

Scottish Hydro Club Facilities Fund

APPLICATION FORM FOR CLUBS – GUIDANCE NOTES

The Scottish Rugby strategic plan, published in 2008, identified the need to increase the numbers of people involved in rugby clubs at all levels and in all roles, whether it be playing, coaching, volunteering, officiating, administering or socialising. In order to attract and retain players and supporters it is necessary that clubs' facilities are maintained and improved to make and keep the club environment appealing to all.

Scottish Rugby, with support from Scottish Hydro, are making funds available through an improved Club Facilities Fund. Scottish Rugby member clubs can apply for this funding as follows:

- Funding is available to maintain and improve club facilities
- One application may be made per club in any 12 month period
- A maximum of £2,000 may be applied for. The sum applied for should be no more than 50% of the total project cost

MAINTENANCE AND IMPROVEMENT PROJECTS

Examples of the types of projects for which funding is available include:

- Floodlighting (main pitch and training pitches)
- Drainage or irrigation upgrades
- New rugby posts
- Clubhouse improvements, eg. kitchens, changing rooms, toilets
- Ceiling, wall or floor repairs or upgrades
- Door and window repairs or upgrades

This list is not exhaustive, however, the underlying principle is that applications for funding should be for projects which will improve club facilities.

APPLICATION PROCESS

- Clubs should submit their application form containing a full explanation of the project, including the reasons for it, the cost, the benefits to the club and the estimated timescales
- Clubs should also submit a set of their latest financial statements, ie. Balance Sheet and Profit & Loss Account
- Each application must be signed by two separate members of the Club Committee – ideally any two of the President, Secretary or Treasurer
- The club will receive an acknowledgement of their application and an estimated time frame for a decision to be reached
- Each application will be reviewed and the club will be notified of any funding granted. If funding is not granted the club may be requested to supply additional information or will receive a reason why funding could not be allocated
- On completion of the project, invoices supporting the expenditure should be submitted and should refer to the work detailed in the original application
- Payment will be made by BACS at the end of the month following receipt of all copy invoices

ADDITIONAL FUNDING CONDITIONS

- Scottish Rugby reserves the right to withhold funding from any successful application should the work detailed in copy invoices differ from the application details
- Clubs that commence work prior to a funding decision being reached do so at their own risk and should not rely on funding being granted
- Should the club cease to be a member of Scottish Rugby, or cease using its facilities for rugby union, Scottish Rugby reserves the right to reclaim a proportion of any funding

For any help or further information, please contact:

Colin Thomson
Head of Community Rugby
Scottish Rugby
Tel: 0131 346 5000
Fax: 0131 346 5001
colin.thomson@sru.org.uk

Mark Scott
Accountant
Scottish Rugby
Tel: 0131 346 5000
Fax: 0131 346 5001
mark.scott@sru.org.uk



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APPLICATIONS SHOULD BE COMPLETED IN BLOCK CAPITALS AND RETURNED TO THE ADDRESS DETAILED OVERLEAF

CONTACT DETAILS

Name of Club:

Name & Position of Club Contact:

Telephone:

Fax:

Address for Correspondence:

E-mail:

NATURE OF PROJECT

Description of project:

Major benefits of project:



THE PROPERTY

Address of property to be improved by grant:

Tenure on which the property is held:

Owned:

Leased:

(If leased indicate remaining period of lease)

Other:

(Please give details)

THE PROPERTY - CONTINUED

Has planning permission been obtained?

Yes

No

Not Required

PROJECT FUNDING

Estimated total cost of the project

£

Amount of grant funding required

(max. 50% of project costs and no more than £2000 per application)

£

Please indicate how the remaining balance will be funded

(eg. Club Funds, Lottery Grant)

Please enclose a copy of the Club's most recent Financial Statements

GENERAL

Please attach any additional details you feel will support your application

I have read and agreed to the conditions attached to the Scottish Hydro Club Facilities Fund application form. I am authorised to sign the application for and on behalf of the Club.

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Applications should be returned to:
Mark Scott, Finance Department, Scottish
Rugby, Murrayfield, Edinburgh, EH12 5PJ



