



# CLUB RECOVERY FUND

Additional Financial Support for Clubs 2021

GUIDANCE NOTES AND ONLINE APPLICATION FORM



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# Introduction

Scottish Rugby is now open to applications for funding from its newly created Club Recovery Fund.

Aligned to Scottish Rugby's 4-point plan "Respond, Reset, Recover and Rebuild", the Club Recovery Fund has been set up to assist clubs with their recovery from the Coronavirus pandemic and to provide grants to enable clubs to prepare themselves ready for rugby to restart in 2021. This fund aims to provide short term and immediate assistance to clubs who require it most. This fund follows on from the Club Hardship Fund and Supporting Clubs Investment Programme, established in 2020.

Applications to this fund can only be made online by using the link found below. Before submitting your application, please read the guidance notes in this document which will advise you what information and supporting documents will need to be submitted.

## Submitting your application

Applications to this fund should be made [online here](#).

Supporting documentation should be sent to: [rugbydevelopmentadmin@srugby.org.uk](mailto:rugbydevelopmentadmin@srugby.org.uk)

**A checklist of what information you will need for your online application can be found on page 4. We recommend that you ensure you have all information available before starting, as the application will need to be submitted in one go, with no option to save and come back to it later.**

## Club Recovery Fund

There are many factors for our clubs to consider and prepare for in advance of the return to rugby and reopening of facilities. Scottish Rugby has designed the Club Recovery Fund to help clubs restart their activity and to assist with any hardship situations and improvement work required in order to do this.

Three levels of award will be available, at up to £2,500, up to £5,000 or up to £7,500. Clubs may apply for funding at all 3 levels, however only one award will be made.

If clubs have any specific concerns that require a larger amount of assistance than the three levels of award, please write to Scottish Rugby and explain your individual circumstances.

**Up to £2,500**

Immediate clubhouse, ground and facility repairs or investment

**Up to £5,000**

Smaller clubhouse, ground and facility repairs or investment

**Up to £7,500**

Larger clubhouse, ground and facility repairs or investment

Every club's needs will be different, as such, there is no strict criteria for types of project allowed. The main aim of this fund is to assist with the reopening of facilities. Scottish Rugby will review each application based on its own merits.

In addition, for this fund, there will be no requirement for clubs to match Scottish Rugby's contributions. If your club is awarded a grant, the grant may cover 100% of the project cost (excluding VAT).

# Application process

Applications will open on **30 April 2021**.

Applications must be received by **31 May 2021**, indicating that the club wishes to participate in the programme.

Clubs will be notified of their application outcome no later than **18 June 2021**.

Claims for projects must be submitted no later than **31 December 2021**.

Scottish Rugby aims to turn around decisions on applications within the timescales noted above, however, this is dependent on applicants providing the information needed to fully consider the application. On occasion, further investigation may be required which will require more time. Emergency funding requests will be dealt with as quickly as possible. All applications will be objectively assessed and ranked by Scottish Rugby. Once Scottish Rugby has reached a decision on whether to award a grant, its decision will be final.

If you need extra help in preparing an application, please get in touch with your designated Scottish Rugby Regional Manager or Regional Director.

## Application checklist

You will need the following information to hand when filling out the online application form:

- Details of your proposed purchase/project – including costings and if planning permission is required.
- A short summary of the impact the purchase/project will have on your club/community.

Once the online application form is submitted, you should send a copy of your latest club accounts and a copy of the club's most recent bank statement to [rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk) – this is the final step of the application process.

## FAQS

### What are the potential outcomes for my application?

1. Approval, either in full, part or conditionally.
2. Deferring of the decision until further information is provided by the applicant.
3. No grant made.

Once the total funding available threshold has been met, no further awards will be made. The Club Recovery Fund is capped at £500k.

Scottish Rugby will review each application based on its own merits. All grants may be subject to additional terms and conditions imposed at the discretion of Scottish Rugby. The final amount of any grant is at the discretion of Scottish Rugby and may be less than the amount requested.

### What information will I need to submit alongside my application form?

- A copy of the club's most recent accounts and a copy of the club's most recent bank statement.
- If not previously submitted for other funding applications, proof of ownership or of a long-term right of occupation or use of the clubhouse/grounds for relevant projects may also be requested.
- Where planning permission, building warrant or landlord's consent is required for a larger project, proof will be requested before an award can be made.

### How much funding can we apply for?

Clubs may apply for all three funding levels, however only one award will be made.

### How much of an 'applicant contribution' is required?

For this fund, there is no minimum amount that a club is required to contribute to a project.

## How do we claim our grant?

You will be provided with a claim form, which you will need to fill in and submit along with copies of quotes or estimates for your purchases/proposed work. Scottish Rugby will endeavour to forward fund applications, to assist clubs with cash flow concerns. A retrospective review will be carried out for the funding provided. Claims should be submitted electronically to [rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk) and must be made by 31 December 2021.

## How is the grant paid?

If an application is successful there will be an offer letter with some terms and conditions that the club must accept. You may also be required to give undertakings about how the grant will be spent and to provide evidence later to demonstrate how this has been done. Following signature of this offer letter, confirmation of the amount payable will be sent to the club. Payment of successful grants will be made into the bank account supplied by the club for all other funding purposes.

# 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](https://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 Award.
- iii) If equipment has been purchased or improvements have been carried out to premises or facilities using grant funding, restrictions may be placed for a period of time on a club's ability to dispose of that equipment or those premises or facilities.

# Additional considerations

## Value Added Tax

If the club is not registered for VAT or is not in a position to have the costs 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 application costs.

**SCOTTISH RUGBY**

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