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**Lord’s Taverners Sports Kit Recycling Program**

**CLUB OR GROUP REQUEST FORM**

**PLEASE COMPLETE ALL SECTIONS**

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

**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 the 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.

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

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

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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: |
| How will the equipment donated *improve activity levels and promote healthy lifestyles.* Provide information on the specific projects that will benefit from the equipment and explain how having the equipment will improve the quality of sessions and activity levels. (250 words) |
| What is your current level of contact with the young people for whom you are seeking equipment? Will this increase once the donation of equipment has been made?  |
| What equipment are you applying for? \*Please use X where required |
|  | Junior (7-12 yrs) | Youth (12-16 yrs) | Adult |
|  | Boys | Girls | Boys | Girls | Male | Female |
| Cricket Clothing  |  |  |  |  |  |  |
| Cricket Equipment (Hard Ball)  |  |  |  |  |  |  |
| Cricket Equipment (Soft Ball) |  |  |  |  |  |  |
| 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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| How the equipment will be used |
| 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 13-18 |  |
| 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 allow you to increase activity levels of the participant and by how much? Please tick: |
| None | 1 hour per week | 2 hours per week | 3 hours per week | 4 hours per week |
| How will this equipment enable any participants who are inactive, to become active?Please give an indication of the numbers: |
| Please provide details of any individuals who will benefit from the equipment and would be willing to tell share their story. |

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| Logistics |
| Are you able to contribute, towards the cost of transporting the delivery in the UK? Yes / No  \*\*Note: All logistics contributions need to be sent to Lord’s Taverners before your donation leaves our facility. If Yes, what level of contribution are you able to make: £If No, please explain your reasons: |
| Are you able to arrange collection of your donation from our logistics facility? Yes / No If Yes, please supply the relevant details of the person who will be collecting your donation.Contact Name: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. 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 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.  |
| FeedbackAll 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.* Feedback forms are required at 4, 8 & 12 months – a template will be provided. 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.We 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 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**