

Sport Facilities Fund

This section contains information on **sportscotland's** main capital funding programme for the development of sports facilities, the **Sport Facilities Fund**.

Many of Boxing Scotland's member clubs have already benefitted from this programme which covers the provision or upgrading of all facilities for the general community. In the main, proposals will be led by local authorities, clubs, trusts and the like.

This funding stream funds developments that are for the public good and will provide equitable opportunities for increased sports participation by the community at local level.

Priority will be given to projects that have established/will establish with the sports programmes and/or initiatives operated by the local authority, national governing body for sport and their associates/partners.

Applicants need to demonstrate that the proposed development is for the public good and will provide equitable opportunities for increased sports participation by the community at local level.

This funding stream is for capital expenditure only. Funding is distributed in accordance with the Government's policy directions for lottery and funds for capital expenditure on sports projects which benefit the community. Projects that are already underway cannot be funded, where building contracts are already let.

What kind of project is eligible to apply for funding?

The following project types are eligible:

- The provision of new playing or training facilities
- The provision of new changing accommodation
- Extension or upgrading of existing playing or training facilities
- Extension or upgrading of existing changing accommodation
- Meeting rooms with a sport related use
- Floodlighting to training facilities (including natural grass training areas)
- Storage facilities for playing equipment
- The purchase of major items of non-personal equipment with an effective working life of not less than 7 years

The following types of projects are not eligible:

- Projects with a value less than £10,000 including VAT (see the Awards for All programme)
- All repairs, renewals, replacement and maintenance
- Purchases of mini buses or vans
- Bars, dining rooms, dedicated social areas and associated spaces
- Bedroom/residential accommodation
- Personal equipment
- General sports equipment not having a life expectancy of more than 7 years
- Buildings with a life expectancy of less than 20 years.
- Spectator accommodation
- Works undertaken solely to comply with the requirements of the duty to make adjustments under the Equality Act 2010
- Administration areas and committee rooms which are not essential parts of sports facilities
- Feasibility studies and design competitions

- Speculative purchase of land and/or facilities for utilisation/development in the long-term
- Purchase of land and/or facilities as a means of saving on payment of rent
- Any projects which have been started prior to an application being made or a decision being taken by **sportscotland** or our approval being given to proceed. Letting of a construction contract constitutes a project start. Engaging design consultants does not constitute a project start. Funding cannot be provided retrospectively.

What kind of projects do sportscotland prioritise?

The Sport Facilities Fund prioritises applications from projects where the need and impact are greatest and the outcomes are clear. The sports facilities that can be funded can be suitable for community recreation, club sport or high performance training or competition.

Some examples of our priority projects:

- Facilities which increase opportunities for or improve the quality of outdoor and adventure sport
- Sports halls, which can demonstrate good school/club and local authority links, club development and meet accessibility criteria
- Projects which clearly demonstrate the community sport hub philosophy, encompassing multiactivity club use and promoting integrated community planning
- Upgrading existing or new synthetic or grass pitches linked to governing body or local authority facility strategies*
- Upgrading existing swimming pools or new pools in strategic areas
- Changing accommodation at existing or new training or match pitches
- Permanent or portable floodlighting which extends opening hours at training pitches
- Upgrade/improvements/extensions to existing sports halls and the like to create community access and increase the range of available sporting activity
- Upgrade of existing concrete, bitmac or blaes tennis courts
- National and/or regional standard training facilities identified by Scottish governing bodies of sport as part of their facility strategies and/or linked to success at the Commonwealth Games, Olympic Games and Paralympics or other events of national importance

Specific consideration will be given to those sites included in the Queen Elizabeth Fields Challenge – a legacy programme operated by Fields in Trust.

What are the requirements that a project will have to meet?

For a project to be considered it must meet the following requirements:

- It must have meaningful community access, provide community benefit and not be for private gain
- There must be a clear need and demand for what is proposed
- Financial need must be clearly demonstrated in order to be considered eligible for the requested level of funding
- In all cases, applicants must demonstrate the operational viability of the project for the period of the award. Maintenance and eventual replacement must be planned and funded by the applicant, taking account of realistic income projections
- Public bodies applying for funding should be able to demonstrate that the funding sought is an addition to their planned expenditure and not a substitute for it
- The facility must be fit for purpose in terms of: location; scale and content; design, accessibility; management and environmental impact
- The project must be able to show that with funding from **sportscotland** you have the finance or will be capable of raising the balance of finance to start up to 12 months of the date of the award
- The applicant must be able to complete the project within a set timescale.

- Applicants must demonstrate security of tenure for at least ten years (from date of completion) for projects which received an award of up to £100,000, including VAT. Where the award level exceeds £100,000, including VAT, the applicant is required to have security of tenure for at least 25 years from date of completion. This can be through ownership or by way of a lease.

Additional requirements for local authority, community sport hub & club projects

- Links are/will be established with the sports programmes, strategies and/or initiatives operated by the local authority or the Active Schools network.
- Links are/ will be established with the sports programmes, strategies and/or initiatives operated by the Scottish governing body for sport.

Additional requirements for high performance sport projects

- The project meets the needs of the Scottish governing body for international / national / regional competition, coaching or training.
- The project is part of the Scottish governing body's facility strategy and has been developed in consultation with the Scottish governing body and local partners.

Who is eligible to apply for funding?

The following groups can apply for funding:

- Voluntary sports clubs (including Community Sports Hubs)
- Public bodies such as local authorities.
- Social enterprises such as leisure trusts.
- Area sports associations
- Recognised Scottish governing bodies of sport
- Charitable trusts, playing field associations, youth and uniformed organisations
- Educational establishments such as universities, colleges and schools
- Companies limited by guarantee

Provided that:

- The organisation's governing documents clearly indicates a primary purpose of taking part in recognised sport/s.
- Where membership of the applicant organisation is required, membership is open to all sections of the community & applicants constitution incorporates an appropriate "Open to all clause"

Example:

Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

- The organisation does not distribute profits to the proprietors, directors and/or shareholders but reinvests all surpluses in the project or facility. For club projects, the applicant's constitution must incorporate an appropriate "Dissolution clause."

Example:

If, upon the winding up or dissolution of the club there remains after the satisfaction of all the club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the club, such organisation or organisations to be determined by the members of the club by resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

The application process

There are two different application routes depending on the value of your project:

- Small Projects - Under £100,000
- Large Projects - Over £100,000

Why are there two application routes?

The single stage Small Projects application is intended to make the process fast and simple for projects under £100,000.

For larger projects there is a two stage process. The Outline application is intended to give the applicant formal feedback before the full depth of the project is developed.

On successful completion of an Outline application the applicant will receive a full application pack.

Which form should I use?

[Small Project Application](#) for all projects with a total project value of less than £100,000 (inc VAT).*

[Large Project Outline Application](#) for all projects with a total project value of more than £100,000 (inc VAT).*

For projects close to a £100,000 value you may wish to apply through the [Large Project Outline Application](#) to receive formal feedback before cost is incurred on planning permission or detailed design.

The assessment process

Is there a submission deadline for my application?

Applications for both small and large projects should be submitted for the 1st of each month.

How long will the application process normally take?

- A Small Project Applications normally take 2 months
- Large Project Outline Applications normally take 4 weeks
- Large Project Full Applications normally take 2 months

The aim is to turn around decisions on applications within the timescales noted above, however this is entirely dependent on applicants providing us with the information needed to allow fully consideration of the application. On occasions further investigation will be required which will need more time.

What are the potential outcomes for my application?

Small Project Application

- Approve an award, either in full or conditionally
- Defer taking a decision until further information is provided by the applicant
- Make no award

Large Project Outline Applications

- Recommend that the project progresses to a Full application
- Application rejected

Large Project Full Applications

- Approve an award, either in full or conditionally
- Defer taking a decision until further information is provided by the applicant
- Make no award

Unsuccessful applications may not be re-submitted for two years from the decision date. Applicants can however re-apply with a proposal that differs significantly from the unsuccessful submission.

In all cases, there is an appeals mechanism for those applicants who are dissatisfied with the decision taken by **sportscotland**.

What information will I need to submit alongside my application form?

Small Project Application

- Governing documents- Memorandum and Articles of Association/ Constitution
- Minutes adopting the organisations governing documents
- Minutes giving authority to apply for funding
- List of names & addresses of office bearers
- Dimensioned design drawings
- Photos of existing site
- Site plan or location plan
- Planning Permission in Principle or Full Planning Permission & stamped approved drawings.
- Evidence of Security of tenure of project site. Owned sites require copy of title deed documentation and solicitor's letter confirming ownership. Leased sites require copy of fully-signed lease, rental or access agreement
- Quotation or estimates
- Outline specification of works
- Income and expenditure projection for the first three years of the facility
- Latest & previous 2 years annual accounts
- Current Bank statement
- Business Plan
- Detailed programme of use
- Management or access agreements
- Child protection policy

Large Project Outline Applications

- Governing documents - Memorandum and Articles of Association/ Constitution
- Minutes adopting the organisations governing documents

- Minutes giving authority to apply for funding
- Sketch proposals
- Photos of existing site
- Site plan or location plan
- Quotation or estimates
- Outline specification of works
- Latest & previous 2 year annual accounts
- Draft programme of use

Large Project Full Applications

- List of names & addresses of office bearers
- Dimensioned design drawings.
- Accommodation schedules.
- Planning Permission in Principle or Full Planning Permission & stamped approved drawings.
- Evidence of Security of tenure of project site. Owned sites require copy of title deed documentation and solicitors letter confirming ownership. Leased sites require copy of fully-signed lease, rental or access agreement
- Quotation or estimates
- BCIS specification of works
- Income and expenditure projection for the first three years of the facility
- Latest & previous 2 year annual accounts
- Current Bank statement
- Business Plan
- Detailed programme of use
- Management or access agreements
- Child protection policy

How much can I apply for?

Small Project Application

All applicants with a total project value between £10,000 and £100,000 (inc. VAT) are eligible to apply for up to a maximum of 50% funding.*

In exceptional circumstances club led projects with a total project value of between £10,000 and £50,000 (inc. VAT) are eligible to apply for up to a maximum of 100% funding.*

Large Project Outline Application

All applicants are eligible to apply for up to a maximum of 50% funding from **sportscotland** *, up to the maximum award levels.

If there is significant variation between the original Large Project Outline application and the subsequent Full application, a new outline application must be submitted. The following situations would require a new Outline application:

- Increase in the total project cost and / or the amount requested of **sportscotland** by more than 10%
- Significant alterations to the physical scale and/or scope of the facility
- Significant alterations to the number of participants and/or coaches provided

How much of an 'applicant contribution' is required?

Small Project Application

- Projects require an applicant contribution of 25%*
- In exceptional circumstances club led projects with a total project value of between £10,000 and £50,000 (Inc. VAT) are eligible to apply for up to a maximum of 100% funding

Large Project Outline Application

- All projects require an applicant contribution 25% of total project cost.*

Applicants are normally expected to meet at least 25% of the eligible project costs from their own resources, which may include bank borrowing and members' loans. Applicants who have secured funding designated for their local area may include this within their applicant contribution.

Where the applicant's contribution is made up in part, or whole, of borrowings from a bank or another financial institution or a loan from sources other than members, **sportscotland** reserves the right to ask for a standard security on the facility to protect our investment. The applicant will be responsible for all costs connected with this matter. The right is reserved to ask for a standard security on other projects as appropriate to protect the investment. These costs will not form part of the eligible project cost and the applicant will have to budget for this expenditure separately.

In kind contributions are valued and will be counted toward the 25% applicant contribution of the total project cost. They will not however be match funded by **sportscotland**.

Example:

£100,000 total project cost

- 25% applicant contribution - £15,000 cash / £10,000 contribution in kind
- Eligible for match funding project cost £ £90,000
- Maximum **sportscotland** award 50% of £90,000 = £45,000

*Areas of deprivation

The Scottish Index of Multiple Deprivation (SIMD) identifies small area concentrations of multiple deprivation across all of Scotland. Applicants minimum contribution from those within these areas is reduced to 10% of the eligible project cost.

sportscotland funding can be requested at up to 70% of the eligible project cost.

In order to qualify for the reduced applicant contribution of 10% an applicant must be able to demonstrate that at least 70% of the members and/or users are residents of the deprived area. This rule will also cover applications for facilities that are geographically out with the boundary of a priority area but are within ten minutes walking distance of the area it serves/will serve.

The reduced applicant contribution or increased level of funding relaxation will not apply to projects led by local authorities.

Other considerations

Planning permission

If your project would affect the use or involve the loss of: sports pitches in excess of 0.2 hectares, tennis courts; bowling greens; golf courses or athletics tracks, the planning authority is required to consult with **sportscotland** in relation to any planning application that is submitted, as it is a statutory consultee. If your plans would affect or include the loss of one of the aforementioned sporting amenities, it would be prudent to discuss your proposal with the **sportscotland** as soon as possible.

Value Added Tax

If your organisation is not registered for VAT or is not in a position to have the project zero-rated for VAT purposes (as is sometimes the case for charities approved by HMRC) it is essential that the VAT burden is included in the project costs.

It is recommended that you consult your local VAT office on the scope to obtain exemption or partial exemption from VAT for your project.

Contracts / appointments

For projects costing less than £20,000 (excluding VAT and professional fees) prices must be the result of competition with a minimum of three tenders/quotations sought.

For building projects costing more than £20,000 (excluding VAT and professional fees) we recommend that you carry out the work using a suitable version of a Standard Form of Building contract. Satisfaction is needed, that the contract price is obtained as the result of competitive tendering in accordance with the JCT Practice Note 6 (Series 2) Main Contract Tendering.

It is not a requirement that you seek tenders for the professional services required on your project unless this is a requirement of European legislation.

Performance bond

Except for applications submitted by public bodies a performance bond amounting to 10% of the contract sum will need to be provided by the contractor for all contracts relating to building projects costing more than £250,000 (excluding VAT and professional fees).

Standard security

As a condition of award, **sportscotland** will require the applicant to grant to **sportscotland** a first or joint first ranking fixed security (i.e. standard security) over premises owned or leased by the applicant and selected for such security by **sportscotland**.

Valuation of property/land

Any land being purchased as part of the project or land gifted to the applicant (where the cost of the land is to be classed as an in-kind contribution) will, where eligible, be subject to a District Valuer (DV) valuation. The latter's decision will be final. **sportscotland** will instruct the DV. This will normally take place before the submission of a Full application. The cost of the fees for the DV service can be considered part of the eligible project cost. Should an applicant decide not to progress an application **sportscotland** reserves the right to reclaim all the cost of the DV's fee.

Inclusive sports development

As a public sector body **sportscotland** must adhere to the general equality duty as outlined in the Equality Act 2010. A number of people from different groups in society are protected under this legislation. The protected characteristics relevant to our general duty are: age, disability, gender reassignment, race, religion, sex, and sexual orientation. The Equality Act encourages us to think about providing opportunities for all of the protected groups. Funding applicants should be able to demonstrate an inclusive approach.

Certification

The Government's financial directions to **sportscotland** require us to obtain from applications whatever information may be necessary to safeguard Lottery and Scottish Government funds and carry out random validation checks. In order for **sportscotland** to process details properly it is important that you ensure the details provided are correct. If details are provided whereby the application has been completed fraudulently, incorrectly or misleading material has been put forward the application will be invalid and you will be liable to return any sums already paid out as a **sportscotland** award, with any offer being formally withdrawn.

Data protection

sportscotland will use and process information 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. This information will be used to process applications, investments and payments, to prepare statistics and to monitor and evaluate effectiveness of both individual grants and our 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 connected with the investment work of **sportscotland**.

Freedom of information

As a public body, **sportscotland** falls 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 organisation. In certain circumstances some of the information may be subject to an exemption and will not have to be disclosed.

However 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.

How to complete an application - Guidance

These guidelines will help you put together an application for funding from the **sportscotland** Sport Facilities Fund. They set out **sportscotland's** procedures and criteria for making awards and are subject to ongoing review.

Please ensure you have read through these guidelines before completing your application form.

http://www.sportscotland.org.uk/sportscotland/Documents/facilities/Funding/SFF_Guidelines_June_2012.pdf