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**SPORTS KIT RECYCLING APPLICATION**

Our kit recycling programme equips clubs and developing nations with sports kit donated by manufacturers, clubs and members of the public. Recycling unwanted used and new kit helps clubs increase participation among young people while reducing the build-up of kit in landfill sites.

**Please consider the following criteria before completing the form:**

1. All forms must be typed or clearly written
2. All sections must be completed with as much relevant detail as necessary
3. An INCOMPLETE form will be automatically returned or rejected
4. Applications will be accepted from schools/organisations that cater for young people under the age of 25.
5. Applicants have a choice of three different sports equipment – cricket, football and rugby which contain both equipment and clothing for that sport.
6. All recipients of our funding will be asked to complete two Monitoring & Evaluation forms at two specific intervals within the first year of receiving any donation, and supply us with three case studies to demonstrate the impact the kit has made. We will require accurate numbers and breakdown (by gender and age) of beneficiaries. Supporting photographs will be required to show the sports equipment in use.
7. All kit has been donated and is either good quality used kit, or kit that has been donated direct from manufacturers as end of line or surplus stock, seconds, schools, clubs and members of the British public.
8. Please note you will be supplied with a variety of equipment and clothing sizes based on the age ranges that you support. We are unable to supply specific sizes as we are unable to foresee what equipment / clothing will be donated at any time.

**Please complete each section**

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| Applicant Information |
| What Country and region is the equipment required:Country: Region: |
| Parent Organisation: |
| Name of correspondent: |
| Organisation Address: |  |
| Phone Number: Mobile/Cell Number: |
| Email Address: |
| Online Presence (ie Facebook/web site) copy links here: |  |
| Number of Employees: Number of Volunteers: |

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| Project Details |
| Please outline the need for the equipment and how the equipment/clothing would make a difference. Provide information on the specific projects that will benefit from the equipment and explain how the equipment will improve self-esteem and confidence to the beneficiaries (400 words). If you are able, please include a short video of a typical training session.  |
| What additional support will you provide the beneficiaries following delivery: |
| What other sports are available locally: |
| How often will the kit be used?Daily: Yes / No Number of Hours: Length Per Session:Weekly: Yes / No Number Of Hours: Length Per Session:Other, please specify: |
| What equipment are you applying for? Please use X where required.  Junior Youth Adult 7-12 Years 13-18 Years 18 Years +Cricket Clothing [ ] [ ] [ ]Cricket Equipment – Hard Ball [ ] [ ] [ ]Cricket Equipment – Soft Ball [ ] [ ] [ ]Football Clothing [ ] [ ] [ ]Rugby Clothing [ ] [ ] [ ]We will endeavour to supply you with a range of sizes to ensure they meet your age requirements, but If you can let us know the average height of the participants, this will assist us. If you do have a need for Larger sizes please specify (eg XXL) - [ ] |
| How many people will have access to the equipment? Please specify numbers below:CricketBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = …………………………...Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ……………………….FootballBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = ……………………………Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ……………………….RugbyBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = ……………………………Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ………………………. |
| Please tell us the average height of the participants in your programme:CricketBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = …………………………...Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ……………………….FootballBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = ……………………………Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ……………………….RugbyBoys 7 - 12 = ………………………. Boys 13 - 18 = ………………………. Men 18 + = ……………………………Girls 7 - 12 = ………………………. Girls 13 - 18 = ………………………. Women 18 + = ………………………. |
| From the UK sizes below, can you tell us the approximate range of shoes, that may be required;Sizes: 1 [ ]  / 2 [ ]  / 3 [ ]  / 4 [ ]  / 5 [ ]  / 6 [ ]  / 7 [ ]  / 8 [ ]  / 9 [ ]  / 10 [ ]  / 11 [ ]  / 12 [ ]  13 [ ] Other Please specify: …………………………………………………………………………………………………………………………………………………. |

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| Logistics |
| Are you able to transport the consignment from the UK to your country: Yes / NoIf Yes, please provide the name and contact details of your shipping agent within the UK:If no, are you able to assist us with completing the paperwork through local government Officials? Yes / No |
| Are you able to contribute, towards the cost of transporting the delivery from the UK? Yes / No  If No, please explain your reasons:If Yes, what level of contribution are you able to make: |
| Do you know of any restrictions in shipping clothing, footwear or other materials into your country? Yes / No If Yes, then please specify: |
| Are you able to provide us with details of a shipping agent in destination country? Yes / NoIf yes, please provide the name and contact details for the agent: |
| Local Customs/Duty ChargesAre you able to make a contribution, towards the cost of clearing your consignment through Customs? Yes / No If No, please explain your reasons:If Yes, what level of contribution are you able to make: |
| Upon delivery, are you able to provide Transport from port of entry, to final destination? Yes / NoIf Yes, within how many days would you be able to collect the consignment, once delivery has been customs cleared? |
| If the delivery details differ from your organisations address, please supply the details here;Contact Name:Address: |
| Telephone number: |
| Email: |

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| Approval & Signature |
| Approval processUpon receipt of a completed application form the Lord’s Taverners will review and access your needs and requirements. Applicants will be advised within 2 months of the closing date of the application deadline about a decision on the outcome of their request. If approved, you will be formally notified via the email details given within this application, and a Memorandum of Understanding will be sent to you for completion. |
| Delivery processDeliveries are made all year round, however there may be a wait of up to 8 months between approval of your application and shipping of your equipment.  |
| Monitoring and EvaluationWe are aware that by completing this agreement that we will agree to undertake the following conditions in a timely manner, please initial: -* Upon receipt the equipment, it will be distributed in a timely manner ..……………….
* Submission of two monitoring and evaluation forms ..……………….
* Photographs of the kit being received and used by the recipients ..……………….
* Minimum of three case studies of individuals benefiting from the kit ..……………….
* Numbers of beneficiaries using the equipment ……………….
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| Confirmation and SignaturePlease provide any additional information to support your application on a separate sheet. We hereby agree that to our knowledge the above information is correct and that we adhere to the guidelines set out by the Lord’s Taverners.Please make sure that you submit your application electronically.  |
| Signature: | Position Held |
| Print Name: | Date: |

**Please return this form to: dave.pemberton@lordstaverners.org**