



LEGACY 2014
XX COMMONWEALTH GAMES
SCOTLAND

Legacy 2014 Active Places Fund Application form

Applicant

Project Title

sportscotland



Introduction

sportscotland welcomes applications for funding under the Legacy 2014 Active Places Fund. This single stage application form should be used for award requests of between £10,000 and £100,000. Before completing this application form please read in full the accompanying guidelines for the Legacy 2014 Active Places Fund. You can download the guidelines here:

www.sportscotland.org.uk/activeplacesguidelines

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Completing the application form

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

If you have an idea for a project that you need support in developing we would encourage you to contact your Local Authority or contact sportscotland's facilities team on **activeplaces@sportscotland.org.uk**

This form has been created as a fillable PDF document. In order to complete it electronically you will need Adobe Reader (version 8.1) or higher to be installed. This form may then be completed and saved. If you are not using Adobe Reader, either on a Mac or a PC, please do so.

The latest version (currently version 10) can be downloaded from **<http://get.adobe.com/uk/reader/>**. If you are using a Mac to complete the form, please ensure that you've opened the document in Adobe Reader (version 8.1) or higher and not the Mac default 'Preview' application. Older versions of Adobe Reader may allow you to view and print but not complete the form. Forms may be printed and completed by hand. If you have any problems with the form you can request a hard copy from the address noted at the bottom of the page.

Data Protection

sportscotland and Scottish Government will use and process information provided 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.

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www.sportscotland.org.uk
activeplaces@sportscotland.org.uk

1. Advice notes

1.1 Please ensure that your organisation is eligible to apply for an award. See the Guidelines for Eligibility criteria. Please provide your normal business address. Please notify sportscotland if any of the details you provide in this section should change while the application is under assessment.

1.2 Please attach a copy of your governing documents.

1 Applicant details

1.1 The applicant body

Name of the applicant organisation	<input type="text"/>
Number of years organisation been in existence	<input type="text"/>
Contact name	<input type="text"/>
Position within organisation	<input type="text"/>
Address for correspondence	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel no (Work)	<input type="text"/>
Tel no (Mobile)	<input type="text"/>
Tel no (Home)	<input type="text"/>
E-mail address	<input type="text"/>
Web address	<input type="text"/>

1.2 What is the status of your organisation?

<input type="checkbox"/> Local voluntary or community sports club	<input type="checkbox"/> Company limited by guarantee
<input type="checkbox"/> Community sport hub	<input type="checkbox"/> Company limited by shares
<input type="checkbox"/> Trust	<input type="checkbox"/> Local authority
<input type="checkbox"/> National governing body of sport	<input type="checkbox"/> Statutory body
<input type="checkbox"/> Community Amateur Sports Club	<input type="checkbox"/> Community Interest Company
<input type="checkbox"/> Charity (please provide Scottish Charity Number):	<input type="text"/>
<input type="checkbox"/> Other (please specify):	<input type="text"/>

1.3 Please note your relevant status within each organisation eg. Member, Affiliated, Chartered, Quality Mark, Club Mark, Community Club

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 Club and member organisation applicants please complete this question. Public body applicants / non club applicants please proceed to question 2.1

1.4 Current membership numbers (if appropriate)

	Male	Female	Total
Playing members under 16	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Playing members over 16	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Non playing members	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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 the nature of your project?

New facility

Extension to an existing facility

Make better use of existing space

Upgrade to new technology

Make the current facilities more efficient

Other (please specify)

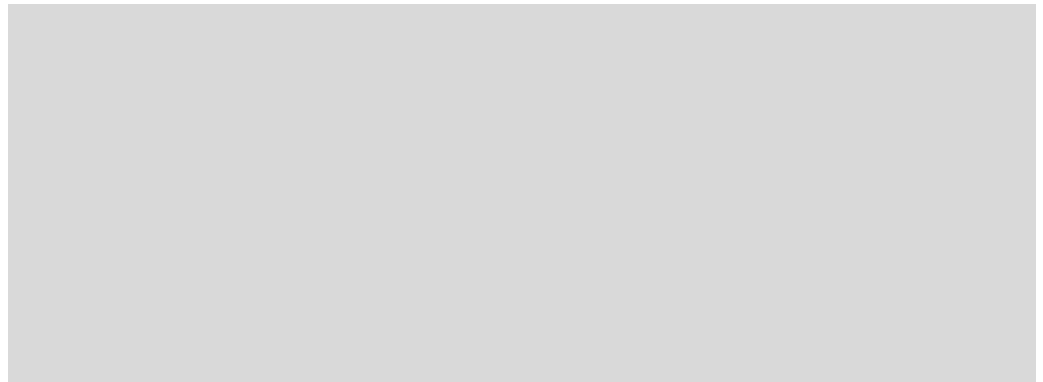
2.3 Include age or date of construction, if known.

Please provide any photographs you have of your existing facilities alongside your application, if available.

2.3 Description of all existing facilities

2.4 Please provide sketch plans of your proposal alongside your application.

2.4 Description of proposed facilities



2.5 What timescale are you working to?

Proposed site start date

Anticipated contract length weeks

2.6 We do not require planning permission to be in place at this stage.

If yes, full planning permission will be required prior to work commencing on the project.

2.6 Planning permission

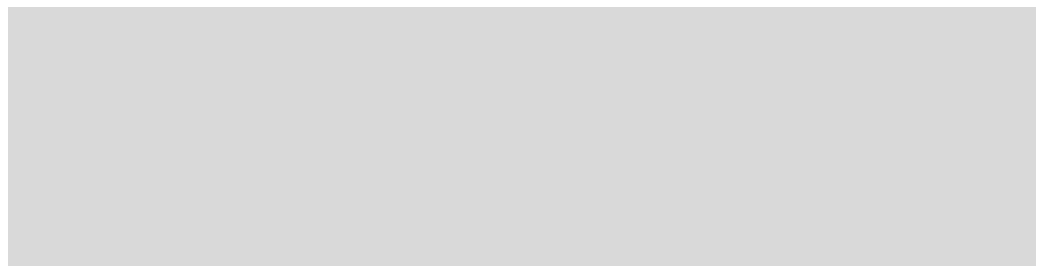
Is planning permission required?

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

2.7 Security of Tenure of project site/facilities

Present arrangement (please indicate if appropriate)

<input type="radio"/>	Owned		
<input type="radio"/>	Leased	Lease expiry date	<input type="text"/>
<input type="radio"/>	Hired	Hire term	<input type="text"/>
<input type="radio"/>	Access agreement	Length	<input type="text"/> Expiry date <input type="text"/>

Proposed arrangement (please indicate)

<input type="radio"/>	Owned		
<input type="radio"/>	Leased	Lease expiry date	<input type="text"/>
<input type="radio"/>	Hired	Hire term	<input type="text"/>
<input type="radio"/>	Access agreement	Length	<input type="text"/> Expiry date <input type="text"/>

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

2.9 Project Management

Name	<input type="text"/>
Organisation	<input type="text"/>
Professional qualification (if any)	<input type="text"/>
Relationship with organisation / employed professional	<input type="text"/>
Phone number	<input type="text"/>
E-mail address	<input type="text"/>

3. Advice notes

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

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

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

3 Financial details

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 costs below in as much detail as you consider appropriate.

Category	Cost (£)	% of total contract cost
Equipment cost	£ <input type="text"/>	
Total contract cost (of construction projects)	£ <input type="text"/>	
Professional fees and expenses	£ <input type="text"/>	<input type="text"/> %
Contingency	£ <input type="text"/>	<input type="text"/> %
Inflation	£ <input type="text"/>	<input type="text"/> %
VAT	£ <input type="text"/>	<input type="text"/> %
Total project cost	£ 0 <input type="text"/>	

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 the Legacy 2014 Active Places Fund?

£

3.9 Please only complete this question if your project is part funded by loans or mortgages, if not applicable please proceed to question 3.11

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

3.10 Cost of borrowing

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

3.11 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 of operation. Please include loan repayments and interest but exclude all capital costs and funding.

3.11 Operating income & expenditure

	Income (£)	Expenditure (£)	Net (£)
2 years ago	£	£	£ 0
Last year	£	£	£ 0
Current position	£	£	£ 0
Year 1	£	£	£ 0
Year 2	£	£	£ 0
Year 3	£	£	£ 0

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

3.12 What assumptions have been made in preparing your forecast?

4 Physical Activity Impact

4. Advice notes

4.1 Please provide details of youth, Active Schools, development programmes or initiatives that support this facility development.

4.1 How will this project increase physical activity overall and importantly help get more people active?

Do you have any development programmes in place to support physical activity at this project?

4.2 What gap in your community do you feel that this project is addressing?

4.3 Please record the number of uses 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
Under 16 – Male						
Under 16 – 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 If your activity will be coached or your facility will require volunteers to run it please note numbers for people involved.

4.4 Number of coaches / volunteers

	Previous	Last year	Current	Year 1	Year 2	Year 3
Unqualified Coaches						
Qualified Coaches Level 1						
Qualified Coaches Level 2						
Qualified Coaches Level 3						
Qualified Coaches Level 4+						
Volunteers						

4.5 Please note here if you plan to have coached sessions within your facility.

4.5 Average coaching / volunteering hours per week

On average, how many coaching hours per week are offered, and/or are likely to be offered to, adults (ie 16+) and also Under-16s?

	Current		Future	
	Coach	Volunteer	Coach	Volunteer
Adults				
Under 16's				

4.6 What categories of use apply/will apply?

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

4.7 Please provide the name(s) and department(s) of your contact(s) in the Local Authority/Governing Body

4.7 Project Integration

Do you have established links with your local authority/National governing body of sport or any other national organisation?

Local Authority
 Governing Body
 Other
 No integration

Please specify & provide contact details:

4.8 Proposed programme of use for facilities with timetables?

Please summarise the number of hours allocated to each proposed user group. For example: club use, school use, pay and play, women's development and youth development classes, individual coaching, and provide full details in support of your application.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
6am							
7am							
8am							
9am							
10am							
11am							
12am							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

5. Advice notes

5.1 Please indicate the charges you make at present and/or propose to make, using your discretion where the description does not exactly match your own. (You may wish to enclose a copy of your charges schedule).

5.2 For membership organisations, we need to be satisfied that equality of opportunity is observed in all respects ie. access, pricing policy & voting rights. Your constitution should include an 'open to all clause'.

5.3 For membership organisations only. Do you, for example, limit the number of juniors (U-16)?

5 Operational details

5.1 Current and proposed charges

No charges apply Charges apply – please complete table below

	Current			Future		
	Male adult	Female adult	Junior U16	Male adult	Female adult	Junior U16
Entrance fee / admission charge	£	£	£	£	£	£
Joining fee (for membership)	£	£	£	£	£	£
Annual subscription	£	£	£	£	£	£
Playing charge	£	£	£	£	£	£
Other subs/levies (specify below)	£	£	£	£	£	£

Other subs/levies:

5.2 Does your organisation operate an equal opportunities policy?

Yes No

If no, please tell us why:

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

Yes No

If yes, please give details:

5.4 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.

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

5.6 Please include details of posts, numbers and shifts, e.g. 8 x leisure attendants, weekdays 0800-1500 hours.

5.7 For example Quest, ISO 9000, Chartermark, Investors in People.

5.4 What initiatives do you have in place to actively seek users/members from under-represented groups of your community?

5.5 Adjustments/provision for disabled participants

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

5.6 Management and staffing structure

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

5.7 Quality procedures

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

6 Documentation

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

- Governing documents
- Minutes of meeting adopting or approving current Governing Documents
- Minutes of meeting giving authority to apply for funding
- List of names & full contact details of office bearers
- Drawings of the project site
- Site photos
- Site plan and location plan
- Project brief (for projects costing over £250,000)
- Evidence of security of tenure of project site
- Quotations or estimates
- BCIS specification of works
- Income and expenditure projection for the first three years of the facility
- Latest and previous two years' annual accounts
- Current bank statement
- Business plan
- Management or Access Agreements
- Child protection policy

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	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Position	<input type="text"/>		
Phone number	<input type="text"/>		
E-mail address	<input type="text"/>		

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, including sportscotland's obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, and have formally authorised this application to sportscotland.

The project which is the subject of this application has not been commenced by way of letting a contract or start on site.

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 sportscotland 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	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Position	<input type="text"/>		
Phone number	<input type="text"/>		
E-mail address	<input type="text"/>		

The completed application form and supporting documentation should be sent to:

activeplaces@sportscotland.org.uk

or post a hard copy to:

sportscotland, Doges, Templeton on the Green, 62 Templeton Street, Glasgow, G40 1DA