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## **APPLICATION GUIDELINES 2016/17**

These guidelines aim to assist organisations to make an application for financial assistance to Melton Borough Council's Community Facilities (Large Grants).

### **AIM OF SCHEME**

To provide financial assistance to organisations wishing to develop community facilities in the Borough.

### **OBJECTIVES**

- To promote the involvement of all sections of the community in Leisure & Culture activity and to encourage the highest possible quality of leisure opportunities in the Borough.
- To enable organisations to improve the quality of facilities for their community, and to ensure the viability and continued use of facilities in the future.
- To provide grant aid and support to groups who are working to the benefit of Borough residents.

### **APPLICATION PROCESS**

- All applicants must complete a current Application Form for Community Facilities (Large Grants). (Forms are available from the address overleaf).
- Applicants will normally be notified of the outcome of their application within 6 weeks of it being submitted or the deadline (whichever is earlier), subject to any additional information that may be required.

### **GENERAL CRITERIA**

Any support given by the Council will be subject to the following:

1. Priority will be given to:
  - First time applicants to the scheme
  - Community projects where there is a direct, measurable benefit to specific community groups and to the community as a whole
  - Organisations who can demonstrate that they have consulted the local community regarding the proposals outlined in this application.
2. Applicants should be able to demonstrate that projects are new, additional or developmental to the existing facilities in some way.
3. Applicants should either own the facility or have a lease with at least five years remaining, to ensure that the benefit of the funding remains with the successful organisation.
4. Projects should be to improve the facilities. Repairs and maintenance should normally be the responsibility of the managing organisation; however, the Council recognises that fundamental repairs to community facilities are vital. Organisations should demonstrate how such repairs would contribute to the development and increased usage of the facility. The Council will not help fund non-essential cosmetic works to facilities.
5. Organisations can only receive one grant from Community Facilities in any one financial year, unless there are exceptional circumstances.

6. Grants will not usually be offered to the same organisation for more than two consecutive financial years.
7. The maximum grant is £25,000 or 10% of the total costs, whichever is lower.
8. Grants will not be given for work that has already commenced before you hear the outcome of your application (please refer to 'Application Process' above). Retrospective costs cannot be covered.
9. Projects should have the support of the Parish Council where appropriate.
10. Facilities should be accessible to all sectors of the community and should not exclude anyone for reasons of gender, race, age, nationality, ethnic origin, religion, disability, sexual orientation or political persuasion.
11. Applicants must submit a copy of their organisation's most recent accounts.
12. Applicants must have a written constitution or set of rules, a copy of which should accompany your application.
13. Applicants must submit a copy of at least one recent quotation (not more than 3 months old). Quotation(s) should evidence the total cost of the project as detailed on the application form.
14. The Council reserves the right not to approve applications even when projects comply with the specified criteria. Each project will be considered on its own merits.
15. Total funding secured must not exceed 100% of the total project costs.
16. All decisions are subject to the availability of funds.

### WHO CAN APPLY?

Applications will normally be considered from:

- The following community facilities within the Melton Borough:  
Village halls, neighbourhood centres (including churches used as community centres), playing fields, play areas, leisure clubs and societies.

Those not eligible to apply:

- × Individuals
- × Commercial/profit making organisations
- × Fundraising appeals (where the sole purpose of the group is to raise funds towards a long term target).

### PROJECTS ELIGIBLE FOR SUPPORT

Some examples of the types of projects that might be eligible are given below. This list is not exhaustive.

- ✓ Improvements to access (for example, installation of a ramp, induction loop, or toilet for disabled people);
- ✓ Improved car parking or lighting facilities which will encourage more people to use the building;
- ✓ Provision of new play equipments<sup>1</sup>ent or static sports equipment;
- ✓ Provision of arts facilities (e.g. installation of staging, lighting or sound systems);
- ✓ Improvements to meeting areas that will encourage more groups to use the space.

If you are not sure whether the project you have in mind would be eligible, please contact Hannah Buck, Project Funding Officer on (01664) 502523 or [hbuck@melton.gov.uk](mailto:hbuck@melton.gov.uk) for advice.

### SUCCESSFUL APPLICATIONS

- Work must start on site, or a contract entered into for the work, within twelve months from the date the application is approved. If a start date has been altered, then written notification must be submitted to the Council with the projected commencement date for the project.
- Successful applicants will be required to sign a Grant Acceptance Form on behalf of their organisation. In signing, applicants agree to adhere to the above criteria. Melton Borough Council reserves the right to reclaim all or part of the grant if criteria are breached.
- Payment will be made on the satisfactory completion of the project, following submission of all relevant invoices and receipts for the total costs of the project.
- All publicity and promotional material for the project must carry the Borough Council's Logo, a copy of which can be provided on request.
- Successful applicants will be required to complete an Evaluation Form.
- On completion, the site should carry some indication that it has been supported by Melton Borough Council.

### FOR FURTHER INFORMATION

If you have any queries regarding these Application Guidelines please contact:

Hannah Buck  
Communities and Neighbourhoods  
Melton Borough Council  
Station Approach, Burton Street  
Melton Mowbray  
Leicestershire  
LE13 1GH

**Tel:** 01664 502523  
**Email:** hbuck@melton.gov.uk

**Application Packs are available in other formats on request.**

## APPLICATION FORM 2016/17

*Please use block capitals and black ink*

Please complete all sections and sign the form

### Part A SUMMARY OF APPLICATION

<b>A1</b>	<b>Name of your organisation</b>	Bottesford Football Club	
<b>A2</b>	<b>Contact details</b>	Primary contact	Secondary contact
	<b>Title (Mr, Mrs, Miss, Ms, other)</b>	Mr	Mr
	<b>Contact name</b>	Nicholas Dobney	Daniel Gribby
	<b>Position (within organisation)</b>	Fundraising Officer	Chairman
<b>A3</b>	<b>Address</b>	76 Grantham Road Bottesford Nottingham	2 Spire View Bottesford Nottingham
	<b>Postcode</b>	NG13 0EG	NG13 0FL
<b>A4</b>	<b>Daytime telephone number</b>	01949842253	01949850232
	<b>Mobile telephone</b>	07738171185	07770853545
<b>A5</b>	<b>Fax</b>		
<b>A6</b>	<b>E-mail address</b>	nick_dobney@ yahoo.com	d.gribby@ petergribby.co.uk
<b>A7</b>	<b>Name for cheque</b>	Bottesford FC	Bottesford FC

#### **A8 Please use this space to give a brief history of your organisation**

Bottesford FC were formed in the 1950's under the name of Bottesford St Mary's FC and became Bottesford FC in 2000 when the club's adult and junior sections merged after previously being run as separate entities.

Bottesford FC have grown considerably in the last 10 years, from having 2 senior teams and 3 junior teams in 2004 to now having in 2014 3 senior teams and 10 junior teams. The club provide football and recreational activity to approximately 200 members. Bottesford FC's main function is to provide children and adults the opportunity to play football in Bottesford and the surrounding area.

Until 3 years ago Bottesford FC played on local secondary school and village hall pitches, however we entered into a lease agreement with a local farmer to acquire agricultural land to convert it into grass pitches and used the entire club funds of £20,000 to achieve this in order for them to have their own 'home base'.

<b>A9</b>	<b>Amount requested from Community Facilities (Small Grants)*</b> <i>*Maximum £25,000 or 10% of total project costs, whichever is lower</i>	<b>£25,000</b>
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<b>A10</b>	<b>Does your organisation have a written constitution or a set of rules?</b> If yes, please attach a copy. If no, please contact Hannah Buck on 01664 502523 or hbuck@melton.gov.uk for advice.	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>
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## Part B PROJECT DETAILS

<b>B1</b>	<b>Project Title</b>	Bottesford FC Community Sports Pavilion
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<b>B2</b>	<b>Please provide a detailed description of your project. (Attach a separate sheet if necessary)</b>
<p>Bottesford FC are looking to construct a community sports pavilion that will consist of a 4 x changing rooms, 2 x officials rooms, a multi - functional community room with kitchen / servery, toilet provision and storage. This facility will accompany the existing grass pitch provision at Nottingham Road.</p> <p>Despite acquiring the land for grass pitch provision at Nottingham Road, there is no changing room or community room provisions at the site. The site only consists of a number of storage cabins and a single portable toilet, these facilities are inadequate for running both junior and senior football teams.</p> <p>Currently Bottesford FC operates at additional sites in conjunction with their Nottingham Road site. The project will enable Bottesford FC to operate from one site with the football club funding the expansion of Nottingham Roads grass pitches into an adjacent farmer's field to accommodate all the clubs teams. Bottesford FC has an opportunity to fulfill the clubs long term ambition in achieving a new purpose built sports and community facility that will be hugely beneficial to the football club and the local community.</p> <p>The proposed development will see the site become fully accessible to the local community and with the proposed community room provision at the site, Bottesford FC will be able to provide a variety community based activities for the local and wider community to enjoy.</p> <p>Bottesford FC has been proactive in gaining community support for the project ensuring that the community's needs are met.</p>	

<b>B3</b>	<b>Please outline how the improvements for which you are seeking a grant will benefit your community.</b>
<p>In improving the accessibility to sports and community facilities in Bottesford, the proposed project at Bottesford FC will aim to demonstrate the impact and use of sport &amp; recreation as a mechanism to engage with the local community. The proposed facilities will help with engagement with the local community and contribute towards social objectives including training, health, education and community cohesion.</p> <p>The proposed project at Nottingham Road has the opportunity to impact upon the following key community objectives (including but limited to):</p> <ul style="list-style-type: none"> <li>➤ <b>Social Inclusion</b> – by providing a local facility which will be accessible to the local and wider community and that will be tailored to meet the needs of Bottesford FC and the local community.</li> <li>➤ <b>Community Safety</b> – by providing a local facility that will give young people and the local community a sport and recreational provision that will discourage anti – social behaviour.</li> <li>➤ <b>Education</b> – by providing a local facility that can be utilised for a wide range of training and educational requirements that can be linked through and delivered in conjunction with local schools.</li> <li>➤ <b>Health &amp; Well-being</b> – by providing a local facility that directly supports an increase in participation in sport and active recreation in the local area.</li> </ul> <p>The proposed facilities at Nottingham Road will look to significantly enhance the sporting opportunities that Bottesford FC can provide to its members and the local community. The proposed development will allow Bottesford FC to develop relationships with other groups and organisations giving the club a bigger role within the local community.</p> <p>The clubhouse will provide the new community room which will allow participating players and their parents the opportunity to socialise creating more of a club feel. The local and wider community will also have the opportunity to use the facility for a variety of events and activities. The ancillary facilities will allow extra revenue to be generated on match days ensuring Bottesford FC become more financially sustainable.</p> <p>The proposed facilities will allow individuals to experience the positive benefits that are associated when participating in sport and active recreation.</p> <p>It is noted that if experiences in participating in sport are enjoyable, then it is more than likely to encourage individuals to continue to participate and therefore lead to sustainable participation that leads to growth.</p>	

<b>B4</b>	<b>Please outline current usage of the building/facility.</b>
<i>(Type of group, number of people involved and how regularly they use the facility.)</i>	
<p>The current sports facility at Nottingham Road is utilised solely by Bottesford FC and their football operations. Approximately 1,600 individuals utilise the site for football participation. This figure includes individuals who play for Bottesford FC and players who play for opposing teams.</p> <p>Each team play approximately 10 home games per season and the club utilise the grass pitches in the summer months for training purposes each week between April and September.</p>	

<b>B5</b>	<b>Please outline how this usage will increase/change if you are awarded a grant.</b>
<p>The Year 1 target for Football Participation at the site is 4,720 this is due to all of the football clubs operations moving to the site. This is again worked out by each team playing approximately 10 homes and players visiting from opposing teams. The following visits are expected after Year 1: -</p> <p>Year 2 – 5,120                  Year 3 – 5,440                  Year 4 – 5,500                  Year 5 – 5,920</p> <p>Due to there currently being no community use from members of the community other members of Bottesford FC, the usage of the facility will increase significantly through the construction of the community sports pavilion, this is due to more community based activities and events taking place at the site.</p> <p>The following community users have expressed an interest in utilising the facilities: -</p> <ul style="list-style-type: none"> <li>- Book Club</li> <li>- Local Sports Club</li> <li>- Local Primary School</li> <li>- Charities</li> <li>- Businesses</li> </ul> <p>Since Bottesford FC started with the project they have accumulated a number of letters of support from the local community, businesses and community groups. Further links will be established to ensure the facilities that will be constructed are fully utilised.</p>	

<b>B6</b>	<b>How did you consult the community regarding the proposals outlined in this application?</b>
<p>Bottesford FC have held regular meetings since the start of 2014 with members of the local community and players and parents of Bottesford FC to outline their plans for the proposed development and to get their thoughts in order to ensure the proposed development meets all interested parties needs.</p> <p>A feasibility study was produced in August 2014 to outline how Bottesford FC could progress the project and how the best way forward was to ensure that everyone involved with the project got the most out of the project.</p> <p>Following initial consultation with the FA, Bottesford FC submitted an expression of interest to the FA and the club were asked to present to Leicestershire FA in December 2014. The club then became a Strategic Priority project for the financial year 2015 / 2016.</p> <p>Bottesford FC have been keeping their club members and the local community up to date with the project by producing a powerpoint presentation which has been logging the project as developments happen. This allows members of the community to provide any feedback on the developments of the project and it keeps them informed of the projects progress.</p> <p>The community consultation approach has allowed the community to offer their opinion and feedback of the proposed scheme. Bottesford FC have identified the need for improved facilities and recognise how key the community could be in the project.</p> <p>Images of the new facility at football club events, such as their presentation day in May 2015 in order to generate interest in the project, as well as monthly articles in the local newspaper.</p> <p>Bottesford FC have a strong and established committee that is made up of volunteers that will ensure the new facility is successful and serves the community well. Bottesford FC have raised £32,000 towards the project in order to demonstrate their significant commitment towards the scheme they are looking to deliver.</p>	

<b>B7</b>	<b>Does your project meet any of the Council's Corporate Priorities, and if so, how?</b> <i>(Please refer to the separate sheet which outlines the Council's Corporate Priorities)</i>
<p>Bottesford FC will look to meet Melton Borough Councils corporate priority of improving the well – being of vulnerable people by ensuring the new sports community facilities will be fully accessible to everyone who wishes to use it and by making a commitment to provide individuals with disabilities and learning difficulties coaching sessions in order to enjoying sport and active recreation, this is demonstrated in the clubs Football Development Plan.</p> <p>Through the proposed development project Bottesford FC will look to encourage people to take an active role within their community as greater opportunities for volunteering within the club will be made. The club will look for volunteers to run the kitchen on match days and other jobs around the new community sports pavilion such as cleaning and opening and closing the facility. As the club gets bigger there will be greater opportunities for members of the community to get involved in coaching.</p> <p>The proposed project will also add economic benefit to Bottesford FC through the kitchen and servery that will operational on match days and the renting of the community room to members of the local and wider area. This will ensure Bottesford FC can put more money into the service they provide to their members to ensure greater experiences are had when participating in sport, recreational and community activity.</p>	



**Part C FINANCIAL DETAILS**

<b>C1</b>	<b>Has your organisation received any previous grants from Melton Borough Council?</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>
If yes please give details:		
Year	Purpose	Amount
___2014	___FA Level 1 Coaching Courses_____	£330_____
_____	_____	£_____

<b>C2</b>	<b>Please enclose your most recent audited accounts with this application.</b>
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<b>C3</b>	<b>Project Expenditure</b> Please provide a detailed breakdown of the <u>full</u> cost of the proposed project. <i>(Your breakdown might include equipment, refurbishments, building works or alterations, for example)</i>																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description of Costs</th> <th style="width: 30%;">Cost</th> </tr> </thead> <tbody> <tr> <td>Total Build Costs</td> <td style="text-align: right;"><b>£391,000</b></td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;"><b>£35,000</b></td> </tr> <tr> <td>Professional Fees</td> <td style="text-align: right;"><b>£44,539</b></td> </tr> <tr> <td>Non – Recoverable VAT</td> <td style="text-align: right;"><b>£93,683.80</b></td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td><b>Total Costs</b></td> <td style="text-align: right;"><b>£564,222.80</b></td> </tr> <tr> <td colspan="2">                     (Please attach a copy of any quotes you have already obtained)                 </td> </tr> </tbody> </table>		Description of Costs	Cost	Total Build Costs	<b>£391,000</b>	Contingency	<b>£35,000</b>	Professional Fees	<b>£44,539</b>	Non – Recoverable VAT	<b>£93,683.80</b>																									<b>Total Costs</b>	<b>£564,222.80</b>	(Please attach a copy of any quotes you have already obtained)	
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<b>C4</b>	<b>Project Income</b>	
	Please give full details of income from other sources ( <i>e.g. fundraising, savings, other grants</i> ). Please tick the box if the funding is confirmed.	
	<b>Description of Income Source</b>	<b>Amount</b>
		<b>Funding Confirmed</b>
	Bottesford FC	£32,000
	Football Foundation – Premier League & The FA Facilities Fund	£507,348
	Melton Borough Council	£25,000
		£
		£
		£
	<b>Total</b>	<b>£564,348</b>

<b>C5</b>	<b>If your Project Income is less than your Project Expenditure please explain how you will make up the difference.</b>

<b>C6</b>	<b>Amount requested from Community Facilities (Small Grants)*</b>	<b>£25,000</b>
	<i>*Maximum £25,000 or 10% of total project costs, whichever is lower</i>	

<b>C7</b>	<b>Is your organisation VAT Registered?</b>	<b>YES</b> <input type="checkbox"/>
	But cannot reclaim back	<b>NO</b> <input checked="" type="checkbox"/>

**Part D ENCLOSURE CHECKLIST**

✓	<b>Have you included the following information with your application?</b>	
✓	1	Copy of most recent accounts (audited or independently examined)
✓	2	Copy of your constitution or set of rules
✓	3	Quotations (if available)
✓	4	Evidence of tenure (e.g. deeds or lease)

**Part E DECLARATION**

<b>On behalf of</b> (enter organization name)	Bottesford FC	
<p><b>We apply for funding of £25,000 from MBC and declare:</b>                  To the best of my knowledge, that the information I have given in this application is correct and I agree to adhere to the Community Facilities (Small Grants) General Criteria and criteria for Successful Applications as set out in the Application Guidelines.</p>		
<b>NAME (Please print)</b>	<b>SIGNATURE</b>	<b>DATE</b>
Nicholas Dobney		<b>03/06/2015</b>
<b>Role within organisation:</b> Fundraising Officer		

Data Protection Act 1998  
*The Act entitles individuals to a copy of any personal data held about them and gives the individual the right to have incorrect data corrected or erased (subject to the restrictions of the Act)*

**Please send your completed application form and any enclosures to  
 Hannah Buck,  
 Communities and Neighbourhoods, Melton Borough Council,  
 Parkside, Burton Street, Melton Mowbray, Leicestershire, LE13 1GH**

**Application Packs are available in other formats on request.**