



CLUB SUSTAINABILITY FUND

Capital

Application Form Questions



APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED BY ONLINE FORM - LINKED HERE

1. APPLICANT DETAILS

1.1 The Club / Applicant

Name of Rugby Club

Number of years organisation
has been in existence

Contact Name

Position within Organisation

Address for correspondence

Postcode

Telephone Number (work)

Telephone Number (mobile)

Telephone Number (home)

Email

Website

1.2 What is the status of your organisation?

Local voluntary or community sports club

Company limited by guarantee

Company limited by shares

Trust

Local authority

Community Interest Company

Community Amateur Sports Club

Charity (Please provide Scottish Charity Number:)

Other (Please specify:)

1.2 Advice Notes

*Please attach a copy
of your governing
documents.*

*If you are working in
partnership with a public
body e.g. Local Authority
or Leisure Trust please
specify here*

1.3 Membership (if appropriate)

Scottish Governing Body

Local Sports Council

Other

If yes to any of the above, please specify name and status. If no, please tell us about your organisation.

1.4 Current membership numbers

	Male	Female	Total
Playing members under 18			
Playing members over 18			
Non-playing members			
Total			

1.4 Advice Notes

Player numbers should be consistent with the data in SCRUMS

2. PROJECT DETAILS

2.1 Where will your project be located?

Address

Town/City

Postcode

2.2 What is your project?

New facility

Make better use of existing space

Extension to an existing facility

Upgrade to new technology

Make the current facilities more efficient

Other (please specify)

2.3 Description of all existing facilities

2.3 Advice Notes

Include age or date of construction if known. Please provide any photographs you have of your existing facilities if available

2.4 Description of proposed facilities

2.4 Advice Notes

Please attach sketch plans of your proposal

2.5 What time scales are you working to?

Proposed site start date

Anticipated contract length weeks

2.6 Planning permission

Is planning permission required?

Yes

No

Requires clarification

Is your project on the site of existing playing fields?

Yes

No

Requires clarification

If yes, please provide details and confirm whether your project will result in a reduction in the number of pitches on the site.

2.7 Security of Tenure of project site/facilities

Present arrangement (please indicate)

Owned

Leased Lease expiry date

Hired Hire term

Access agreement Length Expiry date

Proposed arrangement (please indicate)

Owned

Leased Lease expiry date

Hired Hire term

Access agreement Length Expiry date

If you do not own the leasehold, licence or freehold for the existing/proposed facilities, who does/will and what is their connection to your organisation?

2.7 Advice Notes

We require a copy of a solicitor's letter confirming the applicant's permission to build on the land/ownership of the facility

2.8 Are there any burdens or conditions over the project site?

Please provide details

2.8 Advice Notes

We recommend that you consult your legal advisors to check that there are no burdens or covenants over the project site that may affect the proposed development.

2.9 Project Management

Name

Organisation

Professional qualification (if any)

Relationship with club /
employed professional

Phone number

Email

2.9 Advice Notes

Please provide details of the person responsible for managing the project.

3. FINANCE

3.1 Is your organisation registered for VAT?

Yes

No

If yes, please provide your VAT registration number

3.2 VAT recovery

What % VAT recovery will be applicable to your project?

3.1 Advice Notes

Before applying we strongly recommend that you seek the advice of HMRC to determine the extent (if any) of VAT recovery.

3.3 Cost Breakdown

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

Category	Cost (£)	% of total cost
Staff		
Equipment		
Consumables e.g. stationery		
Other project elements		
Sub Total		
Professional fees and expenses		
Contingency		
VAT		
Total project cost		

3.3 Advice Notes

Remember to include VAT charges if you cannot recover or avoid them. Please also attach a full breakdown of the project costs.

3.4 How did you arrive at the above cost?

Detailed costing

Quotation(s)

Other (please specify)

3.4 Advice Notes

Please provide a copy of any quotations or estimates you have obtained for your project. Please do not formally appoint a tender until an award is offered

3.5 How much funding (£) are you applying for from Scottish Rugby?

3.6 Funding Summary

3.6 Advice Notes

Please enter amounts in appropriate columns and attach a letter of support / award, or other documentary evidence, for every confirmed source of funding.

Funding sources	Grant(G) Loan (L)	Funding in place (£)	Promised (£)	Applied for (£)	Total (£)
Organisation's cash					
Organisation's in-kind					
Scottish Rugby					
Others:					
				Shortfall	
	Total				

3.7 Financial position (not required from statutory authorities)

- (a) Fixed assets
- (b) Current assets
- (c) Current liabilities
- (d) Net current assets/liabilities (b-c)
- (e) Long term liabilities
- (f) Net assets (a + d - e) total

3.7 Advice Notes

Please provide figures relating to your organisation's financial position as shown in its most recent balance sheet.

Please provide a copy of your latest and last two years Annual Accounts and a copy of a current bank statement(s)

3.8 Security

Is your existing facility (or part thereof) used as a security for an existing loan?

Yes

No

If yes, please provide details

3.8 Advice Notes

Details should include amount of loan(s), lender(s), length of security period. Only complete this section if you have an existing facility.

Will the new/enhanced facility be used as a security for a loan(s)?

Yes

No

If yes, please provide details

3.9 If the project is to be part-funded by loans and mortgages:

Is the organisation empowered to borrow to the extent planned?

Yes

No

Is your property already subject to a mortgage or similar charge?

Yes

No

3.10 Cost of borrowing

	Loan repayment (£)	Interest (£)
Year 1		
Year 2		
Year 3		

3.10 Advice Notes

Your expenditure forecasts should provide for loan repayments and interest if appropriate. What annual repayments do you plan to make?

3.11 Operating income & expenditure

	Income(£)	Expenditure(£)	Net(£)
2 years ago			
Last year			
Current Position			
Year 1			
Year 2			
Year 3			

3.11 Advice Notes

Please indicate the last two years' and current income and expenditure position (where appropriate) as shown in your annual accounts, and summarise your forecasts for the first three years following implementation of this project. Please include loan repayments and interest but exclude all capital costs and funding.

3.12 What assumptions have been made in preparing your forecast?

3.12 Advice Notes

If you are projecting a deficit in your funding profile, please indicate how you plan to finance it

4. SPORTS IMPACT

4.1 Please demonstrate the clear need and demand that your club has for this project

4.1 Advice Notes

Please provide details of a rugby development programme or initiatives that support this facility development including any partnership working with local schools or active schools

Please detail your current commitments to developing rugby in your local community

4.2 What positive impact will this project make to developing rugby in your club and local community?

4.2 Advice Notes

Please detail potential impact e.g. increase in numbers, new team, section etc.

4.3 Number of uses

How many active participants per week do/did use your facility? How many do you anticipate will use your facility in years 1, 2 and 3?

	Previous	Last year	Current	Year 1	Year 2	Year 3
U18 - Male						
U18 - Female						
Adult - Male						
Adult - Female						

4.3 Advice Notes

Please record the users per week. if 1 individual uses the facility three times a week count this as 3 uses each week.

How many days per week will the proposed facility be available for physical activity / sports participation?

How many weeks per annum will the proposed facility be available for physical activity / sports participation?

4.4 Number of coaches / volunteers

	Previous	Last year	Current	Year 1	Year 2
Coaches with RugbyRight					
UKCC Level 1 / Coaching Essentials					
UKCC Level 2 / Aspiring Coach Programme					
UKCC Level 3 / Advanced Coaching Programme					
Volunteers					

4.5 Average coaching / volunteering hours per week

	Current	Future
Adults		
Under 18s		

4.5 Advice Notes

On average, how many coaching hours per week are offered, and/or are likely to be offered to, adults (i.e. 18+) and also Under 18s?

4.6 What categories of use apply/will apply?

	Current	Future
Informal (free)		
Pay & play		
School		
Club bookings		
Individual bookings		

4.7 Project Integration

Do you have established links with your local authority/Scottish governing body for sport or any other organisation?

- Local Authority
- Scottish Rugby
- Other
- No integration

Please specify and supply contact details

5. COMMUNITY IMPACT

5.1 Does this project meet the needs of your wider community and/or sports clubs?

Yes

No

If yes, please give details

5.2 Have the community outside of the rugby club been invited to participate and engage with the design process?

Yes

No

If yes, please give details

5.3 Will the project ensure the delivery of an inclusive facility?

Yes

No

If yes, please give details

6. OPERATIONAL DETAILS

6.1 Are there any restrictions on the numbers of members in each category of membership?

Yes

No

If yes, please give details

6.1 Advice Notes

For membership organisations only. Do you, for example limit the number of under 16s?

6.2 What initiatives do you have in place to actively seek members/users from under-represented groups of your community?

6.2 Advice Notes

Protected groups under legislation include: age, disability, sex, race, religion or belief, sexual orientation, gender, reassignment, pregnancy and maternity, marriage and civil partnership, political or other opinion.

6.3 Adjustment/provision for disabled participants

As the service provider of a public facility you have a duty under the Equality Act 2010 to make reasonable adjustments/provision to ensure that disabled participants are able to use your facility. What steps have you taken to comply with this legislation?

6.3 Advice Notes

Adjustments may include those to cater for: ambulant disabled; wheelchair users; visually impaired; hearing impairment; learning disabilities

6.4 Management and staffing structure

Please provide details of your organisation's management and staffing numbers.

6.4 Advice Notes

Please include details of posts, numbers and shifts, e.g. 8x leisure attendants, weekdays 8am-3pm

6.5 Quality procedures

Please provide details of operational procedural documentation/system(s) currently in operation or proposed, such as quality management systems, booking procedures, letting policy, fitness room policies and guidelines etc.

7. CERTIFICATION

Please confirm that you are enclosing the following documents, where relevant, in support of this application.

- Governing Documents, Memorandum and Articles of Association/Constitution
- Minutes of meeting adopting or approving current Governing Documents
- List of names and full contact details of office bearers
- Drawings
- Site photos
- Site plan and location plan
- Planning permission
- Evidence of security of tenure of project site
- Quotations or estimates
- Outline specifications of works
- Latest and previous two years annual accounts
- Current bank statement
- Details on how this project fits into your club plans and priorities. Larger projects will require a business plan
- Management or Access Agreement
- Safeguarding Policy
- Proposed Programme of Use (if facility will have timetabled use)

By ticking this box you are agreeing to all of the terms and conditions outlined and this will be accepted as a formal signature on behalf of the club.

I confirm the following:

- Any personal data provided as part of this application will be used only for the purposes of processing the application. Scottish Rugby's privacy policy can be found at: <https://www.scottishrugby.org/privacy-policy>
- My club committee has asked me to fill out this application form on their behalf and the President is aware of this application.
- The information provided in this application is, to the best of my knowledge, truthful and accurate (and I acknowledge that any misleading statements given at any time will render this application invalid).
- I undertake to inform Scottish Rugby fully and immediately if any changes in circumstances require me to amend the application or the supporting material.

Supporting documentation should be sent to: rugbydevelopmentadmin@sru.org.uk

Please note that applications will only be considered if submitted via the online form [linked here](#).

SCOTTISH RUGBY

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