

SPORT FACILITIES FUND

Application Guidelines



sportscotland
the national agency for sport

Putting sport first

sportscotland

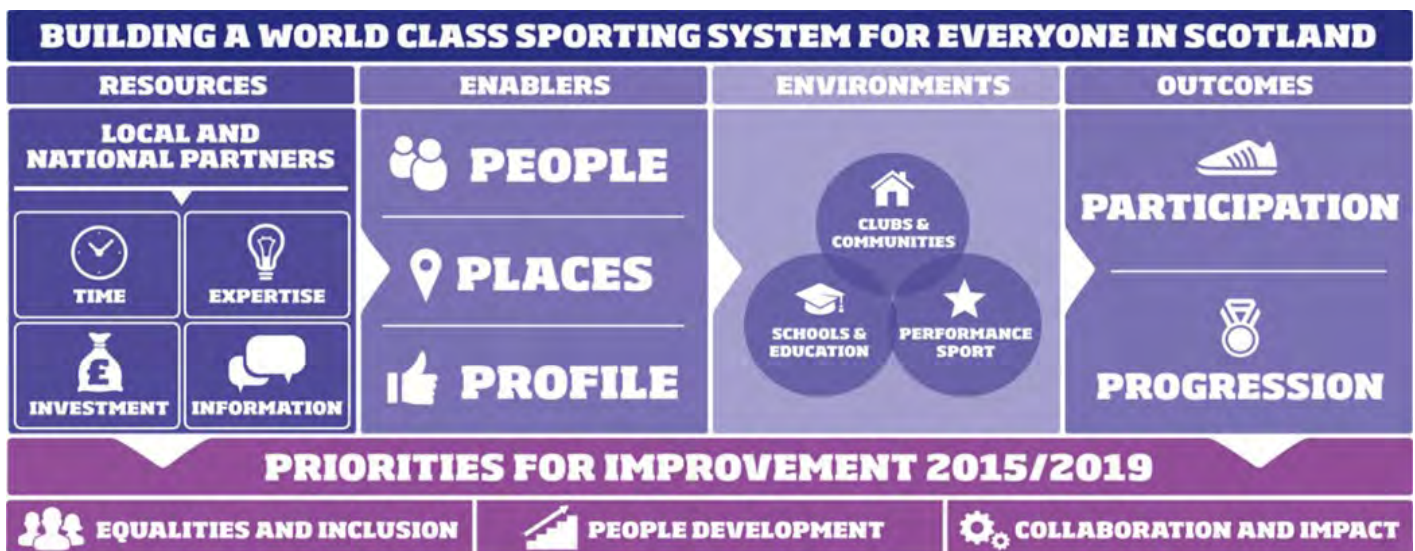
Our vision is a Scotland where sport is a way of life, where sport is at the heart of Scottish society and has a positive impact on people and communities.

Across Scotland, people are already working together to improve the links between schools, clubs and performance sport. Our corporate plan aims to build on these strong foundations to deliver improved outcomes for people in Scotland.

We want to ensure everyone in Scotland has positive experiences at all stages of their sporting lives, whether

they are being introduced to sport for the first time, developing, progressing, or achieving success.

This diagram shows the sporting system. It is a framework to guide sports organisations to align their resources to support people towards achieving this objective.



Scotland's World Class Sporting System diagram

Our mission is to build a world class sporting system for everyone in Scotland.

For us 'world class' is an expression of ambition and aspiration to be the best we can be at all levels in sport. We will drive this ambition by focusing on continuous improvement and measuring progress as we develop and support the system.

For more information:
www.sportscotland.org.uk/raisingthebar

SPORT FACILITIES FUND

Our Sport Facilities Fund (SFF) supports capital projects that create or improve places where people take part in sport and physical activity.

We want to support projects that provide opportunities for people to get involved in and participate in sport & physical activity.

We will target our resources around the development of projects that have the greatest impact on:

- participation
- progression

We will prioritise projects where there is a commitment to the following:

- equalities & inclusion
- people development
- collaboration & impact

Awards of up to £100,000 are available for sports facility projects within club & communities, school & education or performance sport environments.

We will continue to provide enhanced support to projects within or serving the most deprived communities, according to the Scottish Index of Multiple Deprivation (SIMD).

This guide will help you to complete an application for investment and sets out the timescales, and criteria we will use to make decisions.

We recommend that you discuss your project with your governing body of sport and Local Authority who may be able to offer support to develop your application.
<https://sportscotland.org.uk/slbs>

We would also advise that you contact our Facilities Team as you begin to develop your project.
facilities@sportscotland.org.uk

Key updates to the Sport Facilities Fund :

- **Greater focus** on increasing participation within those groups who are under represented in sport: young people; women & girls; disabled people or those from deprived communities
- New **online application system**
<https://sportscotland.org.uk/sff>
- **Single stage application** for projects costing up to £250,000
- **Maximum award of** up to 50% of eligible project cost up to **£100,000**
- **No financial contribution** required from clubs or community organisations
- Up to **75% funding** for projects serving the **most deprived 20% SIMD** areas

OUR IMPACT

We want to support projects that clearly demonstrate an impact on one or both of the following **outcomes**:

PARTICIPATION

Provide opportunities for people to get involved and participate in sport and stay involved throughout their life

PROGRESSION

Provide opportunities for people to develop, progress and achieve success at their chosen level of sport

As well as impact on one or more of the following **priorities for improvement**:

EQUALITIES & INCLUSION

- Widen access, provide opportunity or remove barriers to participation for those under represented groups that share protected characteristics (age, disability, race, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion & belief, sex, sexual orientation)
- Widen access, provide opportunity or remove barriers to participation in areas of socio-economic disadvantage or rural parts of Scotland

PEOPLE DEVELOPMENT

- Provide high quality leadership and development opportunities for participants and athletes
- Provide opportunities for volunteering in sport
- Provide opportunities to develop coaches & officials

COLLABORATION & IMPACT

- Work in partnership to meet the needs of those participating in sport
- Demonstrate collaboration, links and connections within the sport system, both locally & nationally
- Demonstrate the impact of the project
- Demonstrate community involvement in the decision making stages of their proposals.



In clubs and communities we want to support:

- New, upgraded or extended sports facilities
- Inclusive changing facilities
- Facilities that provide or improve access for outdoor sport and adventure activities
- Floodlights that increase capacity at appropriate sports facilities
- Major items of sports equipment



In schools and education facilities we want to support:

- Projects that increase the range of physical activity & sporting activities available for community use within a school or education site
- Facilities that support Community Sports Hub or Active Schools activities.
<https://sportscotland.org.uk/hubs>
<https://sportscotland.org.uk/schools/active-schools>
- New outdoor learning spaces for sport that provide community use



In performance environments we want to support:

- Facilities identified by Scottish governing bodies of sport as part of their facility strategies for international, national or regional competition or training
- Facilities that support a **sportscotland** institute of sport or UK sport performance programme
- Major items of performance sports equipment to support the training and development of athletes



APPLICATIONS

Who can apply for investment?

Any non profit distributing, constituted organisations whose membership is open to all sections of society.

Examples include:

- Sports clubs, unincorporated organisations
- Community sports hubs
- Community organisations
- Social enterprises such as leisure trusts
- Public bodies such as local authorities
- Charitable unincorporated associations
- Charitable trusts
- Playing field associations
- Youth and uniformed organisations
- Universities, colleges and schools
- Companies limited by guarantee
- Recognised governing bodies of sport
- Community Interest Companies (CIC)
- Scottish Charitable Incorporated Organisations (SCIO)

Which application route is suitable for your project?

We have two different application routes depending on the value of your project.

Small projects

For applications with a total project value between £20,000 and £250,000 (including VAT)

Single stage online application

Large projects

For applications with a total project value over £250,000 (including VAT)

Two stage online application

An invitation to submit a stage two application will be given to successful stage one applicants



How much funding can you apply for from sportscotland?

Small projects

Up to 50% of the eligible project cost

up to a maximum of £100,000

Areas of deprivation* can apply for up to a maximum of 75% of the eligible total project cost up to a maximum of £100,000

Large projects

Up to 50% of the eligible project cost

up to a maximum of £100,000

How should you fundraise the rest of the cash?

The remainder of the project finance can come from the organisation's own cash, fundraising, in-kind contributions or can be sourced from other grant funders.

Local authority applicants should meet at least 25% of the total project cost from their capital budget.

There must be a clear need for our investment, it cannot replace other investment. It must be used to deliver enhanced or additional impact.

* Projects within the boundary or serving an area identified within the bottom 20% of [The Scottish Index of Multiple Deprivation \(SIMD\)](#)

SIMD increased award percentage will not apply to projects led by Local Authorities.



APPLICATION PROCESS

How to apply

Log on to the [sportscotland](https://sportscotland.org.uk/sff) website at <https://sportscotland.org.uk/sff> and follow the online wizard to guide you through creating your own 'MySport' account and completing the application form.

When do you apply?

Small projects

First of April
or
First of September

Large projects

Stage one
First of any month
Stage two
First of April
or
First of September



How long will the assessment process take?

Small projects

Three months

Large projects

Stage one

One month

Stage two

Three months

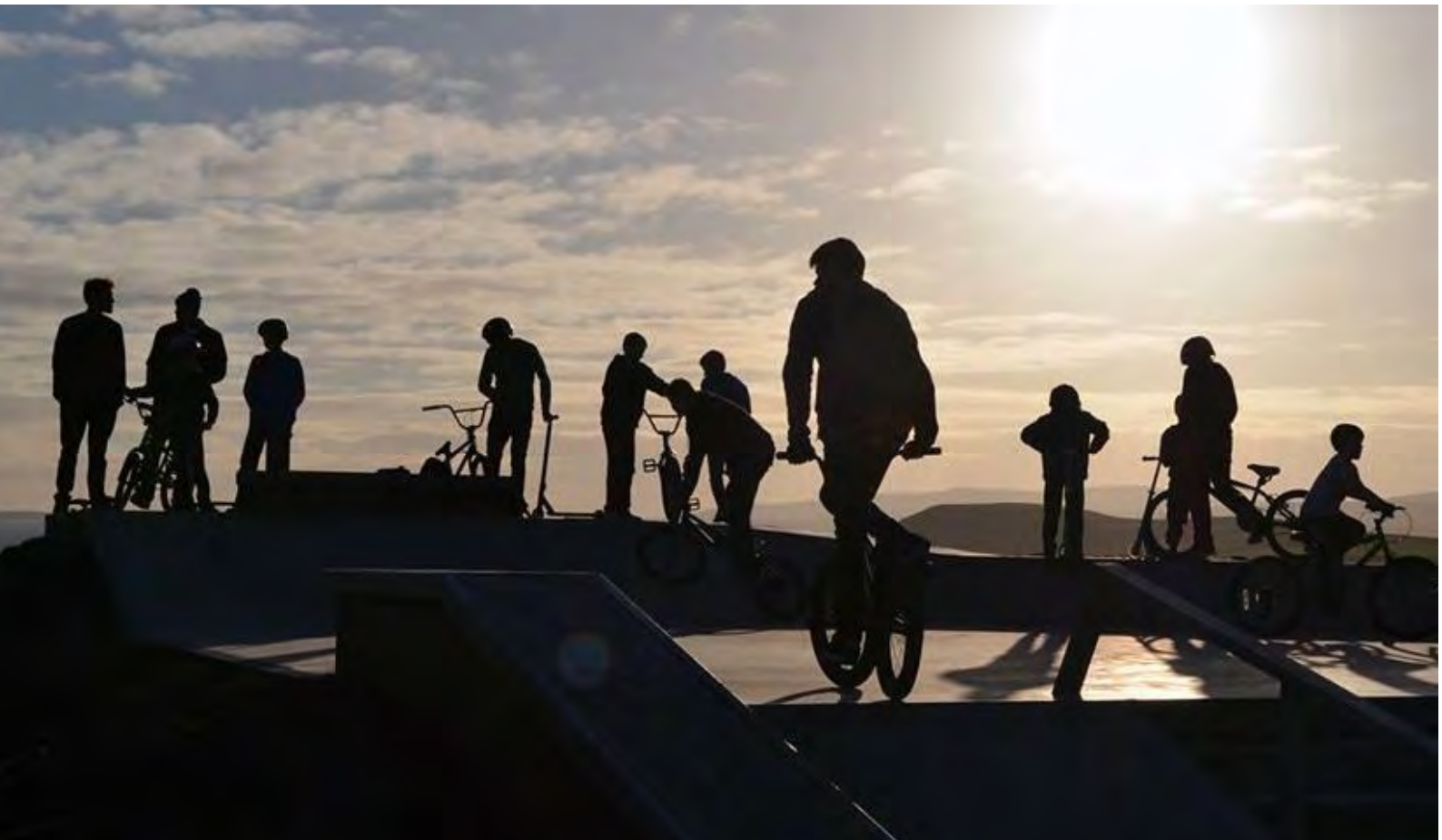
We aim to make a decision on an application within the timescales noted above, however on occasions we will need to do further assessment which will require more time. The timescale may also be dependent on the number of applications received and quality of any information provided.

Application outcomes

Applicants will be notified by letter and through the online 'MySport' system.

Unsuccessful applications may not be re-submitted within two years of the decision date. Applicants can however reapply if the proposal differs significantly from the unsuccessful submission.

Successful stage one applications should submit the subsequent stage two application within 12 months of receiving the invitation to apply. The stage two application should not have any significant changes to planned project cost, scale or impact of the facility from that identified at stage one.



What information do we need from you?

Within both application routes the following information will be requested. The level of detail required will vary depending on the stage of application.

This checklist is intended to help you collate information to support the development of an online application. The online system will provide prompts and guide you through each question.

Applicant Details

- Your name & contact details
- Your organisation's name / status / your role
- Company or charity number if relevant
- Any affiliations your organisation has
- Playing & non playing membership (if applicable)

Project Details

- Any strategic documents that reference the project
- Project Location
- Existing Facilities on the site
- Proposed facilities, upgrade or extension
- Planned timescales
- Planning permission status
- Existing & proposed security of tenure for the site
- Technical staff supporting you application

Project Funding

- Your organisations VAT status
- Any potential VAT recovery
- Total project cost & cost breakdown
- Funding profile showing other funders & amounts
- How much funding requested from sportscotland
- Any in-kind contributions
- Your organisations financial position
- Any financial security's & cost of borrowing
- Operating Income & Expenditure

Sports Impact

- The impact your project will have
- Programmes you have planned or in place
- How the facility will support development of sport
- Existing & Proposed programme of use
- Working with others
- Proposed opening hours
- Existing & proposed number of users
- Existing & proposed coach numbers and levels
- Existing & proposed coaching hours per week

Operational details

- Existing & proposed charges
- Any adjustments that make your facility inclusive
- Proposed management and staffing structure



What information do we need you to upload with your application form?

Small projects

- Adopted governing documents
- Site plan & design drawings
- Lease, title deed or access agreement for the site
- Planning permission & approved drawings
- Quotations or estimates for all works
- Cost breakdown including fees
- Specification of works
- Income and expenditure projections for the first three years of the completed facility
- Latest and previous two years accounts
- Current bank statement(s)
- Management or access agreement

Large projects

Stage one

- Adopted governing documents
- Location plan & sketch proposals
- Cost breakdown including fees
- Income and expenditure projections for the first three years of the completed facility
- Latest and previous two years accounts
- Current bank statement(s)
- Draft business plan

Stage two

- Site plan & design drawings
- Lease, title deed or access agreement for the site
- Planning permission & approved drawings
- Quotations or estimates for all works
- Cost breakdown including fees
- Specification of works
- Updated income and expenditure projections for the first three years of the completed facility
- Latest accounts
- Current bank statement(s)
- Business plan
- Management or access agreements

Contact Us

If you have any questions regarding the guidance or a potential project get in touch with one of **sportscotland's** Facilities Project Managers via facilities@sportscotland.org.uk or 0141 534 6500

PROJECT CONSIDERATIONS

Capital funding

The Sport Facilities Fund is for capital expenditure only and is distributed in accordance with The Scottish Governments' policy directions for lottery and funds for capital expenditure.

We 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 related Architect, Quantity Surveyor, Engineer's and Solicitor's fees, as well as planning, building warrant asset purchases or leases fees.

Community Involvement

Applicants must be able to demonstrate in their application that they have involved their community in the decision making stages of their proposals.

State aid

The statutory authority for payment of grant-in-aid is Section 3 of the Physical Training and Recreation Act 1937. Accordingly, **sportscotland** may provide funding to assist with the provision of Sport and Multifunctional Recreational Infrastructures in accordance with Article 55 of the General Block Exemption Regulation. For more information see <https://sportscotland.org.uk/state-aid>

Project Delivery

The project must have meaningful community access, provide community benefit and not be for private gain.

The facility must be fit for purpose in terms of:

- Location; scale and content; design, accessibility; management; environmental impact.
- The project must be able to show that with funding from **sportscotland** you have the finance, or will be capable of raising the balance of finance, to start within 6 months of the date of the award. The applicant must be able to complete the project within a set timescale.
- Operational sustainability of the project for the duration of the award, at a minimum, must be evidenced.
- Maintenance and eventual replacement must be planned and funded by the applicant, taking account of realistic income projections.

Security of Tenure

Applicants must be able to demonstrate security of tenure for at least 20 years (from date of project completion) where an award of up to £100,000 (including VAT) is received and provide evidence of ownership, lease or access agreement documentation, and evidence of security of tenure to **sportscotland's** satisfaction as requested.

Safeguarding In Sport

Organisations must have appropriate safeguarding policies and procedures in place prior to application. These must ensure that all relevant officials and coaches are appropriately PVG checked.

The new standards developed by Children 1st & **sportscotland** are available here:

www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/10-steps-to-safeguard-children-in-sport/

Ineligible Projects

Please note, for the avoidance of doubt, the following projects are not eligible to apply for funding:

- Projects with a value of less than £20,000
- Repairs, renewals, replacement or maintenance
- Construction of dining rooms, bars, social space, administration, committee rooms, residential or spectator accommodation
- Buildings with a life expectancy of less than 20 years
- Mini buses or vans
- Personal equipment or general sports equipment with a life expectancy of less than 7 years
- Feasibility studies and design competitions
- Speculative purchase of land or facilities as a means of saving on payment of rent
- Any projects which have been started prior to a decision being taken by **sportscotland** and our approval being given to proceed. We cannot provide funding retrospectively. Letting of a construction contract constitutes a project start. Engaging design consultants does not constitute a project start
- Works solely to comply with the Equality Act 2010

Tendering Contracts & Appointments

For projects costing less than £100,000 (excluding VAT and professional fees) prices must be the result of competition with a minimum of three tenders/quotations sought and we require a signed contract to be in place before starting on site.

For building projects costing more than £100,000 (excluding VAT and professional fees) we recommend that you carry out the work using a suitable version of a Standard Form of Building contract. We also need to be satisfied, that the contract price is obtained as the result of competitive tendering in accordance with the JCT Practice Note 6 (Series 2) Main Contract Tendering.

We do not require that you seek tenders for the professional services required on your project unless this is a requirement of European legislation.

Value Added Tax

If your organisation 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.

We recommend that you consult HMRC to understand what exemption or partial exemption from VAT may apply.

Valuation of property or 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.

sportscotland will instruct the DV. 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 **sportscotland** reserves the right to reclaim all the cost of the DV's fee.

Building on outdoor sports facilities

If your project would affect the use or involve the loss of: sports pitches in excess of 0.2 hectares; tennis courts; bowling greens; golf courses or athletics tracks, the planning authority is required to consult with **sportscotland** in relation to any planning application that is submitted, as we are a statutory consultee. If your plans would affect or include the loss of one of these facilities, it would be prudent to discuss your proposal with **sportscotland** as soon as possible.

Community Asset Transfer

The Community Ownership Support Service (**COSS**) is Scottish Government-funded programme, set up to help community-based groups in Scotland take on land or building assets for their community. You may wish to contact them depending on the nature of your project.

<http://www.dtascommunityownership.org.uk/>

Certification

The Government's financial directions to **sportscotland** require us to obtain from applications whatever information may be necessary to safeguard Lottery and Scottish Government funds and carry out random validation checks. In order for **sportscotland** to process details properly it is important that you ensure the details provided are correct. If details are provided whereby the application has been completed fraudulently, incorrectly or misleading material has been put forward, the application will be invalid and you will be liable to return any sums already paid out as a **sportscotland** award, with any offer being formally withdrawn.

Freedom of information

As a public body, **sportscotland** falls 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 organisation. In certain circumstances some of the information may be subject to an exemption and will not have to be disclosed.

However 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. For the avoidance of doubt **sportscotland's** decision with regards to questions of disclosure and non-disclosure shall be final.

Data protection

sportscotland will use and process information in accordance with the requirements of all applicable Data Protection Legislation. The information you provide us with may be held on file, both paper and electronic. We will use this information to process applications, investments and payments, to prepare statistics and to monitor and evaluate effectiveness of both individual grants and our investments. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded, processed and used for the purposes outlined above or for any other legitimate reason connected with the investment work of **sportscotland**.

Data Protection Legislation means legislation relating to data protection, the processing of personal data and privacy from time to time, including:

- the Data Protection Act 1998;
- (with effect from 25 May 2018) the General Data Protection Regulation (EU) 2016/679; and
- any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the General Data Protection Regulation (EU) 2016/679 or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.



Head Office

Doges, Templeton on the Green,
62 Templeton Street
Glasgow, G40 1DA
Tel 0141 534 6500
Fax 0141 534 6501

Published by **sportscotland** 15 February 2018
Page 13 Revised 7 March 2018



LOTTERY FUNDED