



## **A GUIDE TO FUNDING AVAILABLE TO SHPF CLUBS - UPDATE SEPTEMBER 2023**

### **SHPF FUNDING AVAILABLE TO CLUBS**

The SHPF has funds which have built up over the years coming from a range of sources including annual SHPF membership fees from Clubs and an annual grant from Sport Scotland.

Clubs are reminded that funding support is available to them for planned events and or training which fall into the following categories. The SHPF AGM is normally held in February each year where individual members and Clubs may propose changes to our approach to funding support.

### **FUNDING CATEGORIES**

**EPS Repacks** - Funding can support a centralised repack and or a range of Local Repacks, or a combination of both. Other support for EPS repacking and training will also be considered by the committee on request.

- **Centralised Repack** - If a Club or individual wishes to organise a centralised repack the treasurer should be contacted in advance to allow dates and details to be agreed with committee.
- **Local Repacks** - Recognising that local repacks are in some cases preferable due to more flexible dates and reduced travel, funding will be available to SHPF Clubs to organise local repacks. .

Clubs can claim **reasonable expenses** to support the running of local repacks. Reasonable expenses include:

- the cost of hall hire and/or cost of travel for trained repackers required to support the event.
- For a one off event the SHPF would normally be happy to provide funding in the region of £100. For events costing more than £100, please email the treasurer to request approval for additional funding.
- In recognition that running events in smaller venues may be preferable/cheaper, clubs may request funding for more than one repack event during a financial year, where the total costs to be claimed are within the above funding limit. Where this is the case please complete the expenses claim form for each event once it has taken place, with a note in the comments section to indicate that further events may be organised.
- Claims can be made for more than one event at the same time but it allows the treasurer to better track budget spending if claims are made as soon as possible after events take place.

## First Aid training

- **First Aid Training organised by SHPF Club** - Funding in the region of £150 is available to clubs who wish to organise First Aid training. This need not be a full qualifying first aid course. One event per financial year can be supported.
- **First Aid Training - Full First Aid Courses** - Further funds may be available by negotiation for full First Aid Qualification Courses - please email the treasurer in advance if you wish to request this.  
Funding could be provided up to **50% of the full cost** of the course if the course is open to representatives from other SHPF Clubs.
- **Individual attendance at Qualifying First Aid Courses** - The SHPF can provide a subsidy for individuals to attend a First Aid Course to gain a qualification, where this is required to maintain a relevant flying or coaching qualification. Anyone who would like to be considered for such funding should email the with details in the first instance. Such funding requests must be endorsed by the Club Chair or Senior Coach. Other individual support may be considered.

## Funding to support attendance at Flying Related Training Courses

- **BHPA Club Coach Courses** - In the financial years when the SHPF are not running a Club Coach Course, pilots who are willing to travel to attend a BHPA Club Coach Course held outwith Scotland, can claim back the cost of the course fee from the SHPF. Such claims should be endorsed by the Club Chairman or Chief Coach.
- **Attendance at other qualifying courses e.g. Instructor/ Trainee Instructor Courses, Winch Operator Courses** - The SHPF committee will consider a subsidy to support pilots who are willing to attend qualifying courses which could support the development of the sport in Scotland. All requests for such funding should be endorsed by the Club Chairman or Chief Coach and submitted to the treasurer for consideration by the SHPF Committee.

## Funding for Club Coaching/Information sharing events

- **Events held at a centralised venue** - Clubs can claim up to £120 for reasonable expenses to run a coaching event. Expenses can include cost of venue, travel expenses for a speaker to attend etc. All costs in this category must be supported by appropriate invoices or receipts.
- **Virtual event run by club** - In recognition of the fact that some clubs have moved to online coaching events where actual costs are minimal, it has been agreed that clubs can claim **£50** for running such an event. This will allow the club to pay a gratuity for any members who do the preparation work for running such events.
- **Virtual coaching event provided by 3rd party provider** - Some funding may be available for such events on an individual basis, especially where this is open to all SHPF members, or is recorded for future use by other clubs. If you would like to be considered for such funding please email the treasurer with the relevant details for Committee consideration.

## Funding to run Nationals Events and Competitions

- Clubs can claim **£100** where a round of the Scottish Nationals, or any other approved SHPF event, has been held.
- Clubs can also claim up to **£100** to run other flying competitions open to SHPF members. Requests for such funding need to be made in advance to allow committee approval.
- Clubs may be given approval to run a number of events in one year if the events are open to other SHPF member Clubs.

## **OTHER FUNDING REQUESTS**

Clubs may contact the SHPF to request for funding in other areas which support our objectives as set out in the SHPF Constitution available on the website: [SHPF Constitution](#)

## **TO REQUEST FUNDING**

- Requests for funding should normally come from SHPF Member Clubs rather than from individuals
- Applications for funds which fall within the above guidance should be made using the [SHPF Expenses Claim Form](#) which can be found in the Information/documents section of the [SHPF WEBSITE - INFORMATION](#)
- Documentation as proof of payment, normally in the form of invoices or receipts, is required in all cases. If you need any advice on whether or not documents or claims are acceptable, please email the treasurer directly.
- Where funding requires additional approval from the SHPF a request should be emailed to the Treasurer. Please note that spending over £50 will require committee approval and may take some time. Please make any application for funding at as early a stage as possible.
- The SHPF financial year runs from January to December each year. Normally funding requests will not be considered from mid December to mid January to allow end of year accounts to be completed. Funding requests for early January may be made before mid January to allow pending payments to be set up in advance.

## **OTHER SHPF BENEFITS AVAILABLE TO CLUBS**

### **SHPF Zoom Pro Account**

Clubs are reminded that this is available for use by Clubs for Coaching, Committee and Club Meetings etc at no cost to clubs. The Pro account allows up to 100 participants with no time limit on meetings. As the Account is used regularly by some clubs, especially over the winter months, clubs are encouraged to complete the booking form (which can be found on the SHPF Website) to get a date in the diary well in advance of any planned meeting date. While meetings at short notice may be possible, they are not guaranteed. Full information about how to book a Zoom meeting is available [here](#) on the SHPF website.

### **Photo and Video Competitions**

Keep your eyes open for details on the SHPF website about the Annual Photo and Video Competitions. Entries must be of photos/videos taken during the current financial year and must be taken in Scotland.

## **CONTACT THE TREASURER**

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