



SPORT CAERPHILLY

FACILITY GRANT

Guidance Notes for Applicants



Funded by
UK Government



Wedi ei ariannu gan
Llywodraeth y DU

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Guidance Notes for Applicants

1.1 Introduction

The Sport Caerphilly Facility Grant has been developed to support community clubs within the borough. It aims to assist clubs through a funding grant that will enable clubs to grow and improve their settings to benefit residents within our borough.

Eligible Project Expenditure –what type of activity does the CEF support?

The following guide includes examples of the type of works and activities that could be supported by the Fund. Each application will be assessed by officers on a case by case basis to determine eligible works. Applicant will be able to apply for assistance towards Capital activity under specific funding “themes”. Eligible items may include:

Theme: Sport Caerphilly Facility Grant 24-25

Eligible costs: Maximum of £2500 per club

- Facility Changes, (see list below)

Capital Equipment

Capital Equipment in this context will be defined as an asset for the business that will enhance your club over a significant period of time. The equipment must be of significance, and considered for capitalisation in the grant recipient’s Statement of Financial Position.

- Lawnmowers
- Storage Container
- Security – CCTV
- Lighting – external/internal
- Kitchen Refurb
- Kitchen utilities (Fridges/Freezers)
- Seating
- Sprinkler systems
- Toilets
- Marketing
- Plant and Machinery
- Tools

- IT Hardware
- Fencing

Ineligible expenditure includes:

*The following items are **NOT** eligible for assistance from the Fund:*

- Floodlights
- Barriers
- Playing kit
- Personal equipment
- Licence Fees
- Club membership/affiliation fees
- General running costs
- Coach Education
- Training equipment
- Digital equipment

2. The Grant Maximum of £2500 combined *This can be combined with other sources of funding which you have obtained.

2.1 Club Development & Support (Capital)– The grant for this Theme will be a maximum of 100% of reasonable eligible costs, up to a maximum grant award of £2500 exclusive of VAT (if applicable). Each application will be considered on the basis of its specific circumstances.

2.2 All grants are at the discretion of Caerphilly Count Borough Council (CCBC) and are subject to budget availability. The amount of grant offered will be assessed on an individual project basis, taking into account of the economic, environmental and social benefits arising. There is limited allocation of grant funding and will be awarded on a competitive basis and will be awarded whilst the allocated funding is available.

2.3. Grants will normally be awarded exclusive of VAT. If the applicant cannot recover VAT this may be accepted as an eligible cost at the discretion of the Council, subject to the applicant undertaking to repay the Council any VAT element which later becomes reclaimable from HMRC as a result in the applicant's VAT Status.

2.4. The Grant will be paid subject to your grant been accepted. After acceptance from the club the money will be awarded via a one-off payment to the clubs bank account.

3. Eligible Applicants – Who can apply?

The Fund aims to support sport clubs that operate and are based within Caerphilly Borough. The club needs to have a constitution (club solutions, NGB affiliation).

This needs to be evidenced within the application form. If proof needs to be obtained, Sport Caerphilly reserve the right to request this.

3.1 Grants for Property Enhancement works will only be available to owners of the freehold interest in the property or to leases holding a minimum 5-year lease remaining on the property, at the time of receipt of a valid application. If a leaseholder, applicants must provide a letter of consent from the freeholder of the proposed works and a copy of the lease agreement.

4. The Application Process

4.1 The application process will require the submission of the following supporting documents to accompany the application form:

- **Itemised Bill of Quantities**– it is essential cost estimates are prepared in a professional manner to evidence the appropriate rate and total cost.
- Letter of consent from Freeholder (if Leaseholder)
- Copy of lease agreement from Freeholder (if Leaseholder)

5. Project Output

- You will need to state within the application form the expected outcomes you envisage from being successful with the funding for the project.

6. Statutory Requirements & Applicant Obligations

6.1 Applicants will be expected not to be in arrears with payments or in dispute with the Council at the grant approval stage and payment stage of the project.

6.2 Applicants should provide confirmation of any required consents, such as Planning Permission, Building Regulations, Change of Use or Listed Building Consent. Applicants are responsible for seeking the appropriate consent(s) needed to undertake the project and ensure all works comply.

6.3 All property enhancement works will need to comply with any Design Guidance issued by the Council and guidance within the Offer Letter.

6.4 Any evidence of fraud, bribery, corruption or any unlawful activity (actual or attempted) encountered within the realms of the grant aided project and its associated procedures will result in withdrawal / clawback of grant and may lead to prosecution.

- 6.5 Applicants are advised to ensure all works are accounted for in the original application. Extra additional works identified during the scheme generally will not be grant aided, unless agreed with the prior written consent of the Council.
- 6.6 For Property Enhancement Projects:- the building contract will be between the applicant and the chosen contractor and will not include the Council. The Council is **NOT** liable for any poor workmanship nor does it provide any guarantee in relation to work undertaken. Responsibility for the supervision of building works, including compliance with the necessary Health & Safety legislation, project management, Construction (Design and Management) CDM regulations rests with the applicant.

7. The Decision-Making Process

- 7.1 An assessment of the completed application and full supporting documentation will be undertaken by Council Officers. During this process additional information may be sought from applicants. Incomplete applications will not be considered and will be returned to the applicant.
- 7.2 Successful applicants will be issued with a grant offer letter together with relevant terms and conditions.
- 7.3 Unsuccessful applicants will be issued with a notifying email.
- 7.4 The Sport Caerphilly Facility Grant 24/25 is **discretionary** and wholly dependent on the availability of funds. It is not a statutory function and there is no right of appeal. The Council is not obliged to enter any discussions on the reasons for refusal of grant aid.

8. Payment of Grants

- 8.1 Payment of grant will only be payable on submission of grant claims, which needs to be accompanied by proof of payment.
- 8.2 Invoices paid through credit card / hire purchase / extended credit agreements / finance leases / contra invoices and cash purchases **will not** be considered for grant funding; payments must be in the form of BACS, Debit Card, Faster Payments, CHAPS or cheque.
- 8.3 No expenditure should be incurred before grant approval, as grant aid cannot be awarded retrospectively.

9. Publicity

- 9.1 The Council reserves the right to publicise any project supported. Within the application form clubs will be asked to provide their social media details.

10. Welsh Language

- 10.1 Applications in Welsh will not be treated less favourably than applications in English, in accordance with the Welsh Language (Wales) Measure 2011.

11. Submission of applications

11.1 Applications for the grant will follow the process below:

Application forms go live Monday 1st April 2024

*(*located on Leisure lifestyle website, Android and IOS App and social media platforms)*



All applications submitted via email to sportcaerphilly@caerphilly.gov.uk - latest deadline submission for applications 1st February 2025 (subject to available funds remaining)



Application goes to panel within 4 weeks of submission



Letter of application outcome within 6 weeks of submission

**(please do not contact us to find out the outcome this will be confirmed in writing whether successful or not)*



Payment will be made via BACS to account on application form (max of £2500) with proof of payment/s and evaluation documentation emailed for completion.



Evaluation form and process to be completed and submitted by 1st March 2025 and emailed to sportcaerphilly@caerphilly.gov.uk or sport specific officer.

**(please ensure you follow guidance to ensure evaluation process requirements are met)*



Close of project and funding

11.2 Applications should be emailed to the following address:

✉ **sportcaerphilly@caerphilly.gov.uk**

Applicants will be notified of the application outcome within a 6-week period of submission. Please do not send a follow up email once application has been submitted.

12. Evaluation of project

12.1 All successful applicants must complete a project evaluation form which can be found in Appendix 1. This process can be undertaken as soon as the project is complete or must be submitted by February 1st, 2025, the latest.

