



Applicant Club: _____

Application Form

General Award

The Scottish Football Partnership

The Scottish Football Partnership welcomes your application for funding. Before completing this application please read the form from start to finish.

This is a general form and so some of the requested information may not be applicable to you.

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.

The SFP reserves the right to request 3 independent, competitive quotes at its sole discretion.

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

**Jilly Finlayson, Company Secretary, 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/ Freedom of Information 2002

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.

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.

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?

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 Proposal

Please use this section to detail how funding from **The Scottish Football Partnership** could be used to help your Club.

Please complete Section 3 if you intend to undertake a capital project.

2.1 Project Detail

2.2 Where will your project be implemented?

Address

Town/City

Postcode

Please complete section 3 for Capital projects only or if you are looking to obtain a Container?

3 Capital Project

3.1 Description of proposed facilities/requirements (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? _____ %

3.6

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

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	
TOTAL COSTS	

3.7 How did you arrive at the above cost?

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

4 Funding Profile

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 Users

5.1 Current Membership

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

5.2 Who will be the main beneficiaries of the proposed facility?

- Club members ___%
- General public ___%
- Local primary school ___%(s)
- Local secondary school(s) ___%
- Other (please specify) _____ ___%

5.3 How will the facility/project initiate new or enhance existing football programmes and developments in your area?

5.4 User profile

Category	Current			Future		
	Member	Casual	Total	Member	Casual	Total
Junior						
Male						
Female						
Non-playing						
TOTAL						

5.5 Coaches

How many qualified coaches do/did you have? 2 years ago	Last year	Current	Year 1	Year 2	Year 3

6 Additional Information

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

7 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

What Happens Next?

All applications received will taken to the next available Board Meeting for assessment. All applicants will then receive written confirmation of the outcome of their application.