

Football Foundation

BUILD THE GAME GUIDANCE NOTES Last updated: November 2009



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Introduction

Please discuss your project with your County FA Development Manager (<http://www.footballfoundation.org.uk/apply/key-contacts/cdms/>) before you fill in this form and again before you submit it to us. This is because the County FA will be required to fill in a Comments Form to support your application. (If you have not discussed your project with the County FA, the application will be automatically withdrawn from our system without notification.)

The Build the Game Scheme provides small grants for small facility projects. It replaces the former Facilities Grant up to £20,000 Scheme with one that will deliver genuine football development outcomes via a simpler and much quicker application process.

We aim to assess applications to this scheme within 12 weeks.

Criteria

The Scheme has flexible criteria and there are many eligible items, so long as it is the right project for the right applicant. All projects must demonstrate they can **support the growth and retention** of grassroots football. A project that is considered to be an annual running cost, does not have appropriate insurance or meet basic child protection or health and safety requirements will not be eligible for grant aid.

Grant ceiling

The maximum grant available is £20,000 and there is no limit to the total cost of a project that this could contribute towards.

While the Foundation will never pay more than 90% towards the cost of a project, the average level grant we provide is 50%. Applicants must demonstrate a financial need for grant aid and contribute all of their own available money to a project. Financial contributions from other funding organisations are also expected.

Supporting documents

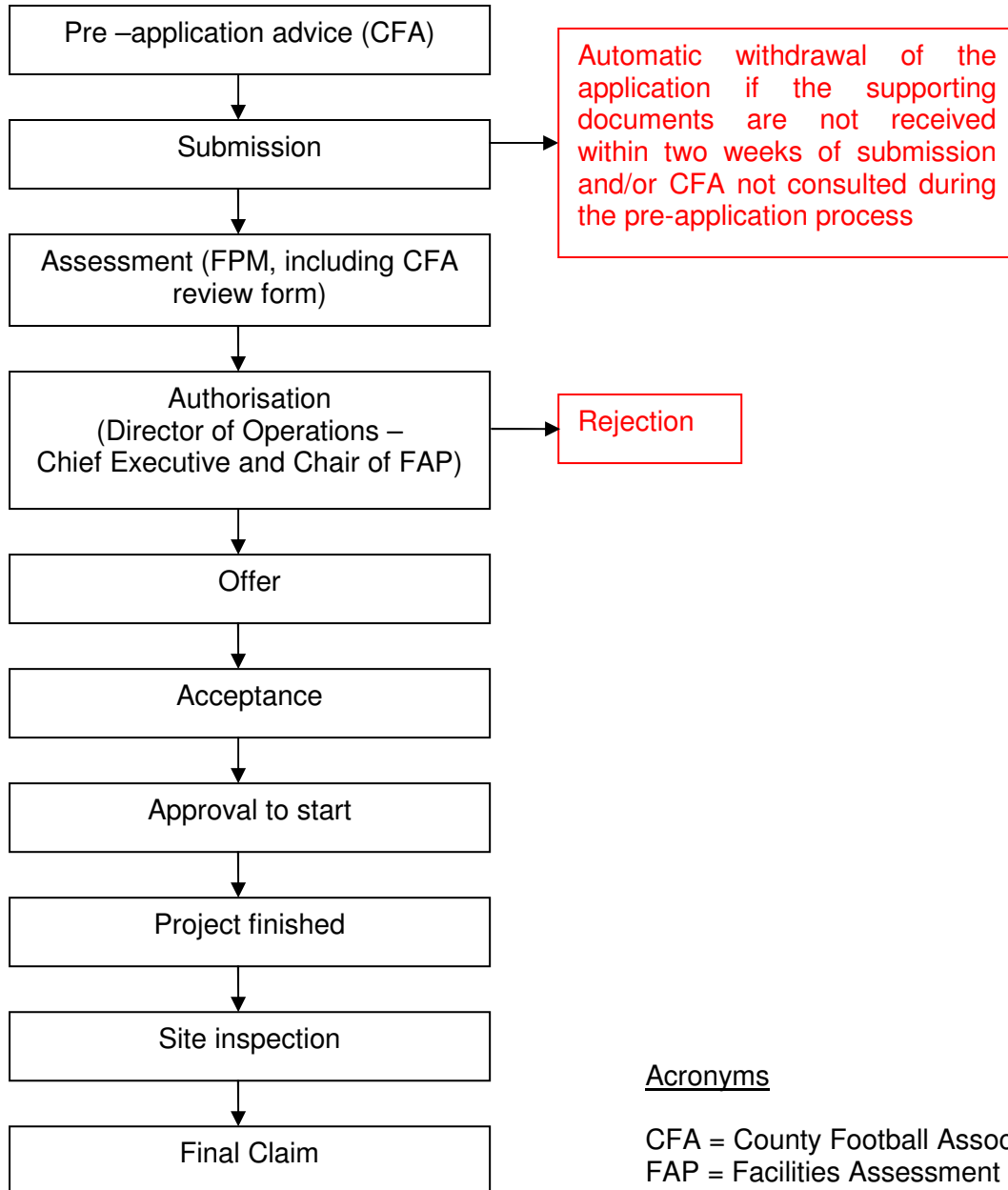
To accompany the information in the application, we also ask you to provide the following supporting documents:

- Copy of security of tenure
- Copy of three quotes (or justification for a single tender)
- Copy of planning permission (where appropriate)
- Last three years accounts
- Confirmation of partnership funding

Please note that we will not issue any reminders to send this information.

The application form will need to be supported by CFA comments, which will provide justification for the project and the grant request.

Process



Eligibility

Before applying to the Build the Game scheme please answer the eligibility questions in the application form and check the eligibility criteria on our website (<http://www.footballfoundation.org.uk/apply/facilities-grants/build-the-game/who-can-apply/>) to ensure your organisation and project is eligible for funding.

Not for profit

Individuals and profit-making organisations **cannot** apply to the Foundation for funding. We accept applications from the following:

- Local authorities
- Educational establishments
- Football clubs
- Multi-sports clubs
- Registered charitable organisations
- Companies limited by guarantee
- Industrial and provident societies
- Unincorporated not for profit organisations

Contact Details

The main contact will receive all correspondence relating to the application and will be the first point of contact for the Foundation. Any additional contacts must be aware of the application and have a thorough working knowledge of your organisation and the project.

The contact address provided will be used for correspondence concerning your application. If your organisation does not have its own premises the main contact's address can be used instead.

It is vital that these details are accurate, particularly with reference to the organisation's contact numbers and address.

It is the responsibility of the contacts to keep the Foundation informed of any major changes within the organisation throughout the course of the project. This is particularly important if you wish to change the contacts at any stage during the life of the grant.

Your organisation

In this section we ask you to provide details of the structure of your organisation.

Type of organisation

Please tick the appropriate organisation type. If your organisation type is not listed please contact the Football Foundation Facilities Programme Manager for your region (<http://www.footballfoundation.org.uk/apply/facilities-grants/facilities-grant/help-with-your-application/facilities-grant-staff/>).

Security of tenure

All applications must have security of tenure either 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) must be enclosed with your application.

Unless there are exceptional circumstances, a minimum of 10 year security of tenure is required by leasehold or freehold. An applicant with a licence only will be required to have the freehold or leaseholder as joint applicant.

Accounts

Please provide a copy of your organisation's accounts or income and expenditure records for the last twelve months.

Your project

Name of project

Please use a project title that you feel represents the key aim of the project. This could be as simple as 'Changing room extension or purchase of a tractor' for example.

What is your project?

Please provide some more detail about what your project will involve.

Why is your project needed?

Please be as comprehensive as possible and focus on why this project is needed by both your organisation and the wider community.

What are you going to achieve?

Please explain, in detail, what will happen as a result of this project in terms of outcomes.

How is your project going to achieve this?

Please explain, in detail, how this will happen and how you will ensure the outcomes happen.

Technical

Planning permission

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.

Outline planning permission: Written consent from a Local Authority approving an outline proposal, under the Town and Country Planning Acts, for a scheme, building or structure with design matters reserved for later consideration.

Full planning permission: Written consent from a Local Authority approving detailed proposals, under the Town and Country Planning Acts, for a scheme, building or structure.

Maintenance

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 should be provided for each facility detailing weekly, monthly and annual requirements and the cost implications of the maintenance programme highlighted.

Managing the project

It is essential for you to demonstrate how your project is to be managed during the construction and completion stages. Please give the contact details of the people responsible for delivering and managing the project.

Construction information

Your costs must be based on a professional estimate (such as one provided by quantity surveyor) or three 'competitive' quotes **for each part of your project**.

Competitive quotes – For grants up to £20,000, a copy of three competitive quotes must be enclosed with your application, each quote should be independently obtained and each should relate to the specific project brief outlining your requirements. You must be able to compare each quote like for like.

Scaled drawings - Scaled drawings at a ratio of 1:100 or 1:50 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 must provide a condition survey of the existing building. This usually takes the form of a written report. See our technical data sheets (<http://www.footballfoundation.org.uk/apply/facilities-grants/facilities-grant/help-with-your-application/technical-guidance/>) for more information.

Independent consultants pitch report - A copy of a condition survey of existing football pitches for a pitch drainage/renovation project must be enclosed with your application.

Finance

Project costs

VAT

Please show VAT separately below.

It is essential that you are clear about your organisation's VAT position. If at any time the cost of your project increases, we will not increase the grant, even if the extra costs were not expected. In particular, we will not increase our grant if you find out at a later date that you have to pay VAT.

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

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 must be detailed separately.

Detail of costs

Please use this section to divide up your costs. Amounts should be based on your chosen tender or quote or on your professional estimate, as described in the previous section. See our technical data sheets (<http://www.footballfoundation.org.uk/apply/facilities-grants/facilities-grant/help-with-your-application/technical-guidance/>) for more information.

Please note that you should **not** include 'in kind contributions' that will benefit the project as a cost. **Please list them as items below and give their monetary value as £0.** Please also give more information about each in kind contribution at the bottom of this section.

You should take account of the expected construction start date in your estimated project cost, bearing in mind a decision will take 12 weeks **once** it has been assessed.

Prices usually hold for 90 days, should the projects costs increase please advise the Foundation ASAP whilst your application is assessed. Once a grant has been awarded, no increases can be considered

Partnership funding

Please use this section to include details of all other people and organisations, including your own, that will or might contribute money to this project. **Do NOT include any Football Foundation grant here.**

Confirmation of funding should be detailed and attached in your partnership letters or evidenced as a separate document. **A copy of any letters confirming secured funding, and details of any unsuccessful bids**

should be enclosed with you application.

Please provide evidence to show where all other opportunities to access capital funding have been exhausted.

Wherever possible applicants should seek 50% grant funding.

Please note: We will take account of 'in-kind' contributions when considering your application, but do **not** include them as partnership funding.

Summary and declaration

Please tick the boxes to confirm that the information provided in the form and supporting documents is accurate, and that you have read and understood the Build the Game terms and conditions of grant aid.

Please also tick the box relating to us sharing information with our funding partners and other organisations relevant to your application. This includes using information for publicity purposes and Foundation case studies.

The people submitting this form must be the same people identified as the **main contact** and/or **additional contacts** for the application.

If you are providing the supporting information as paper documents please post **three** copies to us at:

Facilities Team (Build the Game documents)
Whittington House
19-30 Alfred Place
London
WC1E 7EA

On the **front** of each of the documents, please write the **name of your organisation** and the **reference number** that will be sent to you by email when you submit this application.

All supporting documents must be received within two weeks of submission of the online form. We cannot begin to assess your application until we receive these documents (and the County FA Comments Form).

Please note that we will not issue a reminder for you to send any additional supporting information.