

Applicant:

Site:

Proposed Facilities:

Information to be included	Pitch Drainage		AGP		Changing Facilities		Revenue Tail		Signed off	
	Essential	Desirable	Essential	Desirable	Essential	Desirable	Essential	Desirable	Applicant	CDM / RFM
Application Form										
Business Plan										
Executive Summary										
Introduction	x		x		x		x			
Background	x		x		x		x			
Current Position										
Why is the project needed	x		x		x		x			
Aims and Objectives	x		x		x		x			
Demand for the project										
Catchment Area	x		x		x		x			
Population Breakdown	x		x		x			x		
Demographic Information - IMD, Income, Attainment, Health and Education levels		x		x		x		x		
Neighbouring Facilities within Catchment - Impact analysis	x		x		x			x		
Links with Wider Strategies	x		x		x		x			
Current Football Participation Breakdown within catchment area	x		x		x		x			
Post code details of users		x		x		x		x		
Local Football Development Demand		x		x		x	x			
Analysis of the need		x		x		x	x			
The Planned Football Development Goals for the project identified through the need	x		x		x		x			
Key project partners with summary	x		x		x		x			
Management and Organisation										
Management Structure	x		x		x		x			
Reporting procedures	x		x		x		x			
Marketing Plan		x	x			x		x		
Maintenance Plan Outline / sinking fund projections	x		x		x		n/a	n/a		
Health and Safety		x		x		x	x			
Training and development of staff - Needs		x		x		x	x			
How will the project be measured	x		x		x		x			
Financial Plan										
Funding Breakdown for capital/revenue project costs	x		x		x		x			
Partnership funding evidence	x		x		x		x			
Programme of use	x		x		x		n/a	n/a		
Source of Revenue Funding of Staff	x		x		x		x			
Pricing Policy	x		x		x		n/a	n/a		
5yr income/expenditure projections	x		x		x		x			
Financial Risk Assessment		x		x		x		x		
Sustainability of project	n/a	n/a	n/a	n/a	n/a	n/a	x			
Football development										
Football Development Plan Template (3-5yrs)	x		x		x		x			
User matrix / Programme of Use	x		x		x		n/a	n/a		
Child protection policy	x		x		x		n/a	n/a		
Equal Opportunities Policy	x		x		x		n/a	n/a		
Constitution	x		x		x		n/a	n/a		
Charter Standard Certificates (where applicable)	x		x		x		n/a	n/a		
Technical										
Lease/ownership										
Provide details of the site ownership.	x		x		x					
Is a lease in place/required (min. 25 years).	x		x		x					
Existing Facilities										
Provide details of all existing facilities on the site, including no. of grass pitches, existing changing provision and its location to the new facility, existing car parking location and numbers, etc. This information should include a site plan.	x		x		x					

Condition of existing Pitches									
A general condition statement is required for all applications – to include; grass coverage, levels, number of games a season lost through flooding.	x								
Or A Professional Pitch report is required for natural grass pitch schemes and AGP refurbishment schemes.	x		x						
Maintenance Programmes (required for all applications)									
Existing programmes for Grass Pitches, Pavilions, AGP's.	x		x		x				
Existing maintenance budgets.	x		x		x				
Proposed programmes for Grass Pitches, Pavilions, AGP's. (part of business plan)	x		x		x				
Proposed maintenance budgets (part of business plan).	x		x		x				
Responsibilities, qualifications of Grounds Staff.	x		x		x				
Condition report for existing pavilion if to be replaced or extended, inc. details of existing pavilion accommodation.					x				
Consultants Employed & Fees									
Provide details of all consultants employed and fee breakdowns. (Also include fees for statutory charges, Building Regs and auditors fees etc.)	x		x		x				
Drawings & Specifications									
Provide detailed drawings and specifications. Drawings should include building layout plans, elevations, existing and proposed site plans showing pitch layouts.	x		x		x				
Provide details of external works – fencing, footpaths, car parking.	x		x		x				
For AGP's provide details of pitch size, base, floodlights, fencing and equipment. Ensure compliance with FA Guidelines.	x		x		x				
All designs must be compliant with Football Foundation guidelines, DDA regulations and Building regulations.	x		x		x				
Planning Permission/Application									
Planning permission must be approved prior to any offer of grant. (copy to be provided)	x		x		x				
If Planning Permission not yet secured then application should at least have been submitted and a letter of comfort from the Planning Authority provided.	x		x		x				
Applicants should consider any cost/design implications from planning conditions.			x		x		x		
Programme of work									
Provide an anticipated programme of works and proposed start/completion dates.	x		x		x				
Project Management									
Provide details of who will manage the construction phase of the scheme and their qualifications/experience to do so.	x		x		x				
Tenders received or pre-tender estimate									
Provide copies of tenders received or a professional pre-tender estimate. Ensure these will remain valid for the duration of the application period and that a pre-tender estimate includes a cost uplift for the intended time of the works.	x		x		x				
Or Provide a detailed elemental cost breakdown based on drawings and specification provided	x		x		x				
Procurement Route									
Number of tenders to be sought if not already tendered	x		x		x				
Form of contract to be used.	x		x		x				
Details of any procurement policy?	x		x		x				
Sinking Fund (AGP's only)									
Provide details of ring-fenced future sinking fund for the replacement of surface at the end of its life span. (Full size pitch will require £20,000 per annum over 10 years). Part of Business Plan	x		x		x				
VAT									
Is the applicant VAT registered?	x		x		x				

Can VAT be reclaimed?	x		x		x				
Additional Information									
Photographs of current facilities		x		x		x	n/a	n/a	
3 year of applicants latest accounts	x		x		x		x		
User agreements / Management Arrangements		x		x		x		x	
Job Descriptions	n/a	n/a	n/a	n/a	n/a	n/a	x		
Confirmation of grant aid from other organisations	x		x		x		x		
Letters of rejection for funding from other organisations	x		x		x		x		
Letters of support from users and project partners	x		x		x		n/a	x	

Signed by CDM/RFM