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**SPORTS KIT RECYCLING (SKR)**

**GROUP BENEFICIARY REQUEST FORM**

**WHAT WE DO:**

Access to equipment is a major barrier to young people engaging in sport. Through our kit recycling programme (SKR), we are trying to reduce those facing the challenges of inequality by supplying sports equipment to groups and individuals who do not currently have access to suitable kit.

Please note, SKR cannot guarantee the availability of all items and sizes. If your application is successful, SKR will fulfil as much of your request as possible.

**WHAT WE NEED FROM YOU:**

All partners in receipt of equipment are required to complete a series of reports that will help us showcase how the donation has enabled young people to ***improve activity levels and promote healthy lifestyles****.* All successful applications will need to complete a **4, 8** & **12-month Monitoring & Evaluation** reports provided by M&E Team. This will require someone to be in close contact and engagement with recipients of the kit on a regular basis. If you are not able to guarantee this, you should not apply for equipment. The SKR programme will be unable to provide any additional equipment if partners fail to provide this information.

**Please Note**: **The Lord’s Taverners hold the right to cancel your application, at any point throughout this process.**

**PLEASE COMPLETE ALL SECTIONS**

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. Monitoring & Evaluation reports must be completed within the specified intervals within the first year of receiving your donation.

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| Contact Details |
| Country: Region: |
| Name of organisation or project: |
| Name of correspondent: |
| Organisation Address: | **Delivery Address If Different:** |  |
| Phone Number: Mobile/Cell Number:  |
| Email Address: |

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| Equipment Request |
| Please briefly outline the need for this kit donation and reasons why the group / project cannot currently access the necessary equipment: |
| For all donations, Lord’s Taverners require detailed information on how our equipment donations have *improved activity levels and promoted healthy lifestyles.* How will you ensure you can report on how the equipment has been used and the impact it has made to the young people who will receive it over the next 12 months? |
| What is your current level of contact with the young people in receipt of the equipment? |
| What will be the level of contact with the young people in receipt of the equipment once the donation is made and how regular will this be? |
| What equipment are you applying for? \*Please use X where required |
|  | Junior (7-12 yrs) | Youth (12-16 yrs) | Adult |
|  | Male | Female | Male | Female | Male | Female |
| Cricket Clothing  |  |  |  |  |  |  |
| Cricket Equipment (Hard Ball)  |  |  |  |  |  |  |
| Cricket Equipment (Soft Ball) |  |  |  |  |  |  |
| Football Clothing / Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| Rugby Clothing / Equipment |  |  |  |  |  |  |  |  |  |  |  |  |
| From UK sizes below, please select the approximate range of shoes that may be required |
| UK Sizes | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| EU Sizes | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 |
| Trainers |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cricket Spikes |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| If there are any other items of equipment or unique sizes that you require, please specify these below: |

*\*\* Please note, SKR cannot guarantee the availability of all items and sizes. If your application is successful, SKR will fulfil as much of your request as possible.*

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| Projected use of equipment |
| How many people (unique beneficiaries) will use the equipment on a weekly basis? |
| Breakdown of people who will use the equipment? Please insert number in boxes below |
| Male aged 7-12 |  | Female aged 7-12 |  |
| Male aged 13-18 |  | Female aged 12-18 |  |
| Male aged 18-25 |  | Female aged 18-25 |  |
| How often will the kit be used? Please fill in the boxes below |
| No. of sessions per week:  |  |
| Number of Hours per week:  |  |
| Length Per Session: |  |
| Other, please specify: |  |
| Will this equipment increase activity levels of the participants and by how much?   | Please tick the most appropriate box |
| None |  |
| 1 hr per week |  |
| 2 hrs per week |  |
| 3 hrs per week  |  |
| 4 hrs per week  |  |
| Will this equipment enable any participants who are inactive to become active?If so, how many: |
| If any of the above individuals would be willing to take part in a case study of how they have benefited from the kit, please list these below: |
| Are there any other individuals from your project who will significantly benefit from the kit donation that may be willing to be part of a case study? |

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| **Our Impact** |
| Do you understand the type of impact data we are asking you to collect? Yes / NoIf YES – Please explain how you will send the data we require:If No - Would you like to find out more? Yes / No |
| How would you rate your ability to send and receive reports?We have very little technology and access to internet We have full access to Microsoft, technology, and internet  |
| How would you rate your ability to collect media such as videos, images, quotes, and case studies?We do not have the ability to collect such data We have limited ability but would be able to share limited information We can collect and share this data with relative ease |
| What is the best method for you to send information over to us?WhatsApp We TransferEmailOther – Please Specify: ……………………………………………………………………………………………………………. |
| How would you rate your ability to capture developmental data such as questionnaires?We do not have the ability to collect such dataWe have limited ability but would be able to share limited information We can collect and share this data with relative ease  |

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| Logistics |
| Please ©ircle or Underscore your response. Mark N/A where applicable:Are you able to obtain an IMPORT CUSTOMS WAIVER from your Government: Yes / NoIf Yes, how many months will you need to obtain such a document:How long will the waiver last, from date of issue:If No, please state the reasons why you are unable to obtain one: |
| 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, you will be required to source an in country shipping agent who will assist you with importing your donation:Insert shipping agents details here:Name:Address:Email Address:Telephone Number: |
| 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: \*Note: All logistics contributions need to be sent to Lord’s Taverners before your donation leaves our facility. |
| Do you know of any restrictions in shipping clothing, footwear, or other materials into your country? Yes / No \*\*Note: Failure to declare restrictions may endanger your donation with local customs officials. Before completing this answer, check with your local customs agent and if possible, obtain written confirmation that NO restrictions exist.If Yes, then please specify: |
| 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, a panel at Lord’s Taverners will review and assess your application. Applicants will be advised within 2 months of the closing date of the application deadline about a decision on the outcome of their request. Applications approved on the strength of their initial application will be notified via email.All overseas applications will then go through a logistics and delivery approval process to ensure any delivery is cost-effective to the Lord’s Taverners. Once a full reconciliation of delivery costs has been made, you will be formally notified of the outcome via email.If approved, a Memorandum of Understanding will be sent to you for completion. |
| Delivery process:Deliveries 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 will be distributed in a timely manner. \*\*..……………….
* Submission of ONE monitoring and evaluation form, every FOUR months. \*\*..……………….
* Photographs & Video of the donation being received and used by the recipients

during the first year. \*\*..……………….* Minimum of three case studies of individuals benefiting from the kit. \*\*..……………….
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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**