



EXECUTIVE SUMMARY

As part of its ongoing commitment to invest significantly in helping member clubs become more sustainable and thrive, Scottish Rugby continues its delivery of the Club Sustainability Fund (CSF) for Revenue, Capital and Major Capital Investment projects.

All three strands of the CSF may be available to clubs with a successful track record of working/investing in their community to increase the quantity and quality of rugby participation amongst boys, girls, men and women. Such clubs may apply for funding to improve key revenue generation, upgrade their facilities and improve the quality, capacity and longevity of rugby participation.

The Revenue strand of the Club Sustainability Fund (CSF) provides funding for club sustainability projects targeting increased playing and non-playing membership, operating efficiency, sponsorship, business partnerships and the involvement of local businesses in the club and seeks to support those applications that deliver the greatest impact against the aims and objectives set out in this document. Member clubs can apply for up to £10,000 through the Revenue strand of the CSF.

The Capital strands of the CSF are for capital expenditure only. Scottish Rugby define capital expenditure as expenditure on the purchase, upgrade or construction of an asset. This includes any costs directly incurred in the process such as: Architect fees, Quantity Surveyor and Engineers' fees and Solicitor's fees in respect of planning, building warrant asset purchases or leases.

Member clubs can apply for up to £50,000 through the Capital strand of the CSF and up to £250,000 through the Major Capital Investment programme. Both strands seek to engage club environments proposing projects which offer an enhancement to existing activities which demonstrate exceptional impact on rugby development in their local community.

The CSF programme asks clubs to demonstrate minimum commitment to the total project cost. These vary across the three strands and clubs should familiarise themselves with these as outlined in the document. Applicants should take time to read over this guidance document and related Application Form before deciding to submit an application and should, in the first instance, contact their respective Scottish Rugby Regional Manager for guidance, consideration and inputs prior to making an application.



SUMMARY TABLE

WHAT IS THE FUNDING FOR?			
Revenue	Capital	Major Capital Investment	
 To support new projects designed to increase club revenue by: Increasing playing and non-playing membership; Increasing efficiency, sponsorship, business partnerships and the involvement of local businesses in the club; or Extending community usage of club facilities. 	Clubs may apply for funding to upgrade their facilities and improve the quality, capacity and longevity of rugby participation e.g. new/improved pitches, floodlights for training/playing, or upgraded changing accommodation.	 Investment projects that have regional and national impacts and benefits for example: The provision of new playing, training facilities, or changing accommodation. Extension or upgrading of existing playing, training facilities, or changing accommodation Meeting rooms with a sport-related and/or community workforce development use 	
HOW MUCH FUNDING CAN YOU APPLY FOR?			
Revenue	Capital	Major Capital Investment	
Up to £10,000	Up to £50,000	Up to £250,000	
HOW MUCH OF AN 'APPLICANT CONTRIBUTION' IS REQUIRED?			
Revenue	Capital	Major Capital Investment	

Kevende	Capitai	Thajor Capital Investment
Projects require a minimum applicant contribution of 50%.	Projects require a minimum applicant	Scottish Rugby will contribute up to a maximum of 50% of the total project cost, up to
	contribution of 20%.	£250,000. The difference between the funding amount provided by Scottish Rugby and
		the total project costs should be sourced by the applicant.

WHAT ARE THE TIMELINES?

Revenue	Capital	Major Capital Investment
Applications Close – 26 November 2023	• Applications Close – 26 November 2023	Applications Close – 26 November 2023
Award Decisions – February 2024	Award Decisions – February 2024	Decision on progress to Stage 2 -February 2024
• Funds Drawn Down by – May 2026	• Funds Drawn Down by – May 2027	Feedback window - March/April 2024
		Stage 2 Presentations – August 2024
		Stage 2 Award Decision – September 2024
		• Funds Drawn Down by - September 2029 (or 5-years from Award Offer)

FUNDING

HOW MUCH FUNDING CAN YOU APPLY FOR?

Revenue	Capital	Major Capital Investment		
Up to 50% of the total project/post cost, to a maximum of £10,000 per annum for one year, or 2 years for exceptional projects only.	Applicants can apply for (ordinarily) up to £50,000. Awards of over £50,000 will be considered if the project is exceptional and can demonstrate a considerable increase in rugby participation in that local community.	The maximum funding that you can apply for from the Major Capital Investment Fund is £250,000.		
HOW MUCH OF AN 'APPLICANT CONTRIBUTION' IS REQUIRED? Revenue Capital Capital Capital Major Capital Investment				
Projects require a minimum applicant contribution of 50%.	Projects require a minimum applicant contribution of 20% Scottish Rugby expect applicants to meet at least 20% of the eligible project costs from their own resources, which may	 Scottish Rugby will contribute up to a maximum of 50% of the total project cost, up to £250,000. The difference between the funding amount provided by 		

ELIGIBILITY

The following examples illustrate the types of projects which are eligible for funding, however this list is not exhaustive. Clubs must discuss their application with their Regional Manager in order to ensure their project fits with the CSF's aims and eligibility criteria.

WHAT KIND OF PROJECT IS ELIGIBLE TO APPLY FOR FUNDING?

Revenue	Capital	Major Capital Investment
CATEGORY1	The provision of new playing or training facilities	The provision of new playing or training facilities
Projects/posts to improve and increase club membership.	The provision of new changing accommodation	The provision of new changing accommodation
Examples could include projects/posts with the followings aims	• Extension or upgrading of existing playing or training facilities	• Extension or upgrading of existing playing or training facilities
or effects:	• Extension or upgrading of existing changing accommodation	Extension or upgrading of existing changing accommodation
• To develop regular communication systems for engaging with club members that better involve them in club activities and	 Meeting rooms with a sport-related use Floodlighting for training facilities (including natural grass 	 Meeting rooms with a sport-related and/or community workforce development use
 understanding club matters; To manage, monitor and maximise membership subscription payments; To attract now members, rotain surront members and ro 	training areas) Projects that contain elements of social areas, storage facilities for playing equipment, administration spaces and spectator	Projects that contain elements of social areas, storage facilities for playing equipment, administration spaces and spectator areas will only be considered for funding if they are part of a bigger project encompassing changing and playing/training
 To attract new members, retain current members and re- engage lapsed members; 	areas will only be considered for funding if they are part of a bigger project encompassing changing and playing/training	facilities.
 To increase family involvement and resultant spend at the club; 	facilities.	
• To develop playing and non-playing membership; or		
• To increase female involvement throughout the club.		

WHAT KIND OF PROJECT IS ELIGIBLE TO APPLY FOR FUNDING?

Revenue	0	Capital
CATEGORY 2		
Projects/posts to improve and increase local business involvement at the club.		
Examples could include projects/posts which:		
 Attract and retain sponsorship through better business engagement, sponsor packages, and sponsor communications/management; or 		
• Ensure sponsorships/partnerships with business have tangible benefits to the club, and ensure that sponsor benefits are delivered to improve sponsor satisfaction/ retention.		
CATEGORY 3		
Projects/posts that increase member and wider community involvement with the club.		
Examples could include projects/posts which:		
 Increase usage of club facilities by community groups and businesses with resultant increased club revenue; 		
or		
• Run events and community activities which increase awareness, sponsorship, users and spend in the club.		
All applications will be considered on merit but priority will be given to those that deliver the greatest impact against the aims and objectives set out in this document.		

WHAT KIND OF PROJECT IS NOT ELIGIBLE TO APPLY FOR FUNDING?

Revenue

- Capital projects for facilities improvements (clubs should apply for such funding through the CSF Capital strand)
- Projects/posts that are already underway
- Projects/posts which have already received or will receive funding through a different strand of Scottish Rugby's funding e.g. Schools of Rugby, Club Development Officers.
- Applications submitted by non-member or non-associate member clubs of Scottish Rugby.

Capital

Projects with a value less than £10,000 including VAT (clubs should apply for such funding through the CSF – FastTrack)

- General repairs, renewals, replacement and maintenance
- Purchases of mini buses or vans
- 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
- Works undertaken solely to comply with the requirements of the duty to make adjustments under the Equality Act 2010.
 Please note that Scottish Rugby may be able to provide additional support for projects that improven accessibility through our charity partner Hearts and Balls.
- Feasibility studies and design competitions
- Speculative purchase of land and/or facilities for utilisation/ development in the long-term
- Purchases of land and/or facilities as a means of saving on payment of rent
- Any projects which, in the reasonable opinion of Scottish Rugby, have been started prior to an application being made or a funding approval decision being taken. Letting of a construction contract constitutes a project start.
- Engaging design consultants does not constitute a project start. Funding will not be provided retrospectively.

Major Capital Investment

Projects requiring investment of £400k or less including VAT (clubs should apply for such funding via the Club Sustainability Fund)

- General repairs, renewals, replacement, and maintenance
- Purchases of minibuses or vans
- 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
- Works undertaken solely to comply with the requirements of the duty to make adjustments under the Equality Act 2010.
 Please note that Scottish Rugby may be able to provide additional support for projects that improve accessibility through our charity partner Hearts and Balls.
- Feasibility studies and design competitions
- Speculative purchase of land and/or facilities for utilisation/ development in the long-term
- Purchases of land and/or facilities as a means of saving on payment of rent
- Any projects which, in the reasonable opinion of Scottish Rugby, have been started prior to an application being made or a funding approval decision being taken. Letting of a construction contract constitutes a project start.
- Engaging design consultants does not constitute a project start. Funding will not be provided retrospectively.

WHO IS ELIGIBLE TO APPLY FOR FUNDING?

Revenue

A rugby club can apply on behalf of a public body such as local authorities where the public body owns and operates the rugby club facility and a long term agreement is in place.

Provided that:

- The organisation's governing documents clearly indicate a primary purpose of providing rugby playing and training opportunities.
- Where membership of the applicant organisation is required, membership is open to all sections of the community and applicant's 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 re-invests 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.

Capital

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Major Capital Investment

- 1. Rugby clubs who own their facility.
- 2. A rugby club can apply on behalf of a public body such as local authorities where the public body owns and operates the rugby club facility, and a long-term agreement is in place.

Provided that:

a) The organisation's governing documents clearly indicate a primary purpose of providing rugby playing and training opportunities.

Where membership of the applicant organisation is required, membership is open to all sections of the community and the applicant's 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.

b) The organisation does not distribute profits to the proprietors, directors and/or shareholders but re-invests 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.

REQUIREMENTS

WHAT REQUIREMENTS WILL A PROJECT HAVE TO MEET?

Revenue	Capital	Major Capital Investment
 A clear need and demand for what is proposed. A track record of rugby development e.g. increasing or sustaining participation at adult and youth levels, close links with local schools and a commitment to developing/ supporting coaches and volunteers. That the project/post is relevant to the club's current playing size, facility provision and priorities. That there is a potential membership and local business market to be explored/utilised through the project/post. How the project/post will be managed or employed. How the project/post will increase club revenue. How the club plans to make the project/post financially sustainable after the end of Scottish Rugby funding. How the project/post promotes equality and social inclusion in sport. 	 Projects must not extend beyond 3 years from the date of the confirmation of funding being made available. All Invoices and receipts must be submitted for payment to Scottish Rugby by no later than February 2026. Failure to do so may lead to the funding being withdrawn. In the event that a project becomes delayed, clubs should immediately contact their Regional Manager to discuss their funding options. A clear need and demand for what is proposed. Their commitment to developing rugby in their local community by having a track record of running several adult and youth teams and being able to demonstrate strong links to local schools. The positive impact the project will have on the club and local rugby community e.g. increase in participation, new section etc. The positive impact the project will have on the wider community, has the club engaged with the local community and/or other sports to gauge what impact the project might have on them? Has the club invited the community to be part of the project development process? Can the club evidence the inclusive offering that this project will deliver? 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 	 The project must not already be underway. Focus on supporting inclusion and diversity. Clubs can apply for this fund if they have already applied for one of the funds within the Growing the Game element of the Growth and Participation Fund. Project must have regional and national impacts/benefits. The project needs to be delivered with in a maximum of 5 years from the funding being awarded. If successful, this precludes the club from applying for the Club Sustainability Fund, Capital and Revenue streams, for the next 3 financial years.

realistic income projections.

WHAT REQUIREMENTS WILL A PROJECT HAVE TO MEET?

Revenue	Capital	Major Capital Investment
	• That the facility will be fit for purpose in terms of location; scale and content; design; accessibility; management; and environmental impact.	
	• That with funding from Scottish Rugby the applicant has the finance or will be capable of raising the balance of finance to start the project within 12 months of the date of the award.	
	• That the project can be completed within a stated timescale.	
	• That links are/will be established with the sports programmes, strategies and/or initiatives operated by the club's local authority or Active Schools network.	

APPLICATION PROCESS

Revenue	Capital	Major Capital Investment		
ASSESSMENT PROCESS AND GUIDANCE				
 Applications must be received by 26 November 2023 with awards communicated in February 2024. Scottish Rugby aims to turn around decisions on applications within the timescales noted above, however this is entirely dependent on applicants providing the information needed to fully consider the application. On occasion, further investigation may be required which will require more time. All applications will be objectively assessed and ranked by Scottish Rugby against the following three categories: Rugby Development – existing and proposed number of members, playing and non-playing Project Sustainability – demand and positive impact of project, potential membership and business markets, income generation and plans to sustain post after CSF support Project Viability - financial and operational management employment arrangements (if relevant) 	 Applications must be received by 26 November 2023 with awards communicated in February 2024. Scottish Rugby aims to turn around decisions on applications within the timescales noted above, however this is entirely dependent on applicants providing the information needed to fully consider the application. On occasion, further investigation may be required which will require more time. All applications will be objectively assessed and ranked by Scottish Rugby against the following six categories: Rugby Development – demand and positive impact, existing and proposed number of players and teams etc. Planning – planning permission, location, appropriateness of facility etc Finance – capital and operational viability, value for money etc Design – whether the project is fit for purpose Management – Operational management and usage, maintenance and replacement etc Legal – security of tenure, constitution etc 	Stage 1 Expression of interest submitted online no later than 26 November 2023 with the supporting documents emailed to rugbydevelopmentadmin@sru.org.uk. Any applications submitted after this time or via any other means, will not be processed. Club must engage with their Regional Manager prior to submitting. Stage 2 If successful from the Expression of Interest, your club will be invited to provide a detailed Project Development Proposal by April 2024 and be invited to present the project to our panel in August 2024. If your application is unsuccessful at either stage, relevant projects will be signposted to alternative investment streams where appropriate.		

WHAT INFORMATION WILL I NEED TO SUBMIT ALONGSIDE MY APPLICATION FORM?

Revenue	Capital	Major Capital Investment
List of names and full contact details of office bearers	Memorandum and Articles of Association/ Constitution	Stage 1
Latest and previous two years' annual accounts	Minutes adopting the organisation's governing documents	Memorandum and Articles of Association/ Constitution
Current bank statement(s)	List of names and addresses of office bearers	Evidence of security of tenure of project site
	Dimensioned design drawings	 Owned sites require copy of title deed documentation and solicitor's letter confirming ownership
	Photos of existing site	Leased sites require copy of fully signed lease, rental or
	Site plan or location plan	access agreement
	Planning Permission in Principle or Full Planning Permission	Outline specification of works
	& stamped approved drawings	Current bank statements
	Evidence of security of tenure of project siteOwned sites require copy of title deed documentation and	• High-level detail on how this project fits into your club plans
	solicitor's letter confirming ownership	and priorities
	• Leased sites require copy of fully-signed lease, rental or	Management or access agreements
	access agreement	Stage 2
	Quotation or estimates	Dimensioned design drawings
	Outline specification of works	Photos of existing site
	• Latest and previous 2 years annual accounts	Site plan or location plan
	Current bank statements	Planning Permission in Principle or Full Planning Permission
	• Details on how this project fits into your club plans and	and stamped approved drawings
	priorities. Larger projects will require a business plan	Quotation or estimates
	Management or access agreements	Detailed specification of works
	Safeguarding Policy	 Detailed project / programme plan aligned to your club development and workforce plans and priorities
		A detailed business plan

Revenue	Capital	Major Capital Investment
 Approve an award, either in full, part or conditionally Defer a decision until further information is provided by the applicant Make no award If there is a high volume of applications only those applications ranked highest priority will receive an award. All awards may be subject to additional terms and conditions imposed at the discretion of Scottish Rugby. The final amount of any award is at the discretion of Scottish Rugby and may be less than the amount requested. 	 Approve an award, either in full, part or conditionally Defer taking a decision until further information is provided by the applicant Make no award If there is a high volume of applications only those applications ranked as having the highest priority will receive an award. All awards may be subject to additional terms and conditions imposed at the discretion of Scottish Rugby. The final amount of any award is at the discretion of Scottish Rugby and may be less than the amount requested. 	 Stage 1 Adjudication Not progressed to Stage 2 Additional information requested Progressed to Stage 2 Stage 2 Adjudication Approve an award, either in full, part or conditionally Defer a decision until further information is provided by the applicant Make no award
PAYMENT OF AWARDS		

Revenue	Capital	Major Capital Investment
Payment of successful awards will be made on evidence of	Payment of successful awards will be made on evidence of	Payment of successful awards will be made on evidence of
expenditure.	expenditure or contractor invoice in a staged basis relevant to	expenditure through a staged drawn down process linked to a
	the award offer.	clear delivery of milestones in the programme plan and agreed
		as part of the Project Launch Meeting.

AREAS OF DEPRIVATION

Revenue	Capital	Major Capital Investment
	The Scottish Index of Multiple Deprivation (SIMD) identifies small area concentrations of multiple deprivation across all of Scotland. An applicant's minimum contribution from those within these areas is reduced to 10% 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 Scottish Index of Multiple Deprivation (SIMD) identifies small area concentrations of multiple deprivation across all of Scotland. An applicant's minimum contribution from those within these areas is reduced to 37.5% of the eligible project cost. Example: To meet the minimum £400k project value a contribution of £150k would be required. In order to qualify for the reduced applicant contribution 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.

AREAS OF DEPRIVATION

Revenue	Capital	Major Capital Investment
	Value Added Tax	Value Added Tax
	If the club 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. Scottish Rugby recommends that each club consults with their local VAT office on the scope to obtain exemption or partial exemption from VAT for the relevant project.	If the club 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. Scottish Rugby recommends that each club consults with their local VAT office on the scope to obtain exemption or partial exemption from VAT for the relevant project.
Contracts / appointments 1. 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 having been sought. 2. It is recommended that each club carry out the work using a suitable version of a Standard Form of Building contract. They will also need to be satisfied, that the contract price is obtained as the result of competitive tendering in accordance with industry contract tender. 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. 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, Scottish Rugby and sportscotland reserve the right to reclaim the full cost of the DV's fee.	Contracts / appointments	Contracts / appointments
	 Final project costs (excluding VAT and professional fees) must be the result of competition with a minimum of three tenders/quotations having been sought. It is recommended that each club carry out the work using a suitable version of a Standard Form of Building contract. They will also need to be satisfied, that the contract price is obtained as the result of competitive tendering in accordance with industry contract tender. 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. 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, Scottish Rugby and sportscotland reserve the right to reclaim the full cost of the DV's fee. 	

LINKS TO APPLICATION FORMS				
Revenue	Capita	al	Major Capital Investment	
APPLICATION FORM	APPLIC	CATION FORM	APPLICATION FORM	

DATA PROTECTION

To the extent that any information provided as part of this application constitutes 'personal data' Scottish Rugby will use and process that information in accordance with its privacy policy, which can be found at scottishrugby.org/privacy-policy. If intending to submit information about an individual which constitutes personal data, before doing so you should ensure that the individual is made aware of that fact, the purpose for which it is being provided and has consented to you doing so. The information you provide us will be held on file, which may be paper and/or electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate the effectiveness of grants made.

Additional terms and conditions

i. Scottish Rugby accepts no liability for any consequences, whether direct or indirect, that may arise from the use of a grant, from any requested repayment of a grant, or from any application for a grant being declined.

ii. In the event that Scottish Rugby is made aware of any inconsistencies or misrepresentations on an application form which lead to the provision of a grant to a club, Scottish Rugby reserves the right to request that such sums are repaid within timescales determined by Scottish Rugby (whether or not the club has already spent such a grant). In the event that such timescales are not met, Scottish Rugby reserves the right to deduct any sums owed from any future funding offered by Scottish Rugby, including without limitation the Club Sustainability Fund.



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