



PE Club Small Grant Fund Guidelines for applying

Our Company's Club Small Grant Fund is designed to help support pétanque promotional and development activities for our member clubs.

This can include attracting new members to our sport and/or developing activities for existing members such as Open "Come & Try" Days, Coaching Days, Rules Awareness Courses and Master Classes etc.

Items that could be applied for may include but are not limited to advertising, leaflets, coaching equipment, travel costs for visiting officials etc.

Eligibility & Conditions for applying to the PE Club Small Grant Fund

- This fund is available only to clubs which are members of PE
- Applications must be made using the PE Club Small Grant Application Form
- There are two application periods each year – January/June and July/December
- Clubs are expected to contribute a minimum of 30% towards the overall costs of their activity
- Being a limited fund, the PE Board reserves the right to suspend or withdraw the Club Small Grant Fund

Club Small Grant Application Form guidelines

- The application must be made and signed by a Club Official (President/Chair, Secretary or Treasurer)
- The application form must be completed in full
- Number of Members – include the number of Club members who are members of PE and the number of non-PE members (for those Clubs with a mix of the two)
- Small Grant Application – provide a brief header description for each item of expense e.g. Leaflet production, Newspaper advert, Travel costs for external coach
- Ensure that the cost for each item of expense is entered
- Total Costs = sum of the itemised costs
- Cost met by the Club = the amount the Club will contribute to the total costs
- Grant Request = Total Costs minus Costs met by the Club
- The completed Application Form must be sent to the PE National Secretary

What happens next?

- A Review Panel appointed by the PE Board will evaluate the applications in the month after the application period (Jan/Jun and Jul/Dec)
- The PE National Secretary will advise the Clubs of the outcome within 6 weeks of the last month of the application period. Whenever possible we will seek to provide feedback and guidance when an application is unsuccessful, but it should be remembered that the decision of the Review Panel is final.
- If your Club's application is successful, the PE National Secretary will inform you of the next steps concerning how the grant will be paid and any follow-up reports or proof of activity and/or expenses required