



## **CLUB HARDSHIP FUND**

**Phase 2 - Care for Your Club**

APPLICATION FORM

## INTRODUCTION

Scottish Rugby welcomes applications for funding from the Club Hardship Fund Phase 2. This fund has been set up by Scottish Rugby to support clubs during the 2020 Covid-19 outbreak. For Phase 2 of the Club Hardship Fund (CHF) the focus of the support moves on to assisting clubs with the safe reopening of their clubhouses. The purpose of the fund is to enable clubs to complete the Scottish Rugby, sportscotland and Royal Bank of Scotland Rugby Force recommended safety checks, prior to reopening. If the checks undertaken lead to a recommendation of work requiring to be carried out, the cost of this work will be at the club's own expense, using a supplier of their choice.

Before completing this application, please read in full the accompanying Club Hardship Fund Phase 2 Guidelines document.

Any decision on whether to award a grant, and if so, the amount and any terms and conditions attached, will be at the discretion of Scottish Rugby.

**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.**

**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.**

## CONTENTS

<b>Section 1</b>	Applicant details
<b>Section 2</b>	Funding requested
<b>Section 3</b>	Club's financial health assessment
<b>Section 4</b>	Documentation
<b>Section 5</b>	Certification

## COMPLETING THE APPLICATION FORM

Please submit your application via email to [rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk) including copies of your supporting documents. Due to our current operational limitations during the Covid-19 outbreak we are only able to accept applications via email. This form has been created as an interactive PDF form. In order to complete this document electronically you will need Adobe Reader (version 8.1) or newer. This file must be downloaded and saved before being completed.

If you are not using the Adobe Reader, either on a Mac or a PC, please do so. You can download Adobe Reader for both Macs and PCs here: [get.adobe.com/uk/reader/](https://get.adobe.com/uk/reader/)

Mac users, please note, to complete the form, ensure that you have opened the document in Adobe Reader (version 8.1 or newer) and not the Mac default 'Preview' application.

### Data Protection

Scottish Rugby will use and process the information provided as part of this application in accordance with the requirements of the Data Protection Act 2018. The information you provide us with may be held on file, both paper and electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate the effectiveness of grants made. 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.

# 1. APPLICANT DETAILS

## 1.1. THE CLUB / APPLICANT:

Name of Rugby Club:

Number of years organisation  
has been in existence:

Contact Name:

Position within Organisation:

Address for correspondence:

Postcode:

Telephone number (work):

Telephone number (mobile):

Telephone number (home):

Email:

Website:

## 1.2 OWNERSHIP OF THE FACILITY

The club owns its clubhouse

The club rents its clubhouse and is  
responsible for maintaining it\*

Name of landlord:

### **Contact details for landlord**

Telephone number :

E-mail address:

Scottish Rugby will only contact the landlord if there is a need to confirm the lease agreement.

*\* Where a club rents the facility and the landlord is responsible for the maintenance, the club may NOT apply for funding from this phase of the Club Hardship Scheme. Scottish Rugby advises clubs in this situation to contact their landlord and discuss with them the recommended safety checks before the reopening of clubhouses.*

## 2. SUPPORT

There are two options for support. Please choose one from below:

### Option 1 - HF Group 'Care for Your Club' visit.

Clubs must select their preference of A or B from the HF Group offerings below and tick the appropriate box(es) in the relevant section.

#### A | We would like to select from the menu of services offered by HF Group\*

\*Clubs may select from the list of services below up to the value of £1,000 (Excluding VAT)

	PRICE (Excluding VAT)	SELECT	AMOUNT
Water Sampling** (for legionella and other waterborne bacteria)	£250	<input checked="" type="checkbox"/>	£ 250
Fire Alarm System Testing	£250	<input type="checkbox"/>	£
Fire Extinguisher Testing	£150	<input type="checkbox"/>	£
Emergency Lighting Testing	£160	<input type="checkbox"/>	£
PAT Testing	£150	<input type="checkbox"/>	£
Fixed Wire Testing	£350	<input type="checkbox"/>	£
Full System Flush	£100	<input type="checkbox"/>	£
Gas Safety Inspection (CP17)	£120	<input type="checkbox"/>	£
Gas Safety Checks, (CP42) (Catering Commercial Kitchen Gas Safety)	£115	<input type="checkbox"/>	£
<b>**Mandatory</b>	<b>TOTAL</b>		£

OR

#### B | We would like to select the HF Bundle

	PRICE (Excluding VAT)	SELECT	AMOUNT
7 services bundle	£1000	<input type="checkbox"/>	£ 1,000
The Bundle includes the following:			
Fire Extinguisher Testing			
Emergency Lighting Testing			
PAT Testing			
Water Sampling			
Full System Flush			
Gas Safety Inspection (CP17)			
Gas Safety Checks (CP42)			
+ In addition to the Bundle, HF will include a free visual check of your fixed wiring and a visual check of your Fire Alarm system			
<b>Optional Add on(s) at club's own expense</b>			
Full Fixed Wire Testing	£350	<input type="checkbox"/>	
Full Fire Alarm System Testing	£250	<input type="checkbox"/>	
	<b>TOTAL</b>		£

Once work has been completed by HF Group, please complete the accompanying Services Confirmation Form in appendix 1 below. HF Group will supply the club with an invoice for the work undertaken and payment (of up to the £1,000 limit excluding VAT) will be made by Scottish Rugby to the club on receipt of the necessary paperwork.

## Option 2 - Care for Your Club Grant

Where your club already has a maintenance contract or contracts in place, you may choose to apply for a grant to cover the costs of your preferred supplier(s) undertaking the recommended restart checks. Scottish Rugby will make available a grant of up to £1,000 (excl. VAT) on production of invoices or receipts on letter headed stationery from your supplier(s).

### We would like to apply for a Care for Your Club Grant

Please complete the accompanying Grant Claim Form in Appendix 2 below, for submission to Scottish Rugby once the work has been completed by your supplier(s). Please also note only invoices and receipts dated from 22 June 2020 or later will be accepted.

## 3. DOCUMENTATION

Please confirm that you are enclosing the following documents, where relevant, in support of this application:

### Ownership

Copy of proof of ownership e.g. title deed or mortgage statement.

### Rental

Copy of lease agreement confirming that the club is responsible for maintenance of the premises.

OR

Letter on headed stationery from the property owner confirming that the club is responsible for maintaining the premises.



## 4. CERTIFICATION

### 4.1 Endorsement

Your application must be endorsed and countersigned by an authorised representative of your organisation (e.g. President, Treasurer, Secretary) other than the main contact person referred to in Section 1.1, page 3, or the signatory to the applicant's statement on this page.

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

Signature	Date
Name	Position
Tel Number	Email

### 4.2 Applicant's Statement

Please read and sign this statement. This is a legally binding declaration.

I confirm and certify on behalf of this applicant that:

I am completing this application on behalf of the organisation named in section 1.1 and have read the guidelines, and have formally authorised this application to Scottish Rugby.

To the best of my knowledge all information provided in this application and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this application invalid. I undertake to inform Scottish Rugby fully and immediately if any changes in circumstances require us to amend the application or the supporting material.

I certify that I have made full and complete disclosure of all relevant facts relating to the application, or its subject matter, whether supportive of the application or otherwise.

Signature	Date
Name	Position
Tel Number	Email

The completed application form and supporting documentation should be sent to:  
[rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk)

Applications open on 15 July 2020. Closing date for receipt of applications 9 Aug 2020.

## APPENDIX 1

### Care for Your Club HF - Confirmation of services delivered.

If you have chosen option 1 and have applied for a Care for Your Club HF visit, you should complete this form once the checks have been completed, to confirm that the services have been rendered. This will enable Scottish Rugby to pay you the amount invoiced by HF Group (to a maximum of £1000 excl. VAT).

Payment of successful grants will be made into the bank account supplied by the club for all other funding purposes via BACS Transfer.

### Name of club submitting the claim:

#### Declaration:

I can confirm on behalf of the club named above, that we have received the services rendered by HF Group as outlined in our Care for Your Club application.

Signature

Date

Name

Position

Tel Number

Email

To the best of my knowledge all information provided in this claim and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this claim invalid. I undertake to inform Scottish Rugby fully and immediately if any changes in circumstances require us to amend the claim or the supporting material.

The completed claim form and any accompanying documentation should be returned to:

[rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk)

The closing date for receipt of claim forms is 30 November 2020\*.

*\*The closing date maybe extended based on any changes to the advice from Scottish Government around Covid-19 easing of restrictions.*

In the event that there has been a change to the services provided to those requested on the application form, please describe the changes below:

## APPENDIX 2

### Care for Your Club Grant Claim Form

If you have chosen option 2 and applied for a Care for Your Club Grant you should complete this claim form once the work has been completed by your supplier(s) and they have provided the club with an invoice for their services.

Payment of successful grants will be made into the bank account supplied by the club for all other funding purposes via BACS Transfer.

#### Name of club submitting the claim:

SUPPLIER NAME	INVOICE ATTACHED	AMOUNT (Excluding VAT)
Water Sampling		£
Fire Alarm System Testing		£
Fire Extinguisher Testing		£
Emergency Lighting Testing		£
PAT Testing		£
Fixed Wire Testing		£
Full System Flush		£
Gas Safety Inspection (CP17)		£
Gas Safety Checks (CP42)		£
<b>TOTAL</b>		£

Clubs may claim up to £1,000 (excl. VAT)

Copies of received certificates attached

Signature	Date
Name	Position
Tel Number	Email

To the best of my knowledge all information provided in this claim and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this claim invalid. I undertake to inform Scottish Rugby fully and immediately if any changes in circumstances require us to amend the claim or the supporting material.

The completed claim form and the accompanying documentation should be returned to [rugbydevelopmentadmin@sru.org.uk](mailto:rugbydevelopmentadmin@sru.org.uk). The closing date for receipt of claim forms is 30 November 2020\*.

*\*The closing date maybe extended based on any changes to the advice from the Scottish Government around Covid-19 easing of restrictions.*