



Photo: Nigel Pacey, Biggar RFC



Club Sustainability Fund Capital Fund - Season 2016/17

Application Form

Introduction

Scottish Rugby and sportscotland welcomes applications for funding from their Club Sustainability Fund – Capital Projects and Sports Facility Fund.

Before completing this application please read in full the accompanying Club Sustainability Fund – Capital Projects Guidelines document.

Contents

What kind of project is eligible to apply for funding?

Section 1	Applicant details
Section 2	Project details
Section 3	Financial details
Section 4	Sport impact
Section 5	Operational details
Section 6	Documentation
Section 7	Certification

Additional notes

Completing the application form

Please submit your application via email to csf@sru.org.uk including copies of your supporting documents. You may alternatively post the full application to the address noted below.

This form has been created as a fillable PDF form. In order to complete this document electronically you will need Adobe Reader (version 8.1) or newer. This file must be downloaded and saved before being completed.

If you are not using the Adobe Reader, either on a Mac or a PC, please do so. The latest version 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 Scottish Rugby. Please submit your application via email by saving it and sending it to csf@sru.org.uk including scanned copies of your supporting documents. You may alternatively post the full application to the address noted below.

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.

Domestic Rugby Support
BT Murrayfield
Edinburgh
EH12 5PJ
Tel: 0131 346 5000
Fax: 0131 346 5001
Email: csf@sru.org.uk

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

1.1 The Club / Applicant

Name of Rugby Club

Number of years organisation
been in existence

Contact Name

Position within Organisation

Address for correspondence

Postcode

Telephone Number (work)

Telephone Number (mobile)

Telephone Number (home)

Email

Website

1.2 Advice Notes

Please attach a copy of your governing documents. If you are working in partnership with a public body e.g. Local Authority or Leisure Trust please specify here

1.2 What is the status of your organisation?

Local voluntary or community sports club

Company limited by guarantee

Company limited by shares

Trust

Local authority

Community Interest Company

Community Amateur Sports Club

Charity (Please provide Scottish Charity Number:)

Other (Please specify:)

1.3 Membership (if appropriate)

Scottish Governing Body

Local Sports Council

Other

If yes to any of the above, please specify name and status, If no, please tell us about your organisation.

1.4 Advice Notes

Player numbers should be consistent with the data in the Scottish Rugby player registration system

1.4 Current membership numbers

	Male	Female	Total
Playing members under 18			
Playing members over 18			
Non-playing members			
Total			

2. Project Details

2.1 Where will your project be located?

Address

Town/City

Postcode

Ordnance Survey Grid Reference

Letters

Numbers

Local Authority

2.2 What is your project?

New facility

Make better use of existing space

Extension to an existing facility

Upgrade to new technology

Make the current facilities more efficient

Other (please specify)

2.3 Description of all existing facilities

2.3 Advice Notes

Include age or date of construction if known. Please provide any photographs you have of your existing facilities if available

*Please attach
sketch plans of
your proposal*

2.4 Description of proposed facilities

2.5 What time scales are you working to?

Proposed site start date

Anticipated contract length weeks

2.6 Planning permission

Is planning permission required?

Yes

No

Requires clarification

Is your project on the site of existing playing fields?

Yes

No

Requires clarification

If yes, please provide details and confirm whether your project will result in a reduction in the number of pitches on the site.

2.7 Advice Notes

We require a copy of a solicitor's letter confirming the applicants permission to build on the land/ ownership of the facility

2.7 Security of Tenure of project site/facilities

Present arrangement (please indicate)

Owned

Leased

Lease expiry date

Hired

Hire term

Access agreement

Length

Expiry date

Proposed arrangement (please indicate)

Owned

Leased

Lease expiry date

Hired

Hire term

Access agreement

Length

Expiry date

If you do not own the leasehold, licence or freehold for the existing/proposed facilities, who does/will and what is their connection to your organisation?

2.8 Advice Notes

We recommend that you consult your legal advisors to check that there are no burdens or covenants over the project site that may affect the proposed development.

2.8 Are there any burdens or conditions over the project site?

Please provide details

2.9 Advice Notes

Please provide details of the person responsible for managing the project.

2.9 Project Management

Name

Organisation

Professional qualification (if any)

Relationship with club /
employed professional

Phone number

Email

3.1 Advice Notes

Before applying we strongly recommend that you seek the advice of HMRC to determine the extent (if any) of VAT recovery.

3.3 Advice Notes

Remember to include VAT charges if you cannot recover or avoid them. Please also attach a full breakdown of the project costs.

3.4 Advice Notes

Please provide a copy of any quotations or estimates you have obtained for your project. Please do not formally appoint a tender until an award is offered

3. Finance

3.1 Is your organisation registered for VAT?

Yes

No

If yes, please provide your VAT registration number

3.2 VAT recovery

What % VAT recovery will be applicable to your project?

3.3 Cost Breakdown

Please summarise the annual costs below in as much detail as you consider appropriate.

Category	Cost (£)	% of total cost
Staff		
Equipment		
Consumables e.g. stationery		
Other project elements		
Sub Total		
Professional fees and expenses		
Contingency		
VAT		
Total project cost		

3.4 How did you arrive at the above cost?

Detailed costing

Quotation(s)

Other (please specify)

3.5 How much funding (£) are you applying for from Scottish Rugby and sportscotland?

Will the new/enhanced facility be used as a security for a loan(s)?

Yes

No

If yes, please provide details

3.9 If the project is to be part-funded by loans and mortgages:

Is the organisation empowered to borrow to the extent planned?

Yes

No

Is your property already subject to a mortgage or similar charge?

Yes

No

3.10 Advice Notes

Your expenditure forecasts should provide for loan repayments and interest if appropriate. What annual repayments do you plan to make?

3.10 Cost of borrowing

	Loan repayment (£)	Interest (£)
Year 1		
Year 2		
Year 3		

3.11 Advice Notes

Please indicate the last two years and current income and expenditure position (where appropriate) as shown in your annual accounts, and summarise your forecasts for the first three years following implementation of this project. Please include loan repayments and interest but exclude all capital costs and funding.

3.12 Advice Notes

If you are projecting a deficit in your funding profile, please indicate how you plan to finance it

3.11 Operating income & expenditure

	Income(£)	Expenditure(£)	Net(£)
2 years ago			
Last year			
Current Position			
Year 1			
Year 2			
Year 3			

3.12 What assumptions have been made in preparing your forecast?

4.1 Advice Notes

Please provide details of rugby development programme or initiatives that support this facility development including any partnership working with local schools or active schools

4. Sports Impact

4.1 Please demonstrate the clear need and demand that your club has for this project

Please detail your current commitments to developing rugby in your local community

4.2 Advice Notes

Please detail potential impact e.g. increase in numbers, new team, section etc.

4.2 What positive impact will this project make to developing rugby in your club and local community?

4.3 Advice Notes

Please record the users per week. if 1 individual uses the facility three times a week count this as 3 uses each week.

4.3 Number of uses

How many active participants per week do/did use your facility? How many do you anticipate will use your facility in years 1, 2 and 3?

	Previous	Last year	Current	Year 1	Year 2	Year 3
U18 - Male						
U18 - Female						
Adult - Male						
Adult - Female						

How many days per week will the proposed facility be available for physical activity / sports participation?

How many weeks per annum will the proposed facility be available for physical activity / sports participation?

4.4 Number of coaches / volunteers

	Previous	Last year	Current	Year 1	Year 2
RugbyReady Practical coaches					
UKCC Level 1					
UKCC Level 2					
UKCC Level 3					
Volunteers					

4.5 Average coaching / volunteering hours per week

	Current	Future
Adults		
Under 18s		

4.6 What categories of use apply/will apply?

	Current	Future
Informal (free)		
Pay & play		
School		
Club bookings		
Individual bookings		

4.7 Project Integration

Do you have established links with your local authority/Scottish governing body for sport or any other organisation?

Local Authority

Scottish Rugby

Other

No integration

4.5 Advice Notes

On average, how many coaching hours per week are offered, and/or are likely to be offered to, adults (i.e. 18+) and also Under 18s?

Please specify and supply contact details

4.8 Proposed programme of use

If your facility will have timetabled use, please summarise the number of hours allocated to each proposed user group. For example: Club use, school use, womens development, specialist coaching etc.

Please provide full details in support of your application and if necessary provide an attached sheet for multiple user groups at the same time.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
6am							
7am							
8am							
9am							
10am							
11am							
noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

5.1 Advice Notes

For membership organisations, only. Do you, for example limit the number of under 16s?

5.2 Advice Notes

Protected groups under legislation include: age, disability, sex, race, religion or belief, sexual orientation, gender, reassignment, pregnancy and maternity, marriage and civil partnership, political or other opinion.

5.3 Advice Notes

Adjustments may include those to cater for: ambulant disabled; wheelchair users; visually impaired; hearing impairment; learning disabilities

5.4 Advice Notes

Please include details of posts, numbers and shifts, e.g. 8x leisure attendants, weekdays 8am-3pm

5.7 Advice Notes

5. Operational details

5.1 Are there any restrictions on the numbers of members in each category of membership?

Yes

No

If yes, please give details

5.2 What initiatives do you have in place to actively seek members/users from underrepresented groups of your community?

5.3 Adjustment/provision for disabled participants

As the service provider of a public facility you have a duty under the 2010 Equity & Inclusion Act to make the reasonable adjustments/provision to ensure that disabled participants are able to use your facility. What steps have you taken to comply with this legislation?

5.4 Management and staffing structure

Please provide details of your organisation's management and staffing numbers.

5.5 Quality procedures

Please provide details of operational procedural documentation/system currently in operation or proposed, such as quality management systems, booking procedures, letting policy, fitness room policies and guidelines, etc.

6. Certification

Please confirm that you are enclosing the following documents, where relevant, in support of this application.

Governing Documents, Memorandum and Articles of association/Constitution

Minutes of meeting adopting or approving current Governing Documents

List of names & full contact details of office bearers

Drawings

Site Photos

Site plan and location plan

Planning permission

Evidence of security of tenure of project site

Quotations or estimates

Outline specifications of works

Latest and previous two years annual accounts

Current bank statement

Details on how this project fits into your club plans and priorities. Larger projects will require a business plan

Management or Access Agreement

Child Protection Policy

7.1. Advice Notes

Please ensure that you have fully consulted your Club Services Manager before submitting your application.

7. Certification

7.1 Endorsement

Your application must be endorsed and countersigned by an authorised representative of your organisation (e.g. President, Treasurer, Secretary) other than the main contact person referred to in Section 1.1, page 1, or the signatory to the applicant's statement on this page.

I endorse this application, confirm that it has been authorised by the organisation, and certify that to the best of my knowledge, the information provided is truthful and accurate.

Signature	Date
Name	Position
Tel Number	Email

7.2 Applicant's Statement

Please read and sign this statement. This is a legally binding declaration.

I confirm and certify on behalf of this applicant that:

I am completing this application on behalf of the organisation named in question 1.1 and have read the Guidelines, and have formally authorised this application to Scottish Rugby.

The project which is the subject of this application has not been commenced.

On completion of the project no-one will be denied the right to equal access to our facilities on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion. To the best of my knowledge all information provided in this application and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this application invalid. I undertake to inform Scottish Rugby fully and immediately if any changes in circumstances require us to amend the application or the supporting material.

I certify that I have made full and complete disclosure of all relevant facts relating to the application, or its subject matter, whether supportive of the application or otherwise.

Signature	Date
Name	Position
Tel Number	Email

The completed application form and supporting documentation should be sent to: csf@sru.org.uk or post to Domestic Rugby Support, Domestic Rugby, BT Murrayfield, Edinburgh EH12 5PJ