



Sport Facilities Fund Projects Over £100,000

Outline Application Form

Applicant:

Project title:

Although we may have supplied you with an electronic PDF version of this application form, completed forms must be returned to **sportscotland** in a printed format containing all pages and sections and a signature from an authorised party. We are unable to accept and process electronic versions of this form.

Sport Facilities Fund: Projects Over £100,000

Outline Application Form

Introduction

sportscotland welcomes applications for funding under its Sports Facilities Fund: Projects over £100,000. This outline application form should only be used for projects with a value over £100,000. Before completing this application please read the form from start to finish, paying particular attention to the advice notes provided in the margin of each page. It is essential that you also read in full the accompanying Sports Facilities Fund Guidelines document (www.sportscotland.org.uk/FacilitiesGuidelines).

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Completing the application form

This form has been created as an editable pdf. In order to edit it electronically you will need Adobe Reader (version 7) or newer. This file may then be edited and saved.

If you are not using Adobe Reader, either on a Mac or a PC, please do so. The latest version (currently version 9) can be downloaded from <http://get.adobe.com/uk/reader/>.

If you are using a Mac to edit the form, please ensure that you've opened the document in Adobe Reader (version 7) or newer and not the Mac default 'preview' menu.

Older versions of adobe will allow you to view and print but not edit the form. Forms may be printed and completed by hand. If you have any problems with the form request a hard copy from sportscotland.enquiries@sportscotland.org.uk

Data Protection

sportscotland 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 files, 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.

sportscotland
Doges
Templeton on the Green
62 Templeton Street
GLASGOW
G40 1DA
Tel: 0141 534 6500
Fax: 0141534 6501
www.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.

1 Applicant Details

Please notify **sportscotland** if any of the details you provide in this section should change while the application is under assessment.

1.1 The applicant body

Name of the applicant organisation

How many years has your organisation been in existence?

Contact name

Position within organisation

Address for correspondence

Postcode

Tel no (Work)

Tel no (Home)

Tel no (Mobile)

E-mail address

Web address

1.2 We require a copy of your Constitution & Articles of Association.

1.2 What is the status of your organisation?

☐

Local voluntary or community sports club

☐

Community Sports Hub

☐

Trust

☐

National governing body of sport

☐

Other (please specify)

☐

Company limited by guarantee

☐

Company limited by shares

☐

Local Authority

☐

Statutory body

1.3 Membership Numbers

	Male	Female	Total
Playing members under 16			0
Playing members over 16			0
Non playing members			0
Total	0	0	0

2 Project

2.1 Where will your project be located?

Address

Town/City

Postcode

Ordnance Survey grid reference:

Letters

Numbers

2.2 What is 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 Please provide any photographs you have of your existing facilities if available.

Include age or date of construction if known.

2.3 Description of all existing facilities

2.4 Please provide a brief description of your project. Please also attach sketch plans.

2.4 Description of proposed facilities

2.5 Who will manage the proposed facilities?

2.6 Include Proposed site start, contract length, practical completion date if known.

2.6 What timescale are you working to?

2.7 We do not require Planning Permission to be in place at this stage.

If yes, full planning permission will be required at stage two.

2.7 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.

2.8 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?

3. Advice Notes	3 Financial Details															
3.1 Please include VAT in the estimated project cost unless you can avoid or recover them.	<div>3.1 Project Costs</div> <table><tr><td>Estimated cost of the project</td><td>£</td><td></td></tr><tr><td>Inflation/contingency allowance</td><td>£</td><td></td></tr><tr><td>Estimate of fees</td><td>£</td><td></td></tr><tr><td>VAT at</td><td>%</td><td>£</td></tr><tr><td>Total cost</td><td>£</td><td>0.00</td></tr></table>	Estimated cost of the project	£		Inflation/contingency allowance	£		Estimate of fees	£		VAT at	%	£	Total cost	£	0.00
Estimated cost of the project	£															
Inflation/contingency allowance	£															
Estimate of fees	£															
VAT at	%	£														
Total cost	£	0.00														
	<div>3.2 VAT Recovery</div> <div>What % VAT recovery will be applicable to your project?</div> <div></div> <div>%</div>															
3.3 Please provide a copy of any quotations or estimates you have obtained for your project.	<div>3.3 How did you arrive at the above cost?</div> <div><div><input type="checkbox"/> Initial estimate</div><div><input type="checkbox"/> Detailed costing</div><div><input type="checkbox"/> Quotation(s)</div><div><input type="checkbox"/> Tender(s)</div><div><input type="checkbox"/> Other (please specify)</div><div></div></div>															
3.4 In most cases, we will only be able to fund part of the cost of capital projects, so we need to know where the balance of funding is likely to come from and to what extent it has been secured.	<div>3.4 How much sportscotland funding are you applying for?</div> <div>In this application</div> <div>£</div> <div></div>															

3.5 Please enter amounts in appropriate columns and attach a letter of support, or other documentary evidence, for every confirmed source of funding.

3.5 Funding Summary

Funding sources	Grant (G) Loan (L)	Funding in place £	Promised £	Applied for £	Total £
Organisation's cash	Select type				£0.00
Organisation's in kind	Select type				£0.00
sportscotland	Select type				£0.00
Others:	Select type				£0.00
	Select type				£0.00
	Select type				£0.00
	Select type				£0.00
	Select type				£0.00
Shortfall					
Total		£0.00	£0.00	£0.00	£0.00

If funding is in place and/or promised please provide copy of appropriate Letters of Offer, etc.

3.6 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

3.6 Operating income & expenditure

	Income (£)	Expenditure (£)	Net (£)
2 years ago			£0.00
Last Year			£0.00
Current Position			£0.00
Year 1			£0.00
Year 2			£0.00
Year 3			£0.00

3.7 What assumptions have been made in preparing your forecast?

4 Sports Impact

4.1 What is the purpose of your project?

Increasing Participation: ☐ Current ☐ Future

Improving Performance: ☐ Current ☐ Future

4.2 Please describe what sporting outcomes you plan to achieve from the project eg. Increase capacity for growth within your teams; better experience for children & young people; improved planning & programming; increased membership; What development initiatives are you proposing to achieve these?

4.2 How do you intend to increase participation and/or improve performance?

4.3 Active participants per week

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 sports participation?

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

Please attached this as an appendix if you require more space.

[illegible]

4.5 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

4.5 Number of coaches

	Previous	Last year	Current	Year 1	Year 2	Year 3
Unqualified						
Qualified Level:						
Qualified Level:						
Qualified Level:						
Qualified Level:						

4.6 Please describe what links you plan to establish/ have established with the sports programmes and initiatives operated by the Local Authority/ Governing Body and its associates/ partners and provide the name(s) and department(s) of your contact(s) in the Local Authority/Governing Body.

4.6 Project Integration

Have you discussed this project with your Local Authority/National Governing Body for Sport?

☐ Local Authority ☐ Governing Body

Please specify:

4.7 Is your project referred to in a Local Authority or Governing body Facility Strategy or any other strategic document?

4.8 Current and Proposed Charges

	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 Documentation

Please confirm that you are enclosing the following documents in support of this application

- ☐ **Constitution**
- ☐ **Memorandum and Articles of Association**
- ☐ **Lease, draft lease, rental or access agreement**
- ☐ **Quotations or estimates**
- ☐ **Sketch Proposal**
- ☐ **Site plan and location plan**
- ☐ **Outline specification of works**
- ☐ **Latest and previous two years' annual accounts**
- ☐ **Draft Programme of use (see attached)**
- ☐ **User Profile (from section 4.4, where appropriate)**

Please note that we will not be liable, nor will we accept any liability, for any costs incurred by the applicant, either on the project or in making this application, irrespective of its outcome.

6 Certification

6.1 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 (first signatory)

Name

Position

Date

Home tel no

Business tel no

Mobile no.

6.2 Applicant's statement

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 that I have read the Guidelines, including sportscotland's obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 and 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 because of their age, race, creed, colour, gender, occupation, religion, sexual orientation, or political persuasion, and

*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 (first signatory)

Name

Position

Date

Home tel no.

Business tel no.

Mobile no.

The completed form and supporting documentation should be sent to:
sportscotland, Doges, Templeton on the Green, 62 Templeton Street, Glasgow, G40 1DA

Additional Notes

Please use the section and question numbers for our reference.

Additional Notes

Please use this section if you could not fit all relevant information in the boxes provided.