



# Scottish Football Partnership

## Application Form Facilities Strategy Award

Applicant Club:

WORKING IN PARTNERSHIP WITH

**sportscotland**  
the national agency for sport



# Facilities Strategy Award

**Please note** that we cannot assist financially with the cost of projects, which have been started prior to an application being submitted, a decision being taken by **The Scottish Football Partnership** and our written approval given to proceed.

## INTRODUCTION

**The Scottish Football Partnership** welcomes your application for funding. Before completing this application please read the form from start to finish, paying particular attention to the advice notes provided in the margin of each page.

## Award Objectives

The purpose of the award is to support Senior football clubs in meeting the requirements to obtain an SFA National Club Licence by funding infrastructure improvements.

## Eligibility Criteria

Facilities Strategy Award applications can only be considered by **The Scottish Football Partnership** if the following applies:

- 1) The applicant is a Full Member of the SFA playing within:
  - (i) Scottish Highland Football League (SHFL)
  - (ii) Scottish Lowland Football League (SLFL)
  - (iii) East of Scotland Football League (ESFL)
  - (iv) South of Scotland Football League (SSFL)
- 2) Only one application can be approved between 1st April and 31st March in any one year
- 3) The SFP reserves the right to request 3 independent, competitive quotes at its sole discretion
- 4) The project must not have already begun or completed

## Grant Award

Please note that **the Scottish Football Partnership** can only award up to a maximum norm of:

- £5,000 per club at a rate of 50% of eligible expenditure – SHFL & SLFL
- £2,500 per club at a rate of 50% of eligible expenditure – ESFL & SSFL

## PRIVACY AND DATA PROTECTION

**The Scottish Football Partnership** is committed to safeguarding and respecting the privacy of applicant clubs and organisations. The Data Protection Act 2018 contains certain rules to protect your privacy and as a data controller under the act we must comply with the act at all times. As a grant funding body we need to gather certain information to verify the identity and suitability of applicants who apply to us via our various funding strands. Whilst we only ever ask for a very limited amount of personal data we endeavour at all times to keep safe and secure any personal data and information provided to us. Once we are in receipt of your personal information we use strict procedures and security features to try to prevent unauthorised access to it. Unfortunately we cannot guarantee secure transmission of your information to our Website or from you via email so any transmissions or communications in this regard are done so at your own risk.

The information which is provided to us will only be stored within the European Economic Area and may be held on files, both paper and electronic. We will use this information to process applications, to monitor and evaluate the effectiveness of our grants and to prepare statistics and report on our investments. We will hold your personal information only for as long as is necessary. Your personal information will also be kept securely to prevent unauthorised access by other people. You must inform us of any changes to your personal information so that we can keep it up to date. You have the right to access the information we hold about you. Any access requests may be subject to a fee to meet our costs in providing you with details of the information we hold about you.

From time to time we may disclose your personal information to select third parties including our partner organisations, **sportscotland** and the Scottish FA as well as other recognised grant funding bodies throughout the duration of any project specific grant funding bid and throughout the duration of any subsequent funding award. We will never pass your details on to third parties for marketing purposes, however we may add you to our own mailing list for our magazine which we publish bi-annually and distribute electronically. If you wish to be removed from our mailing list please email us at **admin@thescottishfootballpartnership.com** and we shall remove your details immediately or click on the unsubscribe tab at the bottom of the email you may have received.

Please note that by completing and signing this application form you are confirming that you have understood the information above and you are giving explicit consent for the data collected about you and/or your organisation to be recorded and used for those purposes. You also confirm that any other individuals whose data you will provide to **The Scottish Football Partnership** have provided their consent to the data collected about them being recorded and used for the above purposes.

***Please note that whilst your club or organisation is required to complete this form and to provide us with information in order to make an application, you as an individual have the choice to opt out of personally completing this form. If you have any concerns about sharing personal data with The Scottish Football Partnership it would seem sensible to ask another authorised member of your club or organisation to complete the following pages of this application.***

## Freedom of Information 2002

**The Scottish Football Partnership** does not fall 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 body. However please note that as a precaution, **sportscotland** as a public body and administrator and partner to **the Scottish Football Partnership** may have to disclose some or all of the information it holds when requested to do so under the Act. 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. By making an application you confirm that you accept that some information to disclosed to **Scottish Football Partnership** from time-to-time may be subject to disclosure under the Freedom of Information (Scotland) Act 2002. For the avoidance of doubt **sportscotland's** decision with regards to questions of disclosure and non- disclosure shall be final.

## COMPLETING THE APPLICATION FORM

Please complete all relevant sections of the form, preferably in type or black ink using block capitals. Before submitting the application we strongly recommend that you check the form to ensure that all relevant information requested by us has been provided and that the necessary supporting documentation accompanies the application form.

**Once completed, the Application Form and any Supplementary Information should be dispatched to the following address: –**

**The Scottish Football Partnership,  
St Mirren Park,  
Greenhill Road,  
Paisley, PA3 1RU**

### Supplementary Information

Please feel free to provide whatever supplementary information you consider appropriate.

### What Happens Next?

We may contact your Scottish FA Regional Manager and the Scottish FA club Licensing department in relation to this application. Following this process, recommendations are then taken to **the Scottish Football Partnership** Board for a final decision. All applicants will then receive written confirmation of the outcome of their application.

If the Board considers that the proposed project will not receive an Award, we may send you a letter detailing the reason(s) for our decision.

Any awards made are subject to **Scottish Football Partnership's** standard terms and conditions and which will be attached to your award letter.

# 1 Applicant Details

If any of the details you provide in this section should change while the application is under assessment please notify **The Scottish Football Partnership**.

1. Name of the Applicant Club:

2. Which League does your Club currently play in?

3. Is your Club currently in possession of a Conditional Club Licence for the current football season from the SFA?

*(Please delete as applicable)*

**YES / NO**

Contact Name:

Position within club:

Address for correspondence:

Postcode:

Telephone No:

Work No:

Mobile No:

Fax No:

Email Address:

## Bank Account Details

Name and Address of Bank:

Sort Code:

Account Number:

## 2 Project Details

Please use this section to detail how funding from **The Scottish Football Partnership** will be used to help your Club satisfy one or more of the National Club Licensing criteria.

### 2.1 Project Detail

### 2.2 Where will your infrastructure project be implemented?

Address:

Town/City:

Postcode:

# 3 Capital Project

## 3.1 Description of proposed facilities

*(please give approximate sizes/areas)*

## 3.2 Planning permission

Is planning permission required? *(Please delete as applicable)*

**YES / NO**

We do not require planning permission at this stage but if you have obtained outline or full planning permission or have written confirmation from the local authority that planning permission is not required, please send us a copy.

## 3.3 Professional and technical services

Are you utilising any professional/technical services in the preparation and management of your project? For instance, the services of an architect, quantity surveyor or civil/structural engineer.

Yes                       No

If No, please explain why

## 3.4 VAT

What % VAT recovery will be applicable to your project?

%

### 3.5 Project Costs

Estimated cost of the facility	£
Inflation/contingency allowance	£
Estimate of fees	£
VAT	£
Total Cost	£

#### 3.6

Remember to include VAT charges if you cannot recover or avoid them.

### 3.6 Cost Breakdown

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

Category	Goods/Services (£)
Purchase of land/facility	£
New build	£
Improving/upgrading/extending existing facility	£
Fixtures and fittings	£
External construction works and landscaping	£
Floodlighting	£
Major items of non-personal sporting equipment	£
Inflation/Contingency allowance	£
Professional fees and expenses	£
Others <i>(Please Specify)</i>	£
<b>TOTAL VAT</b>	£
<b>TOTAL COSTS</b>	£

### 3.7 How did you arrive at the above cost?

- Initial Estimate       Detailed Costing  
 Quotation(s)       Tender



## 4 Funding Profile

Please confirm all funding sources which will meet the total cost of your application

	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
SFP Fund Requested	£
Shortfall (if any)	£
Total	£

If you indicate a shortfall in the funding profile please explain how you intend to address this issue. Please confirm the status of the additional funding shortfall:

The shortfall has been applied for     The shortfall has been promised

To enable us to determine how much money your organisation has available, please provide a copy of your latest Accounts or Balance Sheet with this application. Your application will not be assessed without this information.

## 5 Additional Information

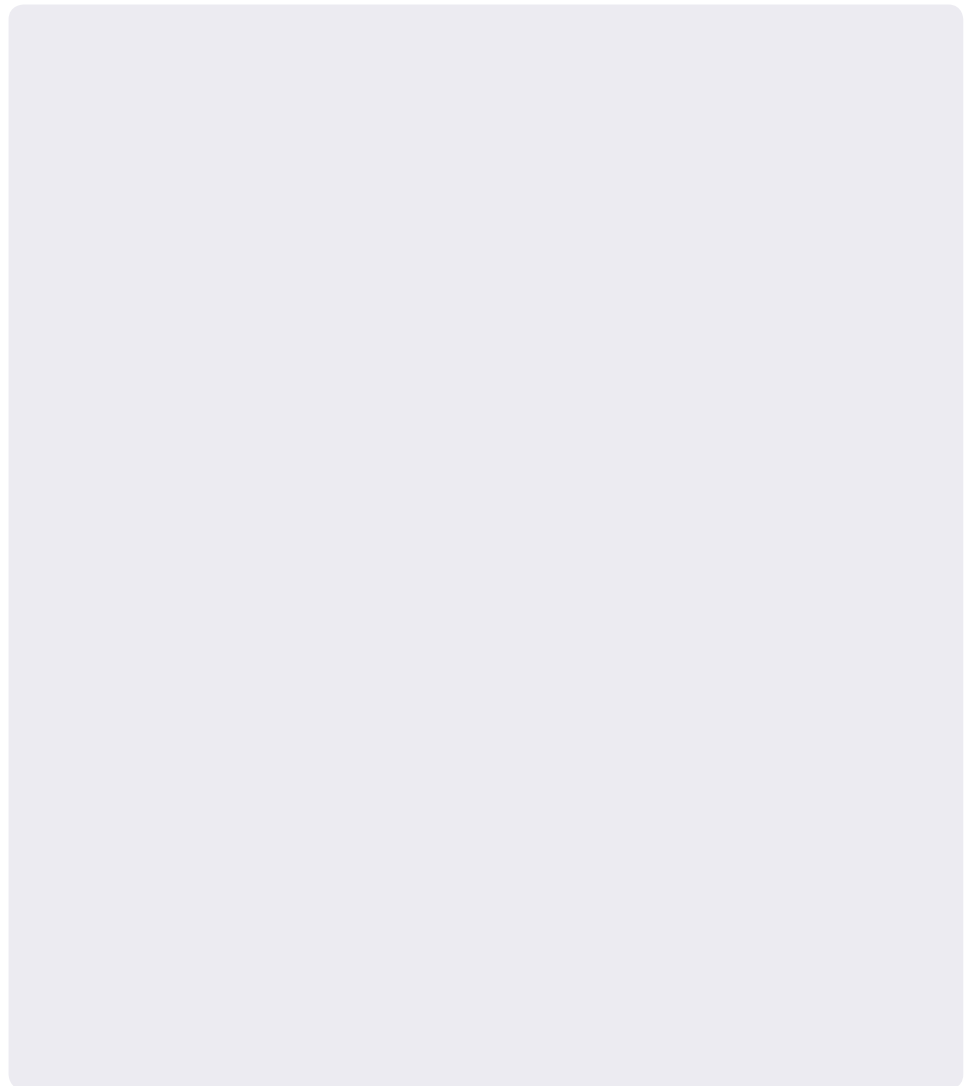
Please provide any additional information that you believe will assist **The Scottish Football Partnership** in assessing your application.

## 6 Connected Suppliers

You should disclose in this application the details of any director, committee member or other position at the club and/ or related or connected parties who will be providing services, supplies, trades or work to/for the club with the funding that may be awarded to you.

Related or connected parties include: (1) any individual that a director, committee member or other position at the club is related to (e.g. spouse, partner, sibling, nephew/niece, (grand)child, uncle/aunt etc) and (2) any company, partnership, sole trade or other business that the director, committee member or other position at the club or their relative has a shareholding, interest in or is an employee of.

Where there is any connected supplier, you should provide evidence below of how the decision to appoint or engage the connected supplier has been arrived to show it has been independently and transparently made.



# 7

## Certification & Documentation

I confirm that this application has been authorised by the Club requesting funds, and certify that to the best of my knowledge, the information provided is truthful and accurate.

Signature:

Name:

Position:

Date:

I enclose the following in support of this application:

- Latest annual accounts
- Sketch drawings
- Photographs
- Copy of planning permission/correspondence
- Accommodation schedule
- Letter of Endorsement and Support from the SFA Regional Manager
- Other supporting information (please provide details)

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