

**Fund for capital enhancements to
playing pitches owned by the
education sector**

**Information and guidance notes for
applicants**

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1.0 Background

Belfast City Council has recently agreed a Playing Pitches Strategy which covers a ten year period (2011-2021). We have committed £10 million for the implementation of the strategy in the first 3 years and as part of this have allocated £750,000 to a fund for capital enhancements to playing pitches owned by education facilities. The purpose of the capital enhancement would be to allow greater community access to the pitches for example the installation of flood lighting to allow the pitch to be used by the local community in the evenings.

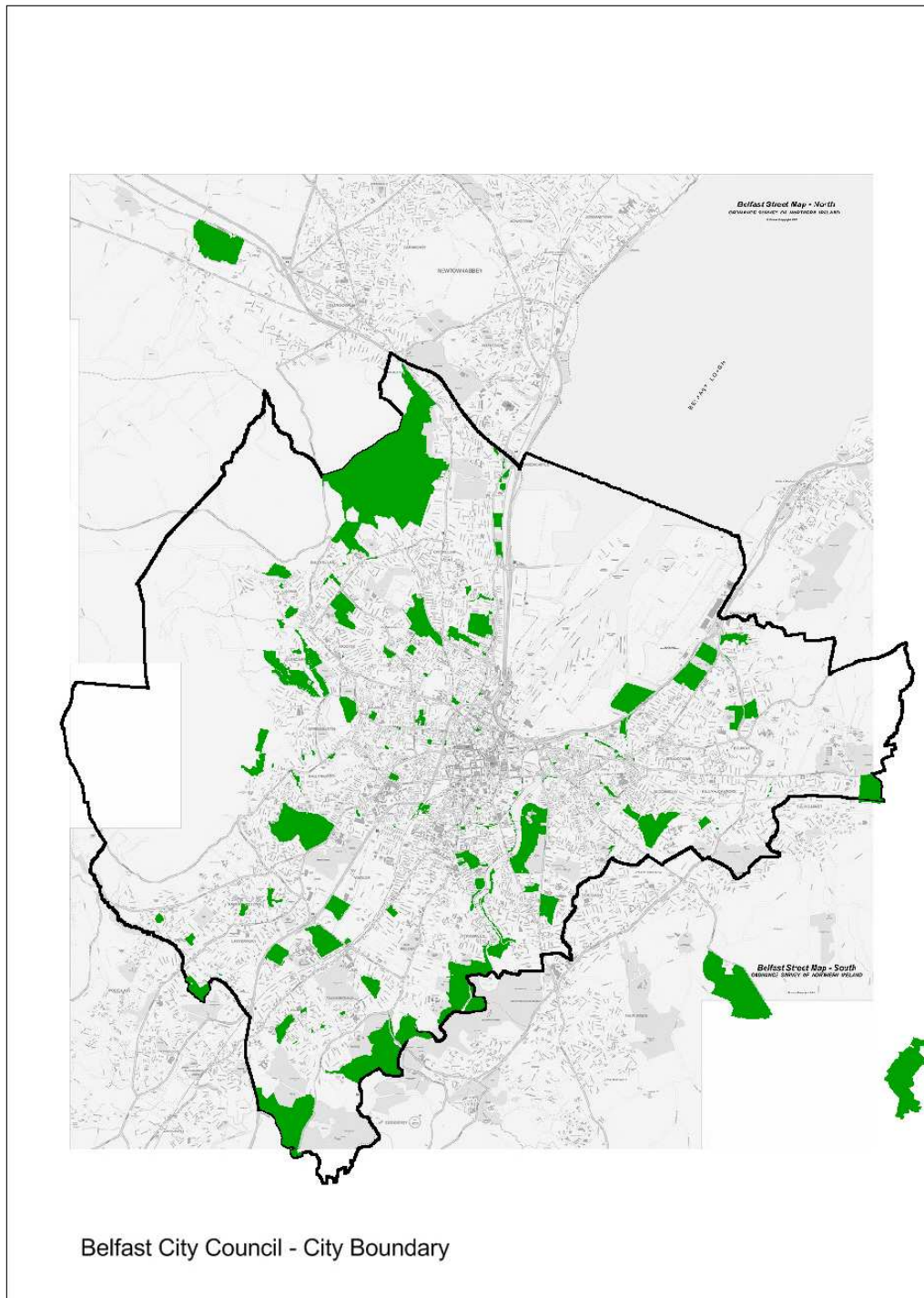
Any application to the fund would have to demonstrate that the capital enhancement would increase wider community usage of the playing pitch.

A copy of the Playing Pitches Strategy can be downloaded at www.belfastcity.gov.uk/sportspitches

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2.0 Applicant Eligibility

This fund is only open to schools which are based within the Belfast City Council area (see map below). Primary, second level and special needs schools from any of the sectors (controlled, maintained, voluntary or integrated) are eligible to apply.



3.0 Project Eligibility

The fund is to be used to provide capital enhancements to existing playing pitches. The pitches can be either grass or synthetic and should be used for at least one of the following sporting codes:

- Association football (soccer)
- Gaelic games – football and hurling
- Camogie
- Rugby
- Cricket
- Hockey

Capital enhancements are considered to be:

- Floodlighting
- Drainage
- Resurfacing of the pitch using either natural or artificial turf
- Fencing – this must be spectator fencing, ball stop or pitch perimeter fencing

The following cannot be applied for from this fund:

- Costs for implementing out of hours agreements
- Public liability or other insurance costs
- Ongoing or routine running and maintenance costs including staffing and utilities costs
- Programming costs
- Land purchase
- Applications for standalone maintenance equipment, car parking, access roads, perimeter and site boundary fencing, scoreboards, catch nets, dug outs, sprinkler systems, landscaping
- Ancillary and support facilities which are not essential and integral to the sports use of a facility
- Personal sports equipment and clothing
- Provision of children's playgrounds and equipment
- Purely social or spectator accommodation
- Gym equipment
- Minibuses/transport
- Changing facilities (new, extensions or upgrades)

This is not an exhaustive list and the council reserves the right to make additions to it as the need arises. The council will not pay for any work that has commenced or where a contract has been signed before the applicant is notified of the Council's decision on the funding application.

4.0 Assessment criteria

As funding is limited all applications which are received will be scored using a scoring matrix (attached as appendix 1).

The proposed assessment criteria are:

- Participation – type
- Participation – increase in usage additional to school use
- Funding (secured and anticipated)
- Access to pitch
- Access to ancillary facilities

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5.0 Levels of funding

Due to the limited amount of funding available the following limits will apply:

Minimum award - £25,000

Maximum award - £75,000

We can fund up to 100% of the construction costs, up to a maximum of £75,000, **although design costs are not eligible**. If your organisation is registered for VAT, recoverable VAT costs will not be eligible for recovery through this funding.

If you are only applying for part funding we will require you to tell us the total cost of the project and give us information on all other agreed and potential funders.

The guidance from DENI re procurement should be followed.

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6.0 Assessment Process

Applicants will complete an application form (attached as appendix 2), and must attach to it the following:

Mandatory Information

Security of Tenure

- Report on Title for pitch site
- Copy of Title Deeds or lease for pitch site and copy of folio map

Technical

- If already obtained a copy of Full Planning approval notice and any other required statutory approvals e.g. consent to discharge

Finance

- Total costs for the project
- Confirmation of any partnership funding

Design Drawings

- Attached drawings indicating design proposals

Community Use

- Plan of how community use will be facilitated and increased
- Timetable of use

Other Optional Information (if available)

- Letters of support.
1. Your application should give as much information as possible about the impact of your project, but apart from the mandatory information listed above, you should not attach any additional sheets as these will not be assessed.
 2. Application forms and attachments must all be received in Belfast City Council **by Friday 07 December 2012 at 4pm. Late applications will not be considered.**
 3. Your application will firstly be checked for eligibility to ensure the applicant is a school based within the Belfast City Council boundary and the proposed project is eligible in line with the guidance laid out in section 3.
 4. Your application will then be assessed by a panel consisting of officers from Belfast City Council and DENI using the assessment criteria. The scoring mechanism for assessment is available for download from the council's website.
 5. Following assessment, your application will be approved or rejected by Belfast City Council. We will inform you of the decision and if your application is approved we will inform you of the likely indicative award. Any costs incurred prior to the submission,

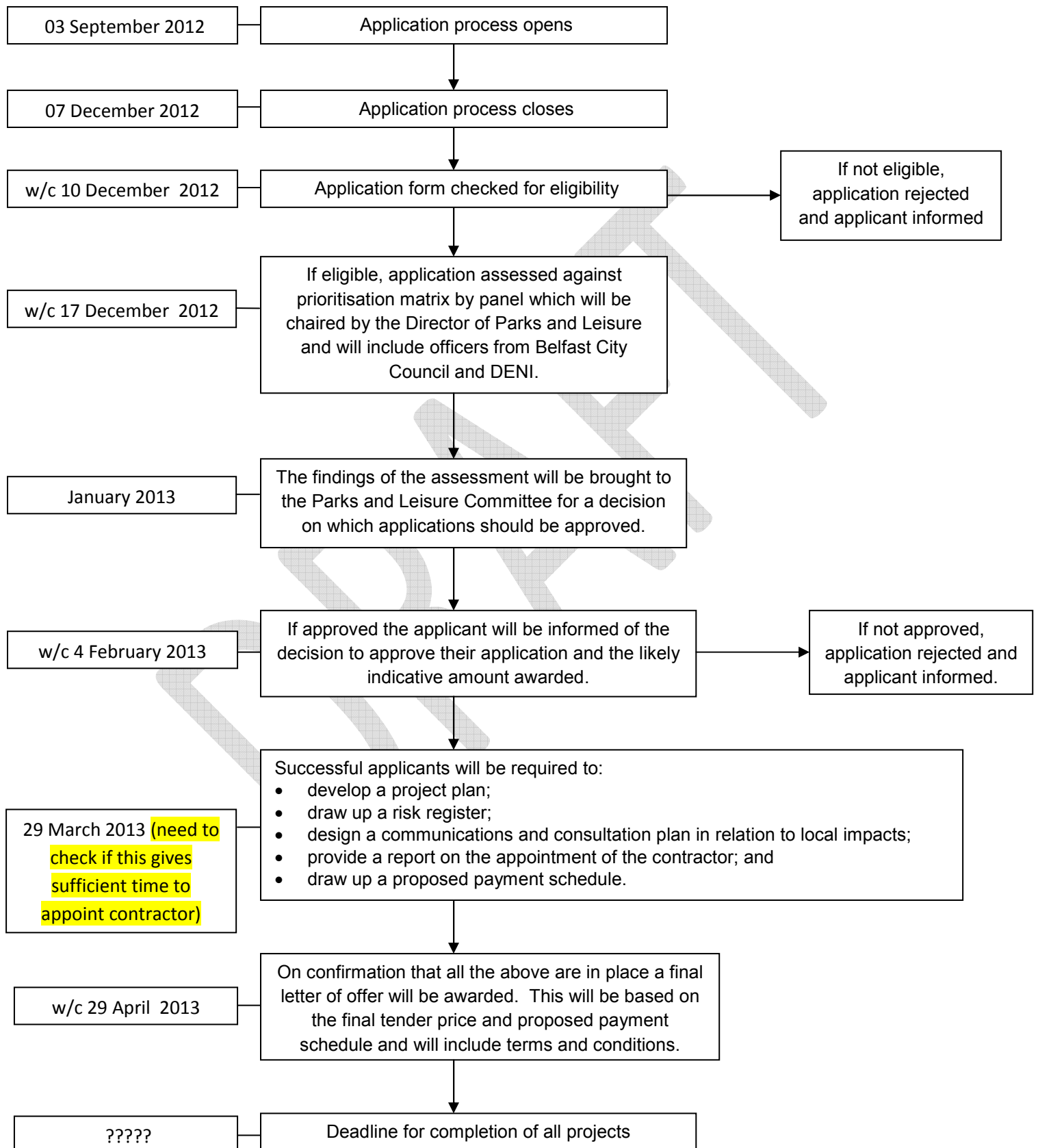
review and feedback by Belfast City Council of the application form is at the applicant's own risk. Should the application not be successful, these costs are not recoverable.

6. If your application is successful you will then be required to complete a set of project management requirements to help you deliver the project. Again, timing is crucial and it is important that you adhere to the timescales. Applicants who fail to adhere to the timescales will be removed from the process.
7. Completion of these conditions, including establishing the preferred tender price, will allow release of the Full and Final Letter of Offer, and permission to proceed on site. As this funding is year end sensitive, projects must be substantially completed by xxxx, to ensure that spend is profiled in the year xxxx. Therefore it is imperative that you adhere to deadlines imposed by Belfast City Council. – We need confirmation of whether this funding is yearend sensitive or if there is a date by which it must be spent.

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7.0 Overall Process and Timescales

The following outlines the application and decision making process:



8.0 Technical guidance

As an advanced state of readiness is important prior to an application, technical issues will need to be addressed by you before submitting an application.

Planning

If planning is required for your project and you have full planning permission in place prior to application, this should be attached with your application. If you do not have full planning approval in place you need to submit a timetable for when you are likely to submit your application. It is the responsibility of the applicant to obtain planning and any other necessary statutory approvals. If you do not receive the necessary planning and other statutory approvals or can provide satisfactory evidence of pursuit of them within 6 months of receipt of the offer of funding, it will be withdrawn.

Appointment of Contractors

If your application is successful, and you progress to the next stage of the process, you are required to undertake a competitive process for the contractor services on the project. You are required to follow DENI's guidance on procurement. You will be required to submit a report on the competitive process and appointment of the contractor, to Belfast City Council.

Maintenance

We will require the applicant to maintain the facility and to ensure it is usable for its expected life span.

Project Management

If your application is successful you will be required to draw up the following:

- Project Plan
- Risk Register
- Communications and consultation plan in relation to local impacts
- Payment schedule

As a condition of funding Belfast City Council have the right to inspect all or any of the documentation relating to the project.

9.0 State of readiness

Adherence to timescales will be key to this programme.

State of Readiness

The state of readiness of your project is absolutely crucial to all applications. State of Readiness includes the following items being in place prior to applying:

- 1. Statutory approvals**
- 2. Partnership funding**
- 3. Proof of ownership**

Some of these items may take a while to put in place and therefore your organisation should begin work on these issues as soon as possible.

1. Statutory Approvals

If planning is required for your project and you have full planning permission in place prior to application, this should be attached with your application. If you do not have full planning approval in place you need to submit a timetable for when you are likely to submit your application. In some instances, other statutory approvals will be required during the process such as consent to discharge. Due to the tight programme deadlines to achieve substantial project completion by xxx, it is vital that planning approvals be achieved at the earliest stage possible.

2. Partnership Funding

Belfast City Council will pay up to 100% of the construction costs, up to maximum of £75,000, but will make no contribution to the professional fees. However, Belfast City Council need to ensure that your organisation has the capability to fund all the costs of the project and therefore confirmation is required that you have secured sufficient funds to cover these costs.

3. Proof of ownership

Belfast City Council must ensure that you have appropriate ownership of the land on which the pitch is situated. A Report on Title should be completed and a copy of your lease or Title Deeds attached, plus a copy folio map.

10. Assistance with making an application

If you have any queries regarding this application process or require assistance with completing your application please contact:

Jacqui Wilson
Business Manger
Parks and Leisure Department
Belfast City Council
2nd Floor, Adelaide Exchange
24-26 Adelaide Street
Belfast
BT2 8GD

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Appendix 1

[Draft] Assessment and Scoring Matrix

This assessment and scoring matrix is to assist the Council in making decisions on applications it receives from the £750,000 fund for capital enhancements to pitches at educational facilities.

| Assessment Criteria & Weighting | Description of rating | Score |
|---|---|-------|
| Participation – type (20%) | The applicant demonstrates that they will encourage wider community use and have plans in place to target wider use among at least 3 of the following groups: <ul style="list-style-type: none"> • People with a disability • People from an minority ethnic background • Females • Older people • Youth organisations | 3 |
| | The applicant demonstrates wider community user but has not defined any target groups | 2 |
| | The applicant demonstrates participation from members of other educational establishments | 1 |
| | The applicant does not demonstrate any participation outside their own school/current users | 0 |
| Participation – increase in usage additional to school use (20%) | Can demonstrate that they have plans in place which will show a 20% increase in usage | 3 |
| | Can demonstrate that they have plans in place which will show a 10% increase in usage | 2 |
| | Can demonstrate that they have plans in place which will show a 5% increase in usage | 1 |
| | Does not demonstrate any plans in place to increase usage | 0 |
| Funding (secured and anticipated) (10%) | No external funding has been sourced and 100% funding is required from the Council | 3 |
| | 50-100% of funding is required from the Council | 2 |
| | 0-50% of funding is required from the Council | 1 |
| | Full cost of development has been sourced from external funders and no funding is required from the Council | 0 |

| | | |
|---|--|---|
| Access to pitch (25%) | Access to the pitch will be unrestricted in the evening and at the weekends (e.g up to 10pm and at both days over the weekend) | 3 |
| | Access to the pitch will be to limited hours in the evening (e.g. up to 6pm only) and the weekend (e.g. Sat morning only) | 2 |
| | Access to the pitch will be to limited hours in the evening only (e.g. up to 6pm only) | 1 |
| | Access to the pitch will only be during regular school hours | 0 |
| | | |
| Access to ancillary facilities (25%) | Access to changing facilities including showers and toilets will be unrestricted in the evening and at the weekends (e.g up to 10pm and at both days over the weekend) | 3 |
| | Access to changing facilities including showers and toilets will be restricted to limited hours | 2 |
| | There will only be access to toilets at any time | 1 |
| | There will be no access to changing facilities, showers or toilets at any time | 0 |

Application for fund for capital enhancements to pitches

Organisation _____

Contact Name _____

Position _____

Address _____

Postcode _____

Tel. No. _____

Fax. No. _____

Email _____

| Office use only | |
|--------------------------|--------|
| Application no | |
| Date received | |
| Eligible | Yes/No |
| Recommended for approval | Yes/No |
| Approved by committee | Yes/No |
| Amount awarded | |

Project Outline

Please provide an outline description of the proposed project

Please attach a map/site plan and any design drawing, photographs or other relevant supplementary information.

Site Ownership

Please demonstrate that you have appropriate ownership of the land on which the pitch is situated. Please attach a Report on Title, a copy of your lease or Title Deeds and a copy folio map.

Statutory approvals including planning

Please provide us with information on what statutory or planning approvals are required for your proposed project. If you already have these approvals please attach a copy. If you do not have the necessary approvals please provide us with a timetable for obtaining them.

Financial information

Please provide us with the following information on the cost of the proposed project.

| | |
|--|--|
| Total cost of project | |
| Amount being sought from Belfast City Council | |
| Amount being sought from elsewhere | |

If you are not seeking 100% funding from Belfast City Council please detail where the remainder of the funding is being obtained.

Community Use

Please provide us with information on how community use will be facilitated and increased. Please attach a community use plan and timetable for wider use.

Maintenance

Please demonstrate how you will maintain the pitch to ensure that it is useable for its expected life span.

Insurance

Please demonstrate that you have / plan to have adequate insurance for both the construction phase and beyond (and this should be from a public liability perspective as well as insuring the facility itself)

Letters of support

Please attach any letters of support you have from current or potential users or any other relevant organisations.

Checklist

Please ensure you have attached the following documents:

| Document | Tick if attached |
|--|------------------|
| Report of title | |
| Copy of title deeds or lease | |
| Copy of folio map | |
| Any notice of statutory approvals such as planning | |
| Site map | |
| Design drawing or photographs | |
| Community use plan and timetable of wider use | |
| Letter of support (if applicable) | |

Please sign your completed application

Signature: _____

Print Name: _____

Position: _____

Date: _____

Please return your completed application by 4pm on Friday 07 December 2012 to:

Jacqui Wilson
Business Manger
Parks and Leisure Department
Belfast City Council
2nd Floor, Adelaide Exchange
24-26 Adelaide Street
Belfast
BT2 8GD