



Applicant Club: \_\_\_\_\_

# Application Form

## Facilities Strategy Grant

## Introduction

Please note that we cannot assist financially with the cost of projects, which have been started prior to an application being submitted, a decision being taken by **The Scottish Football Partnership** and our written approval given to proceed.

# The Scottish Football Partnership

## Stage 1 Application Form: Introduction

**The Scottish Football Partnership** welcomes your application for funding. 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.

### Award Objectives

The purpose of the award is to support Senior football clubs in meeting the requirements to obtain an SFA National Club Licence by funding infrastructure improvements.

Please note that this Facilities Strategy Grant replaced the Club Licensing Scheme.

### Eligibility Criteria

Facilities Strategy Award applications can only be considered by **The Scottish Football Partnership** if the following applies:

- Applicant is an SFA Member Club and must play in the SFL or SPL
- Applicant is a member of the SHFL
- Only one application can be submitted between 1 June to 31 May in any one year
- The SFP reserves the right to request 3 independent, competitive quotes at its sole discretion

### Grant Award

Please note that **the Scottish Football Partnership** can only award up to a maximum of £40,000 per club at a rate of 60% of eligible expenditure.

## Completing the application form

Please complete all relevant sections of the form, preferably in type or black ink using block capitals. Before submitting the application we strongly recommend that you check the form to ensure that all relevant information requested by us has been provided and that the necessary supporting documentation accompanies the application form.

**Once completed, the Application Form and any Supplementary Information should be dispatched to the following address: -**

**Jilly Finlayson, Company Secretary, The Scottish Football Partnership, 27  
Glencross Gardens, Penicuik, Midlothian EH26 9HH.**

## **Supplementary Information**

Please feel free to provide whatever supplementary information you consider appropriate.

## **Data Protection**

**The Scottish Football Partnership** 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 effectiveness of both individual grants and our investments. We will endeavour to keep your personal data safe and secure. 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 and used for those purpose.

## **Freedom of Information 2002**

**The Scottish Football Partnership** does not fall under the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to disclose any information (including applications for funding and ancillary written documents) it holds on a particular topic when requested to do so by a person or body. However please note that as a precaution, **sportscotland** as a public body and administrator and partner to the **Scottish Football Partnership** may have to disclose some or all of the information it holds when requested to do so under the Act. You must inform us in writing as soon as possible if this places a burden on you or your organisation. **sportscotland** will be able to advise you further on this matter. For the avoidance of doubt **sportscotland's** decision with regards to questions of disclosure and non-disclosure shall be final.

## **What Happens Next?**

All applications received will be sent onto the SFA for assessment. Following this process, recommendations are then taken to the Scottish Football Partnership Board for a final decision. All applicants will then receive written confirmation of the outcome of their application.

If the Board considers that the proposed project will not receive an Award, we will send you a letter detailing the reason(s) for our decision.

# 1 Applicant Details

If any of the details you provide in this section should change while the application is under assessment please notify **The Scottish Football Partnership**.

Name of the applicant Club:

Which League does your Club currently play in?

Is your Club currently in possession of a Conditional Club License for the current football season from the SFA ?

(Please delete as applicable) YES / NO

Contact name:

Position within club:

Address for correspondence:

Postcode:

Telephone no.

Work no.

Mobile no

Fax no

Email address:

## **Bank Account Details**

Name and Address of Bank:

Sort Code:

Account Number:

## **2 Project Details**

Please use this section to detail how funding from **The Scottish Football Partnership** will be used to help your Club satisfy one or more of the National Club Licensing criteria.

### **2.1 Project Detail**

### **2.2 Where will your infrastructure project be implemented?**

**Address**

**Town/City**

**Postcode**

### **3 Capital Project**

#### **3.1 Description of proposed facilities (please give approximate sizes/areas)**

#### **3.2 Planning permission**

Is planning permission required? Yes/No

We do not require planning permission at this stage but if you have obtained outline or full planning permission or have written confirmation from the local authority that planning permission is not required, please send us a copy.

#### **3.3 Professional and technical services**

Are you utilising any professional/technical services in the preparation and management of your project? For instance, the services of an architect, quantity surveyor or civil/structural engineer.

- Yes
- No

If No, please explain why

#### **3.4 VAT**

What % VAT recovery will be applicable to your project? \_\_\_\_\_ %

### 3.5 Project Costs

|                                 |   |
|---------------------------------|---|
| Estimated cost of the facility  | £ |
| Inflation/contingency allowance | £ |
| Estimate of fees                | £ |
| VAT                             | £ |
| Total cost                      | £ |

### 3.6 Cost breakdown

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

| Category  | Goods/Services (£) |
|---|--------------------|
| Purchase of land/facility                       |                    |
| New Build                                       |                    |
| Improving/upgrading/extending existing facility |                    |
| Fixtures and fittings                           |                    |
| External construction works and landscaping     |                    |
| Floodlighting                                   |                    |
| Major items of non-personal sporting equipment  |                    |
| Inflation/contingency allowance                 |                    |
| Professional fees and expenses                  |                    |
| Others (please specify)                         |                    |
| TOTAL VAT                                       |                    |
| <b>TOTAL COSTS</b>                              |                    |

3.6 Remember to include VAT charges if you cannot recover or avoid them.

### 3.7 How did you arrive at the above cost?

- Initial estimate
- Detailed costing
- Quotation(s)
- Tender(s)

## 4 Funding Profile

This **Scottish football Partnership** Grant is subject to a maximum award of no more than £40,000. **The Scottish Football Partnership** therefore needs to know where the balance of funding is likely to come from and to what extent it has been secured.

### 4.1 Please confirm all funding sources which will meet the total cost of your application

Applicants own resources:

: cash £ \_\_\_\_\_

: loans £ \_\_\_\_\_

: in kind £ \_\_\_\_\_

Sponsorship £ \_\_\_\_\_

Other sources of funding  
(please specify)

\_\_\_\_\_ £ \_\_\_\_\_

\_\_\_\_\_ £ \_\_\_\_\_

\_\_\_\_\_ £ \_\_\_\_\_

SFP Fund requested £ \_\_\_\_\_

Shortfall (if any) £ \_\_\_\_\_

Total £ \_\_\_\_\_

If you indicate a shortfall in the funding profile please explain how you intend to address this issue.

Please confirm the status of the additional funding shortfall

- The shortfall has been applied for
- The shortfall has been promised

**To enable us to determine how much money your organisation has available; please provide a copy of your latest Accounts or Balance Sheet with this application. Your application will not be assessed without this information.**



## 5 Additional Information

Please provide any additional information that you believe will assist **The Scottish Football Partnership** in assessing your application.

## 6 Certification & Documentation

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

|           |
|-----------|
| Signature |
| Name      |
| Position  |
| Date      |

I enclose the following in support of this application:

- o Latest annual accounts
- o Sketch drawings
- o Photographs
- o Copy of planning permission/correspondence
- o Accommodation schedule
- o Letter of Endorsement and Support from the SFA Regional Manager
- o Letter of Endorsement and Support from the SFA Club Licensing Manager
- o Other supporting information (please provide details)