

Grants over £10,000

GRASS ROOTS PROJECTS

Putting in place a new generation

of modern facilities in parks, local

leagues, clubs and schools to sustain

and/or increase participation



Application Form Two



Football Foundation

football's biggest supporter

The guidance notes are designed to help you complete the application form for a grant over £10,000. Please refer to the relevant notes when completing each question. For easy reference, the guidance notes are on the opposite page to the questions.

The Football Foundation has produced additional information, which offers advice on the technical criteria surrounding grass roots grants. All applicants are advised to read the relevant Data Sheets prior to applying for a grant. The following Data Sheets are available in the supporting pack of information:

- *Facilities Data Sheet 1
Planning your facilities project*
- *Facilities Data Sheet 2
Planning permission*
- *Facilities Data Sheet 3
Pitch dimensions and requirements*
- *Facilities Data Sheet 4
Changing rooms and clubhouses*
- *Facilities Data Sheet 5
Floodlighting*
- *Facilities Data Sheet 6
Synthetic turf pitches*
- *Facilities Data Sheet 7
Grass pitches*
- *Facilities Data Sheet 8
Refurbishing facilities*
- *Facilities Data Sheet 9
Access and provision for people with disabilities*
- *Facilities Data Sheet 10
Disabled access Audit.*



INTRODUCTION

- The Foundation seeks to provide sporting facilities by putting in place a new generation of modern facilities in parks, clubs, local leagues and schools to sustain and/or increase participation.
- Facilities eligible for funding include artificial pitch installation and floodlighting, club house development and refurbishment, changing room improvements and pitch drainage.
- Grass roots applicants may also include an element of revenue funding that enables the sustainability or increase in participation through a development programme.
- An organisation can apply for capital funding of up to a maximum of £1m. The percentage level of support is variable but will not exceed 90%. Ceiling grants will only be awarded in exceptional circumstances. The average grant awarded to date is 65% and applicants must be able to demonstrate that all sources of funding have been exhausted. Revenue funding will not exceed 20% of the total grass roots grant.
- There are two application forms which cover four levels of funding:

Application Form One

Grants up to £10,000.

Application Form Two

Grants between £10,000 and £20,000.

Grants between £20,000 to £250,000.

Grants between £250,000 to £1m.

The aims of grass roots funding are:

- To provide opportunities for anyone of any age, background or ability to participate.
- To provide and assist in the provision of facilities for football and other games and sports for the recreation and leisure time occupation of the general public, particularly for those members of the public who have the need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances and so to improve the conditions of life for those people.
- To educate children and young people by developing their physical, mental, social and moral capacities through participation in organised recreational activities and so to promote good citizenship and assist them in growing to full maturity as individuals and members of society.
- To advance the education of children and young people through such means as the trustees think fit in accordance with the law of charity.

A checklist list is provided on pages 37 and 38. This list shows the information and criteria required for the three levels of grass roots grant available. **Look at the checklist** to ensure that your organisation meets all the requirements that are needed for a grant application.

All correspondence will be sent to the contact name and address and not the address of the organisation (if different).

SECTION A – ORGANISATION PROFILE

Organisation name:

Name of project:

Registered address (of organisation):

Postcode:

Main contact name:
(Mr/Mrs/Miss/Ms/Dr)

Position in organisation:

Address of contact:
(if different from above)

Postcode:

Daytime telephone number:

Evening telephone number:

Fax number:

Email address:

SECTION A – GUIDANCE NOTES

A template constitution can be found in the general guidance notes.



QUESTION A – ORGANISATION DETAILS.

This section collects current data from your organisation before your project starts. If the setting up of your organisation depends on funding from the Football Foundation please only complete the relevant sections.

Constitution

A constitution normally includes:

- an organisation's name, aims and objectives
- details of how it achieves those objectives
- details of how its governing body is elected or appointed
- details of how people can join the organisation
- details of what will happen to the assets if the organisation folds
- the date when the constitution was adopted on behalf of the organisation
- the signature of your Chair, or other senior office holder.

Your organisation might not have a constitution, but it may have a set of rules which includes the information above. Your constitution or rules will allow us to check that your organisation is set up to benefit the community.

If you are a new organisation your committee should draw up and adopt a constitution or set of rules before you apply.

A copy of your constitution must be enclosed with your application.

QUESTION B – PARTICIPATION/INVOLVEMENT.

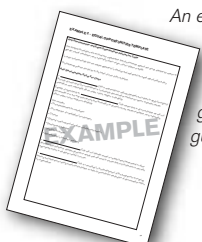
Insert the number of people who are involved with the organisation in the appropriate age bracket. Coaches and officials should be noted in the coaches/officials section and not double counted in the adult male/female section.

An open membership policy means that your organisation is accessible to all individuals and is not restricted in any way.

QUESTION C – ETHNICITY BREAKDOWN.

Insert the number of people who are currently members of/involved with the organisation in the appropriate box which best reflects their ethnic origin.

A copy of The FA Child Protection Policy and guidelines can be obtained from The FA. Contact details are listed in the general guidance notes.



An exemplar equal opportunities policy can be found in the general guidance notes.

QUESTION D – CHILD PROTECTION AND EQUAL OPPORTUNITIES.

If your organisation caters for under 18 year olds you must meet minimum guidelines for the protection of children. If your organisation is affiliated to The FA you must provide evidence that you have adopted The FA Child Protection Policy, procedures and practices. If your organisation is not affiliated to The FA, you must satisfy the Football Foundation that your procedures for child protection are appropriate including relevant trained personnel. A copy of your policy must be enclosed with your application.

You must have adopted and implemented an equal opportunities policy. A copy of your policy must be enclosed with your application.

SECTION A – ORGANISATION PROFILE

continued

QUESTION A – ORGANISATION DETAILS.

What type of organisation are you? (please tick)

Charity <i>Charity no:</i>	<input type="text"/>	Football in the Community Scheme	<input type="checkbox"/>
Local Authority/LEA	<input type="checkbox"/>	Football Club	<input type="checkbox"/>
Borough Council	<input type="checkbox"/>	Sports association	<input type="checkbox"/>
District Council	<input type="checkbox"/>	Sports centre	<input type="checkbox"/>
Metropolitan Borough Council	<input type="checkbox"/>	League	<input type="checkbox"/>
Parish/Town Council	<input type="checkbox"/>	District/County Schools Football Association	<input type="checkbox"/>
Trust	<input type="checkbox"/>	Further/Higher Education Establishment	<input type="checkbox"/>
Community organisation (e.g. Youth club)	<input type="checkbox"/>	Other (please state) <input type="text"/>	

How long has your organisation been in existence?

Do you have a constitution?

(not applicable to statutory authorities or state funded education establishments)

Please circle	Yes	No	N/A
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QUESTION B – PARTICIPATION/INVOLVEMENT.

How many people are involved in your organisation? (insert number)

6 – 10 year old boys	<input type="text"/>	6 – 10 year old girls	<input type="text"/>
11 – 16 year old boys	<input type="text"/>	11 – 16 year old girls	<input type="text"/>
Adult males	<input type="text"/>	Adult females	<input type="text"/>
Disability males	<input type="text"/>	Disability females	<input type="text"/>
Coach males	<input type="text"/>	Coach females	<input type="text"/>
Referee/official males	<input type="text"/>	Referee/official females	<input type="text"/>

Do you have an open membership policy?

Please circle	Yes	No
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If no: please explain why

QUESTION C – ETHNICITY BREAKDOWN.

Number of people involved in your organisation best reflecting ethnic origin.

White:	British	<input type="text"/>	Irish	<input type="text"/>	Other	<input type="text"/>
Mixed:	White & Black Caribbean	<input type="text"/>	White & Black African	<input type="text"/>	White & Asian	<input type="text"/>
Asian and Asian British:	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Bangladeshi	<input type="text"/>
Black or Black British:	Caribbean	<input type="text"/>	African	<input type="text"/>	Other Black	<input type="text"/>
Chinese or other ethnic group:	Chinese	<input type="text"/>	Other Ethnic Group	<input type="text"/>	Other Asian	<input type="text"/>

QUESTION D – CHILD PROTECTION AND EQUAL OPPORTUNITIES.

Does your organisation have a child protection policy?

(if appropriate)

Please circle	Yes	No	N/A
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Does your organisation have child protection

procedures and practices in place? (if appropriate)

Please circle	Yes	No	N/A
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Does your organisation have and implement an

equal opportunities policy?

Please circle	Yes	No
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SECTION A – GUIDANCE NOTES

QUESTION E - PARTNERSHIPS.

If your organisation has an agreement or relationship with another organisation, tick the appropriate box. For example, a Football in the Community Scheme may have an existing link with a cluster of local schools.

Affiliation to The FA

The Foundation encourages all clubs to affiliate to The FA where appropriate. For details of how to affiliate, contact the appropriate County FA. A full list is detailed on page 10 of the general guidance notes.

FA Charter Standard

The FA Charter Standard is an accreditation scheme for clubs, schools and holiday coaching course providers who meet a set of agreed quality standards. The scheme has been designed to raise the quality and safety of football provision and reward best practice. The Foundation require all football applicants to make a commitment to achieve the Charter Standard within 12 months of receipt of a Foundation award.

If you have or are working towards The FA Charter Standard you should note the award date or proposed completion date along with the level of standard achieved, e.g. Charter Standard, Development Club or Community Club.

For further information on The FA Charter Standard, please contact The FA. Details are listed in the general guidance notes.

QUESTION G

We would be interested in knowing who you have consulted about your application. For information on County Football Development Officers, FA Regional Football Development Managers and FA Regional Facilities Managers please refer to page 10 in the general guidance notes.

SECTION A – ORGANISATION PROFILE

continued

QUESTION E – PARTNERSHIPS.

Has your organisation established partnerships with any of the following? (please tick)

Local Authority	<input type="checkbox"/>	Community groups	<input type="checkbox"/>
County Football Association	<input type="checkbox"/>	Schools	<input type="checkbox"/>
Football in the Community Scheme	<input type="checkbox"/>	Sports centres	<input type="checkbox"/>
Local league	<input type="checkbox"/>	Clubs	<input type="checkbox"/>
Local business	<input type="checkbox"/>		
Other (please state)	<input type="text"/>		

Are you affiliated to a County FA?

Please circle **Yes** **No**

If yes, state your affiliation number and your County FA

Number
County

Has your organisation achieved FA Charter Standard?

Please circle **Yes** **No**

If yes, state when you received the standard and to what level

Date Level

Are you working towards a FA Charter Standard?

Please circle **Yes** **No**

If yes, state the intended level and the completion date

Date Level

QUESTION F – HOW DID YOU HEAR ABOUT THE FOOTBALL FOUNDATION?

Football Foundation publication	<input type="checkbox"/>	FA publication	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>
Local Football Partnership	<input type="checkbox"/>	County FA	<input type="checkbox"/>	A colleague	<input type="checkbox"/>
Football Foundation website	<input type="checkbox"/>	Sport England	<input type="checkbox"/>		
Football contact (please state)	<input type="text"/>				
Other (please state)	<input type="text"/>				

QUESTION G – HAVE YOU CONTACTED ANY OF THE FOLLOWING ABOUT YOUR APPLICATION?

	Contact name	Telephone
Football Foundation Officers	<input type="text"/>	<input type="text"/>
Local Football Partnership	<input type="text"/>	<input type="text"/>
County FA Football Development Officer	<input type="text"/>	<input type="text"/>
County Secretary	<input type="text"/>	<input type="text"/>
FA Regional Facilities Manager	<input type="text"/>	<input type="text"/>
FA Regional Football Development Manager	<input type="text"/>	<input type="text"/>
Footballers Further Education and Vocational Training Society	<input type="text"/>	<input type="text"/>
Local Authority	<input type="text"/>	<input type="text"/>
Community organisation (state name)	<input type="text"/>	<input type="text"/>
Other (please state)	<input type="text"/>	<input type="text"/>
Other (please state)	<input type="text"/>	<input type="text"/>

SECTION B – GUIDANCE NOTES

This section collects data about your proposed project.

QUESTION 1

Your application needs to demonstrate what your project is, why your project is required, what you want to achieve and how you are going to do it.

CASE STUDY

Massive football funding boost for Wigton Moor

Wigton score £406,000 facelift

Young footballers of Wigton Moor Junior Football Club are celebrating today following the announcement of a £406,086 grant from the Football Foundation, the UK's largest sports charity.

The award will allow the club to provide a new clubhouse, incorporating 4 changing rooms, 2 officials changing facilities, a club room plus disabled facilities throughout. In addition the team will also be able to improve the drainage of all their existing pitches and construct 3 new mini soccer pitches and a grass training area at the Recreation Ground, Alwoodley.

The club has grown during their 23 year history to the point where 219 boys & girls aged 7 to 17 are currently active members and they now hope to be able to meet the increased demand for the game in their area with these state of the art facilities.



SECTION B – YOUR PROJECT

QUESTION 1 – PROJECT DESCRIPTION.

What is your project?

Why is your project required?

What is your project going to achieve?

How is your project going to achieve this?

SECTION B – GUIDANCE NOTES

QUESTION 2

You are required to identify the site location where the project is to be situated. Give the full address including the postcode. **It is very important that you include the postcode.**

QUESTION 3

If the facility has received any grant aid from any other organisation in the past full details including the level of grant and date of the award must be given. This would include, for example, a grant from the Lottery Sports Fund.

QUESTION 4

Give details against the **pitch** type, the current number of pitches and the proposed increase of pitches at your site. Where pitches are interchangeable (e.g. from an adult pitch to several mini pitches), please record these pitches only once, under their most frequent use. If your project does not include any change in the number of pitch facilities, please complete the current provision only.

Indicate with a tick in the box provided against both the current and proposed pitches if full disability access is provided.

CASE STUDY

Burnley Borough Council – Grant £150,000

The grant will allow the Council to fund pitch drainage and construct modern changing facilities for men, women and children at the Prairie Playing Fields in the town. The site has been under threat for a number of years, despite being used by hundreds of local footballers and the Foundation grant will enable these much needed improvements to be made at the site. The Council hopes that the new and improved facilities will boost participation rates, particularly amongst under represented groups.

"I am over the moon. It is fabulous news. Once the Prairie is up and running, and all works completed, it will be a great facility for future generations to play on. This is good news for Burnley as a whole and not just for football players."

Barry Guttridge, Member for Leisure, Burnley Borough Council

SECTION B – YOUR PROJECT

continued

QUESTION 2 – PLEASE GIVE THE FULL ADDRESS OF THE PROJECT SITE.

Address:

Postcode:

QUESTION 3 – HAS THE EXISTING FACILITY ATTRACTED GRANT AID IN THE PAST?

Please circle

Yes	No
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If yes, give details of how much, from whom and when the grant was obtained

QUESTION 4 – IDENTIFY THE PITCH FACILITIES THAT EXIST ON THE SITE AND THE PITCH FACILITIES THAT ARE BEING PROPOSED.

Pitch type	Current provision				Facilities after completion of the proposed project			
	Total number	Number of floodlit	Marked for multi purpose	Disability access	Total number	Number of floodlit	Marked for multi purpose	Disability access
Outdoor grass								
Adult								
Junior								
Mini Soccer								
Five-a-side								
Training areas								
Artificial pitches								
Full size artificial turf pitch								
Specialist five-a-side								
Multi-use playing area								
Type (e.g. sand-filled, redgra)								
Indoor pitches								
Multi-use sports hall								
Specialist five-a-side								
Full size pitch								

SECTION B – GUIDANCE NOTES

continued

QUESTION 5

Give details of the current level of facilities and the proposed increase in these facilities (if appropriate) at your site. Please ensure that the number of facilities are identified where possible (e.g. 4 x men's changing rooms). Indicate with a tick in the box provided against both the current and proposed facilities if full disability access is available.

QUESTION 6

The proposed number of people who will benefit from the project should be noted in the appropriate age bracket. Please note that this information is for context and a greater number of people involved will not necessarily increase your applications chances of success. Coaches and officials should be only noted in the coaches and officials section and not double counted in the adult male/female section.



SECTION B – YOUR PROJECT

continued

QUESTION 5 – IDENTIFY THE OTHER FACILITIES THAT EXIST ON THE SITE AND THE FACILITIES THAT ARE BEING PROPOSED.

(tick if facilities have disabled access)

	Current provision	Disability access	Proposed project	Disability access
Male changing room(s)				
Female changing room(s)				
Male officials changing room(s)				
Female official changing room(s)				
Male toilets				
Female toilets				
Storage facilities				
Clubhouse				
– dining area				
– kitchen				
– function room(s)				
– licensed bar				
Other				

QUESTION 6 – HOW MANY PEOPLE WILL BENEFIT FROM THE NEW/DEVELOPED FACILITY?

(please insert the number)

6 – 10 year old boys

11 – 16 year old boys

Adult males

Disability males

Coach males

Referee/official males

6 – 10 year old girls

11 – 16 year old girls

Adult females

Disability females

Coach females

Referee/official females

SECTION B – GUIDANCE NOTES

continued

QUESTION 7

The numbers of people who will benefit from the project should be noted in the appropriate box best reflecting their ethnic origin. Please estimate if these figures are unknown.

QUESTION 8

To ascertain how the site is to be primarily used, tick against the options shown the example that best suits your project. Please note that the Football Foundation will look favourably on schemes that have a high community usage.

A **usage/activity plan** demonstrates how the facilities are to be used and by whom. This should include all facilities (regardless of sporting use) on the site. The plan should be a timetable of usage of key partners and associated groups.

Where the primary sport is something other than football you should contact Sport England Lottery Sport Fund for advice on applying for a general sports project grant.

SECTION B – GRASS ROOTS PROJECTS OVER £10,000

continued

QUESTION 7 – ETHNICITY BREAKDOWN.

Anticipated number of people involved in your project best reflecting ethnic origin.

White:	British	<input type="text"/>	Irish	<input type="text"/>	Other	<input type="text"/>
Mixed:	White & Black Caribbean	<input type="text"/>	White & Black African	<input type="text"/>	White & Asian	<input type="text"/>
Asian and Asian British:	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Bangladeshi	<input type="text"/>
Black or Black British:	Caribbean	<input type="text"/>	African	<input type="text"/>	Other Black	<input type="text"/>
Chinese or other ethnic group:	Chinese	<input type="text"/>	Other Ethnic Group	<input type="text"/>		<input type="text"/>

QUESTION 8 – WHICH ONE OF THE FOLLOWING DESCRIPTIONS BEST DESCRIBES HOW THE SITE WILL BE USED AFTER THE PROJECT IS COMPLETED? *(please tick)*

Primarily used by the public (teams and individuals)	<input type="checkbox"/>
Dual use – used by schools, other teams and individuals	<input type="checkbox"/>
For private use but bookable by the general public (teams and individuals)	<input type="checkbox"/>
For private use exclusively by the organisation	<input type="checkbox"/>

Does the organisation have an annual usage/activity plan?

Please circle	Yes	No
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SECTION B – GUIDANCE NOTES

continued

Please refer to Facilities Data Sheet 2 for further advice.



QUESTION 9

It is essential that insurance at the appropriate level is held. Please indicate the type of insurance held. Applicants will be asked to produce a copy of the appropriate insurance documents as a condition of their grant offer.

Planning permission (or 'consent' or 'approval') is the legal authority you require to carry out development, so it is important at the outset of any project to clarify what constitutes 'development' and whether or not you need to make a formal planning application. The importance of planning permission is easy to overlook and should be one of the first things you consider when you begin to plan your project. If you are unsure whether your project needs planning permission, seek advice from your local council planning department. Please refer to Facilities Data Sheet 2. It is not essential that the applicant has planning permission at the pre-application stage, although full permission where appropriate will need to be sought as part of the grant terms and conditions.

For grants over £250,000, a copy of the outline permission (stage C drawings) should be attached to the application.

The organisation should ensure that there is appropriate security of tenure for the site by means of freehold or leasehold. The level of tenure required is detailed below:

- Grants from £10,000 to £20,000 – 15 years
- Grants from £20,000 to £250,000 – 20 years
- Grants from £250,000 to £1m – 25 years.

A copy of the appropriate documentation (freehold or lease) should be attached to your application.

Applicants are advised to refer to the procurement section on Facility Data Sheet 1, page 6.

Professional estimates/tenders

Careful project planning requires that your proposals have been properly costed at an early stage, in order to set a budget for the project. These costs should be revisited and updated throughout the project lifecycle, to ensure that the project remains on budget. At the very early stage of a project, you may want to estimate an initial budget as part of your feasibility work.

Competitive quotes – For grants up to £20,000, applicants must provide 3 competitive quotes. Each quote should be independently obtained and should relate to a specific project brief outlining your requirements. You must be able to compare each quote like for like.

Professional estimates – For grants over £20,000 you should employ an independent, appropriately qualified professional such as a Quantity Surveyor, to prepare a budget estimate. This may be based on a cost per square metre for the building works. Other elements such as fees, external works, inflation and VAT should be added to the building costs, to produce an overall capital cost for the project.

Tenders – This process provides certainty on costs and your professional team should assist you through this process. In simple terms you will need to send out sufficient information to tendering contractors who then are able to price the proposed construction works and provide a lump sum tender price for completing the contract. All tenderers should be given the same information and all tenders should be returned on the same date in order to ensure the process is open, fair and accountable. It is also advisable to open tenders in the presence of more than one person. When tenders are returned these should be analysed by your professional team. It is usual to appoint the lowest price tender. If your application is successful you will have to follow a tender procedure before any grant can be paid.

The tendering process for ATP pitches and for grass pitches is described in Facility Data Sheet 6 (page 4) and Facility Data Sheet 7 (page 3) respectively.

Please refer to Facilities Data Sheet 1 for further advice.



Please refer to Facilities Data Sheet 6 and 7 for further advice.



SECTION B – YOUR PROJECT

continued

QUESTION 9 – DOCUMENTATION REQUIREMENTS.

Does the organisation hold:

- building insurance?
- contents insurance?
- public liability insurance?

Please circle	Yes	No
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Please circle	Yes	No
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Please circle	Yes	No
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Does the project need planning permission?

Please circle	Yes	No
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If no, please explain why planning permission is not required

Has outline planning permission been applied for?

Please circle	Yes	No
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Date

Has outline planning permission been approved?

Please circle	Yes	No
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Date

Does the organisation have security of tenure for the site by means of freehold or leasehold?

Please circle	Yes	No
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If leasehold, please state when the lease expires

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Has a professional estimate or tenders been sought?

Please circle	Yes	No
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If no, please indicate when you intend to go out to tender/obtain estimates?

SECTION B – GUIDANCE NOTES

continued

A pre-construction chart is shown in the general guidance notes.



Please refer to Facilities Data Sheet 1 for further advice.



A project plan is shown in general guidance notes.

The diagram is a post-construction chart titled 'EXAMPLE 2 - GRANT HOOD POST-CONSTRUCTION STRUCTURE CHART'. It shows a central box labeled 'GRANT HOOD' with lines connecting to several boxes below it, representing different roles or departments involved in the post-construction phase.

A post-construction chart is shown in the general guidance notes.



QUESTION 10

It is essential for you to demonstrate how your project is to be managed both in pre-construction and post construction stages. Please set out the management structure (including any organising/steering committee) and the key responsibilities of the personnel involved. Please give details where paid external consultants and project managers are to be involved. Facilities Data Sheet 1 offers advice on appointing consultants and setting up project groups/committees. It is important that you demonstrate how internal monitoring of the initial project is to be conducted and how regular monitoring on the completed facility will be carried out. Applicants should consider all aspects in the monitoring of the facility including maintenance and the day to day running of the site.

A chart is a simple way to show the organisational structure in running a project.

Project Plan

It is important to have a realistic time plan for your project. Your post award plan should use week/month one as your start date.

CASE STUDY

Tameside Sports Trust – Grant £656,991

The grant will allow the organisation to construct eight new floodlit six-a-side pitches, complete with modern changing facilities at the Copely Recreation Centre, Stalybridge and the Medlock Leisure Centre, Droylsden. These new centres will provide after school coaching sessions for both boys' and girls' teams and provide increased access for disabled players and other under represented groups.

SECTION B – YOUR PROJECT

continued

QUESTION 10 – DESCRIBE UNDER THE FOLLOWING HEADINGS HOW THE PROJECT IS TO BE MANAGED IN THE PRE – CONSTRUCTION STAGE.

(job descriptions and terms of reference should be attached where appropriate)

Who will be responsible for the project and where do they fit into the management structure of the organisation?

How will partners be included in the management of the project?

Who will review and evaluate the project?

Do you have a project plan which demonstrates all the activities with timescales involved in completing your project

Please circle **Yes** **No**

Is either the potential contractor or any project consultant associated with the organisation, its directors or employees?

Please circle **Yes** **No**

If yes, please give details

SECTION B – GUIDANCE NOTES

continued

CASE STUDY

Ludlow Town FC

A grant of £784,228 to enable the club to develop a new community sports complex.

The money awarded by the Foundation has enabled the club to purchase land to create a community club facility for all teams of all ages. When completed the new complex will provide 2 new senior pitches, 3 new junior pitches, a new pavilion and social area, 4 new changing rooms and officials' rooms. It will also include fully inclusive spectator facilities.



Bobby Charlton marks the start of the Ludlow Town FC project.

“Community clubs hold the key to the long term future of football. By creating these new facilities Ludlow are paving the way for many other clubs to follow. The new sports complex will greatly benefit both the club and more importantly the community they serve. Ludlow will soon have facilities that will rival any in the country and we at the Foundation wish them the very best of luck for the future.”

Lord Pendry, Chairman of the Football Foundation

CASE STUDY

Northfield pupils get football cash boost

£655,709 football development for Northfield School

An award of £655,709 will allow the school to construct a floodlit 11-a-side all-weather pitch along with a drainage system for their five outdoor full-size football pitches, one of which will also be floodlit. The money will also fund four new junior pitches and a football grid area.

The project is part of an overall scheme which will incorporate a new sports hall, gymnasium, multi-sports area, changing rooms for male and female players, toilets and showers, fitness suite, and a community social area with refreshment facilities.

Northfield School is planning to increase outdoor sports facilities to cope with higher pupil numbers and is developing new links with the wider community. Additional land will also be purchased to construct further new pitches.

The development will become a mini-soccer centre, increasing opportunities for the under 11 age group. Currently there are nine boys and two girls teams using the facility in the 11-16 age group and the new centre will increase numbers so that 21 boys teams and 15 girls teams will have access to these state of the art facilities.

SECTION B – YOUR PROJECT

continued

QUESTION 11 – DESCRIBE UNDER THE FOLLOWING HEADINGS HOW THE FACILITY IS TO BE MANAGED AFTER CONSTRUCTION IS COMPLETE.

(job descriptions and terms of reference should be attached where appropriate)

Who will be responsible for the facility and where do they fit into the management structure of the organisation?

How will partners be included in the management of the facility?

Who will review and evaluate the facility?

SECTION C – DEVELOPMENT

An example of a development plan can be found in the general guidance notes.



For more information on development planning please see the Development Planning Fact Sheet 1 which includes a template and an example of a development plan.



QUESTION 12

Your application needs to demonstrate what developments you are going to make following the completion of your capital project and **how** these developments will sustain and/or increase participation within your organisation. You should identify any specific groups that you will be targeting. For example: people with disabilities, black and ethnic communities, people on a low income and women and girls.

A development plan is a key piece of documentation as it should map out how you intend to sustain/enhance participation.

A development plan should identify each stage of the project using a key objective.

The plan should then state against each objective:

- the individual tasks to be completed
- who is going to be responsible for each task
- the resource/funding implications of each task
- the length of time for the task to be completed
- how you are going to measure the success of each task.

You will need to provide a football development plan and should refer to The FA's Football Development Strategy 2001-2006. Please contact The FA for more information.

QUESTION 13

Applicants must demonstrate how they will ensure a safe and secure environment for all participants in the project. Examples may include the use of FA qualified coaches, Junior Team Managers, appropriate risk assessments of facilities, a planned structured programme appropriate for age and experience and the implementation of The FA Child Protection Policies and practices.

SECTION C – DEVELOPMENT

QUESTION 12 – ON COMPLETION OF YOUR CAPITAL PROJECT, HOW WILL YOU SUSTAIN AND/OR INCREASE PARTICIPATION? WHICH SPECIFIC GROUPS WILL YOU BE TARGETING?

Does the organisation have a development plan?

Please circle	Yes	No
---------------	------------	-----------

QUESTION 13 – HOW DO YOU ENSURE EVERYONE PARTICIPATING DOES SO IN A SAFE AND SECURE ENVIRONMENT?

SECTION C – DEVELOPMENT

Fact Sheets 2,3,4 and 5 offer further advice on key partnerships.



QUESTION 14

Your application must demonstrate that you work with other relevant organisations. A description of the relationship and links between your organisation and your partnerships should be noted as should any financial agreements (e.g. confirmation of a funding contribution). You should also identify whether this partnership is new or developing due to the project or whether it is already established and the partnership will be enhanced due to the project. Letters to demonstrate this relationship should be attached where appropriate.

For example:

- 1) a club may be enhancing an existing relationship with the local authority by providing the Active Sports Partnership with the facilities and coaches for an Active Sports training programme.
- 2) a football club may be developing a new partnership with a local Football in the Community scheme by providing the FITC with a training venue.

The letter of the support should detail:

- the overall objectives of the partnership
- the core principles of the partnership
- the commitment and responsibilities of the partner to the project
- the partner's intended outcomes of the project.

You should also identify where your project links with other national or local initiatives or policies. For example, these may include The FA Football Development Strategy 2001-2006, The FA National and/or County Facilities strategy, your local authority's leisure and recreation strategy, or the National Playing Fields Association strategy.

SECTION C – DEVELOPMENT

QUESTION 14 – INDICATE THE RELATIONSHIP AND LINKS BETWEEN YOUR ORGANISATION AND PARTNERS THAT WILL BE DEVELOPED/ENHANCED BY THE CAPITAL PROJECT/DEVELOPMENT PROGRAMME. INDICATE HOW YOUR PROJECT MEETS OR LINKS WITH ANY OTHER INITIATIVES/POLICIES.

(support documents should be attached where appropriate)

Partnerships may include: Local Authorities, Local Education Authorities, County FA, Football in the Community schemes, Community Groups, Sports Centres, Youth Groups or Education Establishments.

Partner organisations	New	Enhanced	Nature of the link/partnership

SECTION C – DEVELOPMENT

QUESTION 15

If you are applying for revenue funding to support your capital project, all applicants must evidence how their development plans will be sustainable beyond the grant. For example, the project may become self funding or subsidised by another partner organisation.

The Foundation will consider funding for a maximum of five years. Repeat funding for the same project will not be available.

SECTION C – DEVELOPMENT

QUESTION 15 – IF REVENUE FUNDING IS BEING APPLIED FOR, HOW DO YOU INTEND TO SUSTAIN THE DEVELOPMENT PROGRAMME AFTER FUNDING FROM THE FOUNDATION HAS CEASED?

SECTION D – GUIDANCE NOTES

This section collects data on all the financial aspects of the project.

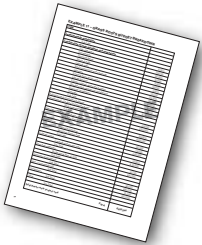
QUESTION 16

Your VAT number must be stated if your organisation is VAT registered.

Full bank details will be collected from your organisation if your application is successful.

A detailed budget breakdown is required in addition to this summary table.

A suggested template can be found in the general guidance notes.



QUESTION 17a

A detailed budget breakdown is required for all applications. If you are applying for revenue funding in addition to your capital costs, a separate budget must also be provided. Using your budget/s, you need to calculate the total costs under the headings provided in the capital expenditure table and the revenue table if appropriate.

If the club is registered for VAT, all costs shown should be exclusive of VAT. If the organisation is not registered for VAT, this will be considered as part of the eligible project costs and detailed separately in a non-recoverable VAT section in your budget. Should the organisation subsequently become part registered for VAT and thus be able to reclaim that element of the expenditure, the grant aid portion of that reclaimed tax must be repaid to the Foundation.

The percentage level of support to a project is flexible but will not exceed 90%. Ceiling grants will only be awarded in exceptional circumstances.

Inflation of project costs

You should take account of the expected construction start date in your estimated project cost, bearing in mind the decision process can take up to 20 weeks.

SECTION D – FINANCIAL

QUESTION 16 – FINANCIAL STATUS OF THE ORGANISATION.

Is the organisation VAT registered?	Please circle Yes No
If yes, state your VAT number	
Does the organisation have its own bank account?	Please circle Yes No
If yes, state the account name (<i>e.g Small Town Football Club</i>)	

QUESTION 17a – SET OUT UNDER THE FOLLOWING HEADINGS THE BUDGET SUMMARY FOR YOUR GRASS ROOTS PROJECT.

If your organisation is VAT registered ensure that the figures shown are VAT exclusive.

If the organisation is not registered for VAT, VAT should be calculated and shown under the non recoverable VAT heading.

Project cost – expenditure	£
Land/property acquisition	
Construction of new buildings and extensions	
Refurbishment of existing buildings	
Development of natural turf playing areas	
Development of artificial playing areas	
Floodlighting	
External works e.g. landscaping, car parks	
Fees and expenses e.g. planning, building control	
Professional fees e.g. Architects	
Purchase of equipment e.g. machinery	
Employment/training of ground staff	
Non – recoverable VAT (<i>based on advice from your VAT Consultant or Customs and Excise office</i>)	
Contingency	
Other (<i>please state</i>)	
Total capital project cost (<i>expenditure</i>)	£

Fig A

SECTION D – GUIDANCE NOTES

This section collects data on all the financial aspects of the project.

QUESTION 17b

Applications for revenue funding must not exceed 20% of the total gross roots funding you are seeking.

For example:

Total funding required in the gross roots application	= £200,000
Capital Funding	= £160,000
Revenue Funding	= £40,000
(= 20% of total funding)	

A maximum five year budget is shown in the application form. Applicants should only complete the appropriate columns for the number of years that funding is required. The Foundation accepts that there will be a significantly higher expenditure at the beginning of the project (due to set up costs) but also notes that as projects become established they need to show evidence that they are becoming less funding dependent and sustainable in their own right.

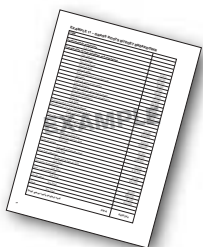
For example, a £40,000 grant request may be broken down over the five years as follows:

- Year 1 – £15,000
- Year 2 – £10,000
- Year 3 – £ 7,000
- Year 4 – £ 5,000
- Year 5 – £ 3,000

You must clearly demonstrate need and that all other opportunities to access revenue funding have been exhausted.

A detailed budget breakdown is required in addition to this summary table.

A suggested template can be found in the general guidance notes.



QUESTION 18

Partnership funding that has been identified to support the project should be detailed in the table. Clearly state the contribution that the organisation will make along with other partner funding. Please state in the appropriate box if the contribution has been confirmed or is being applied for. Confirmation of funding should be detailed and attached in your partnership letters or evidenced as a separate document.

'In kind' contributions should not be included in this table, but shown in the budget notes at the end of the section.

SECTION D – FINANCIAL

QUESTION 17b – IF FUNDING IS REQUIRED TO SUPPORT YOUR DEVELOPMENT PROGRAMME, SET OUT BELOW UNDER THE FOLLOWING HEADINGS THE BUDGET SUMMARY FOR YOUR REVENUE FUNDING. A maximum five year budget is shown below, you should only fill in the appropriate columns for the number of years that funding is required.

Revenue expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Facility hire						
Equipment						
Officials/coaching costs						
Travel costs						
Affiliations						
Training/education						
Administration						
Promotion/publicity						
Other						

Total expenditure						£ Fig B
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QUESTION 18 – SET OUT THE FUNDING FROM THE ORGANISATION OR PARTNERS THAT HAS BEEN IDENTIFIED FOR THE PROJECT. STATE WHETHER THE FUNDING HAS BEEN SECURED OR IS BEING APPLIED FOR.

Income sources (<i>name organisation</i>)	Secured	Applied for	Total

Total funding (<i>income</i>)			£ Fig C
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SECTION D – GUIDANCE NOTES

continued

QUESTION 19

The total project cost (expenditure) is the total of the capital and revenue figures taken from the budget summary in question 17 **Fig A + Fig B**. The total cash funding (income) is the total figure taken from the table in question 18 **Fig C**.

The total grant that is required from the Foundation can be worked out by taking the income from the expenditure. The grant percentage of the total project cost can be worked out by taking the total grant required ÷ total project cost x 100.

For example:

Total capital project cost plus total revenue costs	(Fig A + Fig B)	(£230,000 + £20,000)
Total expenditure		£250,000
Total income/funding	(Fig C)	£100,000
Total grant required from the Football Foundation	(Fig D)	£150,000
Total expenditure – Total income (Fig A + Fig B – Fig C) (£250,000 – £100,000)		
Grant percentage of the total project cost		60%
Total grant required ÷ Total Cost (Fig D ÷ Fig A + Fig B) x 100 (£150,000 ÷ £250,000 x 100).		

QUESTION 20

The table should be completed to show the costs of pitch hire at your facility. Costs may demonstrate a range of prices (for different user groups) and should be shown as a PER MATCH cost to the nearest pound. It should be noted that the Football Foundation will not fund applications which demonstrate a price increase over the Recommended Price Index.

If you do not hire out your pitches please leave the table blank.

CASE STUDY

Springfield FC, Essex – Grant £147,000

The grant will enable the club to develop facilities at Springfield Hall Park, providing changing rooms for women players. In keeping with Football Foundation policy these facilities will include disabled access.

SECTION D – FINANCIAL OVER £10,000

continued

QUESTION 19 – SET OUT THE TOTAL GRANT REQUIRED FROM THE FOOTBALL FOUNDATION.

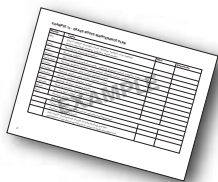
Total expenditure	(Fig A + Fig B)	£
Total funding/income	(Fig C)	£
Total grant required Total expenditure – Total income (Fig A + Fig B – Fig C)	(Fig D)	£
Grant percentage of the total project cost Total grant required ÷ Total Cost (Fig D ÷ Fig A + Fig B) × 100		%

QUESTION 20 – IDENTIFY THE CURRENT RANGE OF HIRE CHARGES FOR EACH PITCH AND THE PROPOSED RANGE OF HIRE CHARGES FOR EACH PITCH AFTER COMPLETION OF THE PROPOSED PROJECT.

	Current price range (to nearest £)	Price range after completion of the proposed project (to nearest £)
Outdoor grass		
Adult		
Junior		
Mini Soccer		
Five-a-side		
Training areas		
Artificial pitches		
Full size artificial turf pitch		
Specialist five-a-side		
Multi-use playing area		
Indoor pitches		
Multi-use sports hall		
Specialist five-a-side		
Full size pitch		

SECTION D – GUIDANCE NOTES

An example of a maintenance programme can be found in the general guidance notes.



QUESTION 21

In funding projects, the Foundation wants not only to ensure the viability of the project but also the sustainability of the facility. **To ensure that this has been considered a maintenance programme must be attached to your application.** The cost implications of the maintenance programme must be set out in the programme and the income and expenditure forecast.

BUDGET NOTES.

If you have any comments or you have made any assumptions on any financial aspects of the project, which have not been identified in the budget information provided, please note these in the space provided. You may wish for example to comment on a charge/free of charge policy that you may have.

SECTION E – GUIDANCE NOTES

QUESTION 22

Two signatures are required to endorse and confirm your application. One signature should be the person who has completed the form and the other should be one from the list provided.

ON COMPLETION OF YOUR APPLICATION FORM:

1. Check all sections of your application form are complete.
2. Check that all additional documentation needed to support your application form is attached – a list of all documents required is shown in the checklist for applications on pages 37 and 38.
3. Ensure that **three** copies of your application form and supporting information are sent to the Football Foundation at the address below (please ensure that you retain a copy for your own records).

**Project Assessor
The Football Foundation
25 Soho Square
London
W1D 4FF**

SECTION D – FINANCIAL

QUESTION 21 – DO YOU HAVE A MAINTENANCE PROGRAMME FOR THIS PROJECT?

All pitches	Please circle Yes No
Duration of programme	
All buildings	Please circle Yes No
Duration of programme	
Have you allocated a maintenance budget for this project	Please circle Yes No

BUDGET NOTES.

Add any comments you wish to on the financial aspects of your project.

SECTION E – DECLARATION

QUESTION 22 – THE FOLLOWING DECLARATION SHOULD BE SIGNED BY THE PERSON COMPLETING THE APPLICATION FORM AND ANOTHER ALTERNATIVE SIGNATURE FROM THE FOLLOWING LIST:

- Chief Executive of the organisation
 - Chief Leisure Officer
 - Chair of the organisation
 - Secretary of the organisation.
- We have read this application for a Football Foundation grass roots grant and vouch for the accuracy of the information it contains.
 - We have read and understood the Foundation's general terms and conditions and the terms and conditions specific to grass roots funding.
 - We understand that all grants are solely at the discretion of the Foundation.
 - We understand that the Foundation will automatically reject grant applications for work started before the project is approved, unless prior written permission has been secured.

This application is made on the understanding that the Foundation may disclose any information and documents supplied by or about you to its funding partners and other relevant third parties.

1)	Name:	Signature:
	Position:	Date:
2)	Name:	Signature:
	Position:	Date:

ADDITIONAL INFORMATION

Please refer to Facilities Data Sheet 1 for further advice.



Feasibility study

The feasibility study is a crucial and necessary process that will enable you to make informed decisions, to work up the scheme details and to submit a considered and well planned project. Facilities Data Sheet 1, page 5, provides a step by step guide to writing a feasibility study.

Business plans

A detailed business plan is required for all grants over £20,000. Business plans should clearly detail all aspects of the proposed project. **Please note the business plan will be made up of many of the documents requested through the application process and may not be a separate document but a package of information.**

Business plans should include information under the suggested headings:

- Summary of project (purpose, history and current position)
- Project description (aims, objectives)
- Proposed usage (surrounding market, partnerships, user groups)
- Management and organisation (structure, operation, training, health and safety)
- Maintenance (what equipment requires a maintenance plan sinking fund)
- Financial (pricing structure, income and expenditure forecasts)
- Key performance indicators
- Marketing.

Accounts (grants over £10,000)

Applicants must provide a copy of the organisation's accounts or income and expenditure reports for the last three years. If you are unable to do this, please call the **Football Foundation free phone helpline on 0800 0277766.**

Please refer to Facilities Data Sheets 8, 9 and 10 for further advice.



Drawings

Drawings should include a location plan, a site plan, floor plans and elevations. Please include photographs of the site and any existing buildings if possible.

Condition survey

For refurbishment/rebuilding projects you may wish to carry out a condition survey of the existing building. This usually takes the form of a written report.

Applicants are advised to refer to Facilities Data Sheet 8 (page 2) under the heading stage 3 – Feasibility study and Facilities Data Sheets 9 and 10.

Ground condition survey

Applicants must provide a condition survey of existing football pitches.



GRASS ROOTS GRANTS – CHECKLIST

In order to help you establish whether you qualify for a grant the following checklist identifies the key criteria required and the additional information that you are required to submit with your application form for grants over £10,000. The symbol key below indicates the status of the information required as either mandatory or desirable. These symbols are placed against each of the criteria listed against the three levels of grants. A tick shown in the documentation required indicates that the relevant documents should be attached to your application.

Please use this checklist along with the guidance notes before commencing the application form.

● mandatory ■ desirable

Criteria	Grants £10k – £20k	Grants £20k – £250k	Grants £250k – £1m	Documentation Required
Your organisation				
• has a constitution or set of rules	●	●	●	✓
• adopts and implement an equal opportunities policy	●	●	●	✓
• meets as a minimum The FA's guidelines for the protection of children (<i>where appropriate</i>)	●	●	●	✓
• affiliates to The FA	■	■	■	
• involves a club/school that has obtained, or is committed to working towards The FA Charter Standard	●	●	●	

Your project				
• demonstrates community usage and involvement	■	●	●	
• has a programme of usage/activity	■ 1yr	● 3yrs	● 5yrs	✓
• has appropriate insurance	●	●	●	
• has pre-application outline planning permission (<i>where appropriate</i>)	■	■	●	✓
• has security of tenure at the site by means of freehold or leasehold	● 15yrs	● 20yrs	● 25yrs	✓
• provides three competitive quotes	●	■	■	✓
• provides a professional estimate	■	●	●	✓
• provides three professional tenders	■	■	■	✓
• provides a feasibility study	■	●	●	✓
• provides a condition survey	■	■	■	✓
• provides outline scheme drawings and photographs of the site (<i>where appropriate</i>)	●	●	●	✓
• demonstrates how the project is to be managed	●	●	●	✓
• provides a project plan detailing the timescales for completion	●	●	●	✓

GRASS ROOTS GRANTS – CHECKLIST

continued

Criteria	Grants £10k – £20k	Grants £20k – £250k	Grants £250k – £1m	Documentation Required
Development				
• demonstrates through a development plan how the project will sustain or enhance participation	● 2yrs	● 3yrs	● 5yrs	✓
• demonstrates through the football development plan how the project will sustain or enhance links with other sports	■	● 3yrs	● 5yrs	✓
• links and reflects national and local initiatives	●	●	●	

Finance				
• has a dedicated bank account	●	●	●	
• has a detailed budget breakdown of all the project costs	●	●	●	✓
• funding for the project	●	●	●	✓
• provides a copy of your accounts or income or expenditure reports for the last three years.	●	●	●	✓
• provides an income and expenditure forecast	● 1yr	● 3yrs	● 5yrs	✓
• provides a business plan (see guidance notes on page 36)		● 3yrs	● 5yrs	✓
• provides a maintenance programme for the site/facility/equipment	●	●	●	✓

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October 2002