paying schools and lower/first schools not catering for at least 2 year groups within KS2 are not eligible.

### Eligible Projects:

The grant is available to those schools ordering Table Tennis England Schools Table Packages only. (1 grant per school maximum). IPP packages are not eligible.

### Assessment Criteria:

You will be informed of the success of your application no more than 10 days after the closing date. Your application will be evaluated against the following criteria:

- **Current table tennis provisions**
- **Proof of school's desire to deliver table tennis**
- **Planned programme of table tennis opportunities**
- **Sustainability of table tennis at your school**

We will use the information you give us on the application form and in supporting documents for:-

- Assessing applications
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Sport England

We may also give copies of the information to individuals and organisations such as:-

- Accountants, auditors and external evaluators
- Other organisations for the prevention and detection of fraud

### Monitoring:

All grant recipients will be required to complete a simple monitoring form to enable Table Tennis England to assess the impact of your funding. This will be around 3-6 months after your equipment is delivered.

## ABOUT YOUR SCHOOL

This is a competitive process and your application will be evaluated against the assessment criteria.

What Table Tennis provisions do you have currently? (include number of tables)

Please outline why your school should benefit from being part of the primary schools table grant scheme.

## DESCRIPTION OF ACTIVITIES

Please outline how your school would use the tables to provide a programme of table tennis opportunities.

How will you ensure sustainability of the planned activities?

Do you have someone who will lead on encouraging and promoting participation?

Will the tables be used by someone with a disability or impairment?

### Data Protection:

As an organisation that both receives and distributes public funding, Table Tennis England must comply with the Data Protection Act 1988. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

*By completing this application form you are confirming that you have the relevant authorisation to accept a Table Tennis England Grant and for introducing Table Tennis into your school. You will be contacted by Table Tennis England to provide basic information on the impact of introducing Table Tennis in your school for reporting purposes. The offer is subject to the attached Terms and Conditions and availability of the equipment and resources. Table Tennis England reserve the right to refuse orders. For more information on this grant, please see the Schools Offer FAQ sheet.*

Signature

Print Name

Job title/Role

**Please return your signed completed application (with order form) by post or email to:-**

Schools Table Grant Scheme; Children & Young People Department  
Table Tennis England, Norfolk House, 88 Saxon Gate West, Milton Keynes, MK9 2DL  
[schools@tabletennisengland.co.uk](mailto:schools@tabletennisengland.co.uk) | 01908 208893

## TERMS AND CONDITIONS OF THE TABLE TENNIS ENGLAND GRANT

### Definitions

"We" and "our" refer to the organisation receiving the grant bound by these terms and conditions. "You" and "your" means Table Tennis England.

The "project" means the project that you are giving us the grant for as set out in our application form and any supporting documents.

The "grant agreement" includes and incorporates these standard terms and conditions and the grant award letter.

### 1 In general

1.1 During the continuation of this grant agreement we will act in a fair and open manner without distinction as to race, religion, age or disability, and in compliance with relevant legislation.

### 2 The project

2.1 We will get your written agreement before making any change to the project.

2.2 We will start the project within one month of the date of the grant agreement

2.3 We agree to make satisfactory progress with the project in accordance with any timetable set out in our application form and supporting documents.

2.4 We will acknowledge the grant publicly as appropriate and as practical. We will acknowledge your support in any published documents that refer to the project, including job advertisements, accounts and public annual reports, or in written or spoken public presentations about the project.

2.5 We hereby consent to any publicity about the grant and the project as you may from time to time require. You can carry out any forms of publicity and marketing to promote the award of the grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.

2.6 We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up to date.

2.7 In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts or people whose salaries are funded by the grant change.

2.8 We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy and if our project involves work with children, young people or other vulnerable groups we will also have a protection policy to help us comply with all relevant laws and good practice throughout the period of the grant agreement. We will obtain all approvals and licences and any profile checks required by law or by you.

2.9 If we are a charity, we will register with the Charity Commission if our income goes over their minimum exemption figure.

2.10 We will maintain adequate insurance at all times and if asked, will supply copies of confirmation of insurance cover to you. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have funded.

### 3 Our organisation

3.1 We will get your written agreement before: Changing our governing document, (unless we are a statutory organisation) concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.

3.2 We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or staff concerning the organisation).

3.3 We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, the Charity Commission, HM Revenue & Customs, or any other regulatory body.

### 4 VAT

4.1 We acknowledge that the grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the grant and that the grant made by you is inclusive of VAT.

### 5 Measurement and evaluation

5.1 We will measure the progress of the project with a monitoring survey taking place 6 months after your equipment is delivered.

5.2 We will send you any further information you may ask for about the project or about our organisation, and its activities, the number of jobs created by the project, the number of users and other beneficiaries and such other information you may require from time to time. You may use this information to monitor the project and evaluate your grants programmes.

5.3 When the project is finished we will fill in a final report on the project using the form provided with the award letter.

5.4 We will tell you immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.

5.5 We will tell you immediately if there is to be any variation to or decrease in the project outcomes.

### 6 Grants for Assets and Services

6.1 We will keep all assets funded by the grant safely and in good repair and will make sure we have adequate insurance cover for all of them. If the asset is damaged, destroyed or stolen, we must tell you in writing and we must repair or replace it.

6.2 We acknowledge that if the table or equipment are lost, damaged or destroyed, we will be obliged to use our other financial resources to procure that it is replaced or repaired as appropriate.

### 8 Length of Grant Agreement

8.1 These terms and conditions and the grant agreement remain in force for whichever of these is the longest time:

- For two years following the date of payment of the grant.
- The expiry of the maximum period required under the grant for asset monitoring.
- As long as we do not carry out any of the terms and conditions of the grant agreement, including any of your reporting requirements or any breach of them continues or we have any outstanding obligations under these terms (this includes any outstanding reporting on grant expenditure or project delivery or any obligations to maintain records).

### 9 We understand that

9.1 You can only guarantee the grant as long as funds are available and you continue to operate.

9.2 We accept that you may share information about our grant with any parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may be broadcast on television, on your website, in newspapers and through other media.

9.3 You may want to investigate any matters concerning the grant (or any other grants you have given to us) at any time while the grant agreement is in force. We understand that you accept no liability for any consequences, whether direct or indirect, that comes about from any investigation even if the investigation finds no cause for concern.

9.4 You may demand repayment of all or part of the grant and/or cancel any unpaid part of the grant at your absolute discretion in any of the following circumstances if:

- We fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a grant agreement is still in force.
- We completed the application form dishonestly or significantly incorrectly or misleadingly.
- We or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the grant agreement.
- If at any time while the grant agreement is in force, in your opinion acting reasonably, any event occurs in relation to the project or to our organisation which is likely to have a material adverse effect on Table Tennis England.
- Members of our staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of your reputation.
- Our organisation, employees or volunteers are subject to an investigation or formal enquiry by the Police, the Charity Commission, HM Revenue & Customs, or other regulatory body.
- We receive duplicate funding from any other source for the same or any part of the project.
- We do not take positive steps to ensure equal opportunities in our own employment practices and the delivery of and access to our services.
- There is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the grant is unlikely to fulfil the purpose for which you made it.
- At any stage of the application process or during the period of the grant agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant.
- We are or become legally ineligible to hold the grant.
- If you have reasonable grounds to believe that it is necessary to protect public money.

9.6 We acknowledge that the grant comes from public funds and we will not use the grant in a way that constitutes State aid. In the event that it is deemed to be State aid, then we will repay the entire grant immediately.

9.7 You may assign any of your rights under the grant agreement to any other or successor body.

9.8 No other body has any claims on you under these terms and conditions and person shall be entitled to any rights in respect of the grant agreement by virtue of the Contracts (Rights of Third Parties) Act 1999 or otherwise.

### 10 Additional conditions

10.1 You have the right to impose additional terms and conditions on the grant if:

- We are in breach of the grant agreement
- You withdraw any part of the funding for the project
- You judge that members of our volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body
- If you have reasonable grounds to believe that it is necessary to protect public money and/or you believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

**IMPORTANT** – By completing an order form and agreeing to the Terms and Conditions you have confirmed the following:

- That the signatories are authorised by the organisation named in the application form to enter into a legally binding agreement on their behalf.
- We certify that the information given in the application form and any supporting documents is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.
- We understand that any offer of grant will be subject to terms and conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.
- We have not altered or deleted the original wording and structure of the application form as it was originally provided or added to it in any way.