



Club Sustainability Fund Fast Track Fund - Season 2016/17

Guidance Notes and Application Form

WHAT IS Fast Track ?

This replaces the Scottish Rugby Club (Small) Facilities Fund and is for any club with a maintenance or improvement project. Suitable projects include anything that makes your club environment a better place to train, play and socialise.

- Clubs can apply for up to 50% of the costs of their project up to a total of £2,000
- Clubs can only receive a total of one award per season from any or all of the three strands of the Club Sustainability Fund – Fast Track, Revenue or Capital.

Maintenance & Improvement Projects

Examples of the types of projects for which Fast Track funding may be available include:

- Floodlighting (main pitch and training pitches)
- Drainage or irrigation upgrades
- New rugby posts
- Clubhouse improvements, e.g. kitchens, changing rooms, toilets or energy saving projects
- Ceiling, wall or floor repairs or upgrades
- Door and window repairs or upgrades

This list is not exhaustive, however the underlying principle that will be applied by Scottish Rugby in assessing eligibility is that applications must be for projects to improve your club's facilities.

Based on the volume of applications received in season 2015-16 it is anticipated that there may be a high number of applications across the three strands of the Club Sustainability Fund in season 2016-17. If this is the case Scottish Rugby will prioritise awards to the Fast Track applications that can best demonstrate the following:

- The need for the project at this time.
- The positive impact that the project will make.

Scottish Rugby may also have to consider reducing the individual award levels to ensure more clubs receive an award and take into consideration any previous awards the club may have received.

Application Process

- Applicants must contact their Club Services Manager to discuss their project before submitting an application.
- Clubs should submit the attached application form with a full explanation of the project, including demonstrating the need and the positive impact the project will have, the cost, the benefits to the club and the estimated time scales
- Clubs should submit a set of their latest financial statements, i.e. balance sheet and profit & loss account
- Each application must be signed by two separate members of the club committee – ideally any two of the President, Secretary or Treasurer
- The initial round of applications will close on Friday 27 May 2016
- Further rounds may be available in season 2016/17 at Scottish Rugby's discretion depending on the initial uptake and awards made
- Eligibility and the granting of any funding awards will be based on any relevant criteria that Scottish Rugby may reasonably apply
- Scottish Rugby will endeavour to notify the outcome of applications by the week beginning 20 June 2016
- Successful applicants will have to provide invoices on completion of the project that are consistent with their expenditure and the work detailed in the original application

Additional Funding Conditions

- Scottish Rugby reserves the right to withhold funding from any successful application should the work detailed in copy invoices differ from the application details
- Clubs that commence work prior to a funding decision being reached do so at their own risk and should not rely on funding being granted
- The final amount of any award is at the discretion of Scottish Rugby and may be less than the amount requested in any application
- All awards may be subject to additional terms and conditions imposed at the discretion of Scottish Rugby

Contact Details

For any help or further information, please contact:

Rebecca Finnie

Domestic Rugby Support

BT Murrayfield

Edinburgh, EH12 5PJ

Tel: 0131 346 5007

Email: csf@sru.org.uk

Application Form

Scottish Rugby welcome applications to the Fast Track strand of the CSF. Before completing this application please read the Application Form from start to finish, paying particular attention to the advice notes provided. It is essential that applicants also read the guidelines at the start of this document.

Contents

Section 1	Applicant Details
Section 2	Nature of Project
Section 3	The Property
Section 4	Project Funding
Section 5	Documentation
Section 6	Certification

Completing the application form

This form has been created as a fillable PDF form. To complete this electronically you will need Adobe Reader (version 8.1) or newer. This file may then be completed and saved.

The latest version of Adobe Reader can be downloaded from <http://get.adobe.com/uk/reader/>.

Mac users – please note:

If you are using a Mac to complete the form, please ensure that you have opened the document in Adobe Reader (version 8.1) or newer and not the Mac default 'Preview' application.

If you have any problems with the form request a hard copy from csf@sru.org.uk

Please submit your application via email sending it to Scottish Rugby including scanned copies of your supporting documents.

You may alternatively print and post the full application to the address noted below:

Domestic Rugby Support, BT Murrayfield, Edinburgh EH12 5PJ

Please note that if you print the application form, the hidden areas in the scrollable text boxes will not print out. Please print out the text separately and attached with the form.

Data Protection

Scottish Rugby will use and process the information provided as part of this application in accordance with the requirements of the Data Protection Act 1998. The information you provide us with may be held on file, both paper and electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate the effectiveness of investments. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded, processed and used for the purposes outlined above or for any other legitimate reason.

1. Applicant Details

Please ensure you have discussed your project with your Club Services Manager before submitting your application.

Name of Rugby Club

Contact Name

Position within Organisation

Address for correspondence

Postcode

Tel Number (Work)

Tel Number (Mobile)

Tel Number (Home)

Email address

Web Address

2. Nature of Project

It is anticipated that demand for funding from the Fast Track strand will be high so please ensure that you provide detailed content in this section to support your application.

A. Description of Project

B. Demonstrate the need for this project at this time

C. Provide details of the positive impact that the project will have on your club

3. The Property

Address of the property to be improved by grant:

Postcode:

Tenure on which the property is held:

Owned

Leased (Please indicate remaining period of lease)

Other (Please give details)

Has planning permission been obtained?

Yes

No

Not required

4. Project Funding

Estimated cost of the project:

Amount of grant funding required:

Max 50% of project costs and no more than £2000 per application

Please indicate how the remaining balance will be funded: (e.g. Lottery grant)

5. Documentation

Please attach the following when you email this form to Scottish Rugby:

- A copy of the club's most recent Financial Statements
- Any additional details you feel will support your application.

6. Certification

I have read and agreed to the conditions attached to the Scottish Rugby Club Facilities Fund application form. I am authorised to submit the application form for and on behalf of the Club.

Signature

Date

Name

Position

Tel Number

Email

Signature

Date

Name

Position

Tel Number

Email

Please email this form to: csf@sru.org.uk

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