

# GUIDANCE NOTES FOR GRANTS OF LESS THAN £50,000



Fencing  
Goalposts  
Minor works to changing rooms and club house refurbishment  
Pitch maintenance – contractor services  
Pitch maintenance – drainage  
Pitch maintenance – maintenance machinery  
Portable floodlights  
Storage containers  
Improvements to playing surfaces

## **Fencing Summary**

It is often essential that a site is suitably enclosed for security and safety reasons and to ensure that the facility is kept in a suitable condition. Therefore the Foundation will accept applications for fencing, which may include boundary or ball retention fencing.

## **Grant limits**

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required for major fencing works, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

## **Criteria**

We will fund either boundary fencing or ball retention fencing/netting that is required to improve security or safety at a site. You should make the reasons for undertaking the works clear in your application. We will require a marked-up drawing or aerial photograph of the site, indicating the location of the proposed fencing.

We will require a specification and schedule of works which indicates the length of the fencing to be provided (i.e. total number of metres), the height of the fencing and its construction, and the size and number of gates to be provided.

Planning permission may be required for the works, and if so, this should be in place before your application is submitted. As part of your application you should include confirmation of planning permission, or written confirmation from the local planning authority that planning permission is not required. Further information regarding planning permission can be found at:

<http://www.planningportal.gov.uk/permission/commonprojects/fenceswallsgates>

The statutory fees payable for securing planning permission may be included as an eligible cost to the project.

If you do not own the freehold for the site, we will require written confirmation of the landlord's consent to undertake the proposed works.

We are unable to support any fencing proposal which would restrict a public right of way. Please refer to:

<https://www.gov.uk/right-of-way-open-access-land/public-rights-of-way>

## **Tenure requirements**

You will need to demonstrate ownership, by either freehold, or uninterruptable leasehold from the date of grant offer for a varying period, dependent on the grant amount.

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

## **Documents required**

To ensure your application is processed you should include the following documents:

- Photographs of the existing site, indicating where the fencing will be installed
- A marked-up drawing or aerial photograph of the site, indicating the location of the proposed fencing
- Specification / schedule of works
- Two like-for-like quotations, based upon the design details and specification
- Evidence of the additional partnership funding
- Evidence of security of tenure
- Planning approval notice (if applicable)
- Landlords consent to the works (if applicable)

## **Assessment timescales**

Upon submission of your application and the receipt of any supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team, who will contact you to discuss any questions on your application. .

Assessment of your application will typically take around two weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account,

## Goalposts Summary

Grants are available for the purchase of new goalposts and the replacement of unsafe goalposts.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed standards for goalposts – BSEN 748:2013+A1:2018 and BS EN 16579:2018. Your supplier must ensure that the goalposts meet this standard, and that you have installed the goals in strict accordance with the manufacturers requirements.

Further details on goalpost safety can be found at <http://www.thefa.com/get-involved/goalpost-safety>

## Grant limits

Where five or more sets of goalposts are being requested, the application will be referred to the Foundations Engagement Manager to discuss the strategic need for the investment. The maximum grant available will be dependent on the size of goalposts applied for.

- 2.44m x 7.32m (Adult 11v11) - a fixed maximum grant amount of £1,200 per set of goalposts (or 75% grant up to the maximum grant value) based on a typical average purchase price of £1,600 including carriage, but excluding VAT
- 2.13m x 6.40m (Youth 11v11) - a fixed maximum grant amount of £1,200 per set of goalposts (or 75% grant up to the maximum grant value) based on a typical average purchase price of £1,600 including carriage, but excluding VAT
- 2.13m x 4.88m (9v9) - a fixed maximum grant amount of £900 per set of goalposts (or 75% grant up to the maximum grant value) based on a typical average purchase price of £1,200 including carriage, but excluding VAT
- 1.83m x 3.66m (7v7 / 5v5) - a fixed maximum grant amount of £900 per set of goalposts (or 75% grant up to the maximum grant value) based on a recommended purchase price of £1,200 including carriage, but excluding VAT
- 2m x 3m (Futsal) - a fixed maximum grant amount of £600 per set of goalposts (or 75% grant up to the maximum grant value) based on a recommended purchase price of £800 including carriage, but excluding VAT

If you are unable to reclaim VAT, this should be included in your total project cost, and the project and grant value will adjust accordingly.

*Example 1 - A club receives a grant of £1,200 towards a new set of 11 v 11 goalposts. The club decides that they want to purchase a set that are on special offer for £1,000, lower than the £1,600 budgeted by the Foundation.*

*When the Club submits its claim form, the Foundation reduces its grant to £750, as 75% of the total project cost. The Club will only contribute £250 (25%) instead of £400*

*Example 2 - A club receives a grant of £1,200 towards a new set of 11 v 11 goalposts. The club decides that they want to purchase a more*

*expensive set that are advertised for £3,000, higher than the £1,600 budgeted by the Foundation.*

*When the Club submits its claim form, the Foundation still pays a grant of £1,200 (as a revised 40% of the new total project cost) and the club will pay the balance of £1,800.*

### **Tenure requirements**

There are no tenure requirements for the purchase of goalposts.

### **Suppliers**

You will need to identify the size of goalposts you wish to purchase from the approved list of suppliers and submit the online application form detailing the preferred chosen supplier, goalpost type, quantity and whether VAT is applicable.

The goalposts can be purchased from one of the approved list of suppliers below.

B G Sports (SAMBA) - [www.sambasports.co.uk](http://www.sambasports.co.uk)

Broxap Ltd - [www.stadia-sports.co.uk](http://www.stadia-sports.co.uk)

Goalfix – [www.goalfixsports.com](http://www.goalfixsports.com)

Harrod UK - [www.harrod.uk.com](http://www.harrod.uk.com)

Huck Nets (Edwards) - [www.edsports.co.uk](http://www.edsports.co.uk)

Itsagoal - [www.itsagoal.net](http://www.itsagoal.net)

Mark Harrod - [www.markharrod.com](http://www.markharrod.com)

MH Goals Ltd - [www.mhgoals.com](http://www.mhgoals.com)

PMF Products Ltd (Live4soccer) - [www.live4soccer.co.uk](http://www.live4soccer.co.uk)

Net World Sports - [www.networldsports.com](http://www.networldsports.com)

This is not a 'closed' list and you can purchase your goalposts from other suppliers. However, if you choose to purchase from a different supplier you will need to provide evidence in your claim that the goalpost meet British Standards (BSEN 748:2013+A1:2018 and BS EN 16579:2018).

### **Documents required**

No other additional documents are required for your application to be processed. You will have to confirm as part of the application form that you are able to provide the balance of partnership funding.

### **Assessment timescales**

Upon submission of your application, you will receive an immediate decision in principle.

If your application has been approved in principle, it will then be checked by our Grant Management Team to confirm all the information provided is correct. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account, typically within five working days.

The goalposts should not be purchased until the grant terms and conditions have been accepted.

## Minor works to changing rooms and club houses

### Summary

The Foundation will consider grant applications for small minor works that enhance the facilities of your site, address health and safety issues, and improve the long-term sustainability of the organisation by reducing operating costs, increasing income streams, and maintain or increasing participation in football.

These works usually include projects such as refurbishment or modernisation of changing rooms, toilets and club houses.

### Grant limits

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required for major refurbishment works or new changing rooms, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### Criteria

We ideally require a condition survey or inspection report recommending the scope of works to be undertaken. If this is not available, other justification for the works will be required, such as photographic evidence.

We will require specifications and drawings, clearly detailing the scope of the proposed works. Works should comply with the Foundations minimum design requirements, unless otherwise agreed in writing. Further details and data sheets can be found in the 'Technical guidance' section of our website, and support can be provided by the Foundations Technical Project Manager.

Planning permission may or may not be required for the works and confirmation of which applies is required from the local planning authority... Further information regarding planning permission can be found at: <http://www.planningportal.gov.uk/permission/>. If so, this permission must be in place before the application is submitted.

Building Regulations approval may also be required for the works. If so, upon completion of the works we will require a final certificate from the Local Building Control Officer (or Approved Inspector), confirming that the works comply with Building Regulations. Further information regarding the Building Regulations can be found at: <http://www.planningportal.gov.uk>

The statutory fees payable for securing planning permission and Building Regulations approval may be included as an eligible cost of the project. Professional fees for design and management services are also eligible costs.

Routine maintenance works such as unblocking drains, minor roof repairs, repainting, or replacement floor coverings would not be considered eligible as individual projects. However, if these works formed part of a larger refurbishment project they may be considered eligible.

Upon completion of the project, we will require copies of mechanical and electrical test certificates for all works to electrical, fire alarm, heating and hot water installation works prior to the release of the final 5% of the grant.

If you do not own the freehold for the site, we will require written confirmation of the landlord's consent to undertake the proposed works.

### **Tenure requirements**

Ownership by either freehold, or uninteruptable leasehold from the date of grant offer for a varying period, dependent on the grant amount

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

### **Documents required**

- To ensure your application is processed you should include the following documents: Photographs of the existing building or works to be completed
- Condition survey of existing building, (if required)
- Plans and drawings of the existing building configuration and as proposed
- Specification and schedule of works
- A minimum of two like-for-like quotations from suitable contractors, based upon the design details and specification
- Evidence of additional partnership funding
- Evidence of security of tenure
- Planning approval notice (if applicable)
- Landlord's consent to the works (if applicable)

### **Assessment timescales**

Upon submission of your application and supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team who will contact you to discuss your application if they have any queries.

Assessment of your application will typically take around two weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account.

## Pitch Maintenance – Contractor services Summary

Supporting clubs and leagues to provide better quality natural turf playing surfaces and reducing the number of matches postponed is a key priority for the Foundation. We will accept applications for club and league led schemes to engage professional contractors over a six year period to increase the levels of enhanced maintenance works carried out on their grass pitches, with an aim of improving the quality of those facilities to the Institute of Groundsmanship (IOG) 'Good' standard or above. Details of the IOG's Pitch Framework can be found here;

<https://www.iog.org/who-we-are/research-and-funding/grounds-natural-turf-improvement-programme>

The type of maintenance works that funding can support include over seeding, scarification and aeration. Routine maintenance works such as grass cutting and line marking is not eligible.

### Grant limits

The Foundation will award a tapered 67% grant towards the works over a six year period on a sliding scale.

Depending on the size of the pitch being invested in, up to £2,100 (excluding VAT) per full size 11 v 11 pitch will be available. There is no maximum number of pitches that can be funded on one site, but 9v9 and Mini Soccer pitches will receive a reduced rate of funding. Where sites have more than ten pitches, a discussion with the Foundation and County FA regarding the strategic importance of the site will be required.

As an example, a grant would be paid as follows over six years for a one 11 v 11 pitch site excluding VAT;

<b>Year</b>	<b>Football Foundation contribution (% / £)</b>	<b>Applicant contribution (% / £)</b>
1	100% / £2,100	0% / £0
2	100% / £2,100	0% / £0
3	67% / £1,407	33% / £693
4	67% / £1,407	33% / £693
5	33% / £693	67% / £1,407
6	33% / £693	67% / £1,407
<b>TOTAL</b>	<b>67% / ££8,400</b>	<b>33% / £4,200</b>

### Criteria

The funding is only available for clubs and leagues– Local Authorities and other site operators must have a club or league partner to be eligible for funding.

The applicant must have a Grass Pitch Assessment Report from the Institute of Groundsmanship Regional Pitch Advisor (RPA) which clearly recommends the additional maintenance works required. Where the Assessment Report does not provide that level of detail due to the age of



the report, the RPA can retrospectively complete a pro forma for the applicant.

Only pitches that are rated by the IOG as 'basic' or 'poor' standard will be eligible for funding, as the funding is provided to raise their quality to a 'Good' standard or above.

Payments will be paid annually in advance, and applicants will be expected to provide a digital update (via the Digital Assessment Tool to be launched in Spring 2020) showing the condition of their pitches three times per year over the following ten year period.

### **Tenure requirements**

Ownership by either freehold, or uninterruptable leasehold from the date of grant offer for a varying period, dependent on the grant amount

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years
- Over £100,000 – 21 years

Where the applicant does not have security of tenure by freehold or leasehold for the length of the award, they may still be able to apply for funding as long as the owner of the site provides written consent to the works being carried out, using the standard pro forma provided. We will require written confirmation of the landlord's consent to undertake the proposed works.

Where a facilities grant is given for a sum of £100,000 or over, the Foundation will need in most cases to take a first charge (mortgage) over the premises on which the facilities are located. You will need to supply us with evidence that you own the freehold of the premises, or that you have a lease of the premises with a minimum remaining term of 21 years.

### **Suppliers**

The Foundation does not currently have a preferred contractors list. Applicants should source quotes for the works from a reputable local contractor.

### **Documents required**

To ensure your application is processed you will need the following documents:

- Grass pitch assessment report from IOG RPA (with additional pro forma from the IOG RPA if required)
- Evidence of leasehold or freehold, or written consent of landowner via the pro forma (If applicable)
- The applicant will have to confirm as part of the application form that they will provide the balance of partnership funding.

### **Assessment timescales**

Upon submission of your application and the receipt of any supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team, who will contact you to discuss your application if they have any queries.

Assessment of your application will typically take around two weeks for grants of less than £50,000. For grants in excess of £50,000 the timescales will be four weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account..

### **Funding window**

The Enhanced Grass Pitch Maintenance Funding Scheme is currently closed. We plan to re-open the Scheme on 14 September 2020.

## Pitch Maintenance – Drainage

### Summary

Providing a suitable playing surface is essential to sustain and increase participation, and the Foundation provides funding for works to improve the condition of natural turf pitches.

### Grant limits

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required for pitch drainage works, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### Criteria

As a pre-requisite to applying for funding, you must have engaged with an IOG Regional Pitch Advisor (RPA) and sought advice regarding the issues faced with your pitch. Please contact your County FA to discuss how to seek advice from the RPA. Funding will only be considered if their report suggests that capital works are required to improve the condition of the pitch, and if all other options (such as improved maintenance) have been exhausted.

Where the works involve the installation of a piped drainage system, we would expect a RIPTA qualified agronomist or sports turf consultant to design and specify the works, and oversee its implementation. Where a piped drainage installation is discharging into a ditch, swale or other watercourse, permission from the Environment Agency or Local Authority may be required. If so, this permission must be in place before the application is submitted.

If you do not own the freehold for the site, we will require written confirmation of the landlord's consent to undertake the proposed works.

We will not fund works deemed as 'routine maintenance operations' such as for grass pitches cutting or line marking. For enhanced maintenance works, separate grants are available and subject to their own [guidance notes](#).

As a result of the works, it will be expected that grass pitches will be maintained to a 'Good' standard or above.

### Tenure requirements

Ownership by either freehold, or uninterruptable leasehold from the date of grant offer for a varying period, dependent on the grant amount

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

### Documents required

To ensure your application is progressed you will need the following documents:

- Photographs of the existing pitches, indicating the problem to be resolved via the proposed works

- Grass pitch assessment report from IOG RPA
- Where a piped drainage installation is being proposed, a feasibility study and specification of works from a qualified agronomist or sports pitch consultant
- Plans / drawings / specification / schedule of works
- Two like-for-like quotations, based upon the design details and specification
- Evidence of the additional partnership funding
- Local Authority / Environment Agency approval (if applicable)
- Landlords consent to the works (if applicable)

### **Assessment timescales**

Upon submission of your application and the receipt of any supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team, who will contact you to discuss your application if they have any queries.

Assessment of your application will typically take around two weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account.

## **Pitch Maintenance – Machinery**

### **Summary**

Pitch maintenance machinery and equipment is essential for organisations to provide a quality natural turf playing surface.. The Foundation will accept applications for both new and previously owned pitch maintenance equipment recommended through your Grass Pitch Assessment Report from the Regional Pitch Advisor (RPA), with an aim of improving the quality of your pitch to a 'Good' Standard or above.

### **Grant limits**

The Foundation will award a maximum grant of £25,0000. Grants cannot exceed 75% of the total project costs.

Where a grant of over ££25,000 is required for pitch maintenance machinery, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### **Criteria**

To apply for a grant towards pitch maintenance machinery and equipment, you are required to have a Grass Pitch Assessment Report from an Institute of Groundmanship Regional Pitch Advisor (RPA) that justifies the need for the equipment. Please contact your County FA to discuss how to book your report and to seek advice from the IOG RPA.

If successful with your application, it is expected that the equipment will be covered by suitable insurance and be securely stored when not in use. The equipment can only be used by suitably trained personnel and the equipment must be operated, maintained and serviced annually in accordance with the manufacturer's recommendations.

### **Tenure requirements**

There are no tenure requirements for the purchase of pitch maintenance machinery.

### **Suppliers**

The Foundation does not currently have a preferred suppliers list. Applicants should source their quotes from a reputable dealer.

### **Documents required**

To ensure your application is progressed you will need the following documents:

- Grass Pitch Assessment Report from the IOG RPA
- Two like-for-like quotations for each item of equipment ('like-for-like' means comparable quotations from different suppliers for the same specification of equipment)
- Evidence of the additional partnership funding
- If previously owned pitch maintenance equipment is to be purchased, 12 months warranty from a reputable dealer is required
- Photos of where the equipment will be stored, and of the existing equipment if being replaced.

## Assessment timescales

Upon submission of your application and the receipt of any supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team, who will contact you to discuss your application if they have any queries.

The assessment of your application will typically take around two weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account.

The equipment should not be purchased until the grant terms and conditions have been accepted.

## **Portable floodlights**

### **Summary**

Portable floodlights are a cost-effective way of you to use your own facilities to train during the hours of darkness. The Foundation will accept applications for both new and previously owned portable floodlights. If they are previously owned, we expect the equipment to be purchased from a reputable dealer, with a minimum 12 month warranty.

### **Grant limits**

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required for portable floodlights, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### **Criteria**

To apply for portable floodlights through this scheme, you will need to justify why you are proposing to purchase the floodlights, and demonstrate that the grass pitches or training areas can cope with the additional use (e.g. how the use of the pitches will be rotated to ensure that one area isn't subject to over-use).

If successful with your application for portable floodlights, it is expected that:

- the floodlights will be covered by suitable contents insurance, and be securely stored when not in use
- the floodlights will be used only by suitably trained personnel, over the age of 18
- the floodlights will be operated, maintained and serviced in accordance with the manufacturer's recommendations.

### **Tenure requirements**

There are no tenure requirements for the purchase of portable floodlights.

### **Suppliers**

The Foundation does not currently have a preferred suppliers list. Applicants should source their quotes from a reputable dealer.

### **Documents required**

To ensure your application is processed you will need the following documents:

- Two like-for-like quotations
- Evidence of the additional partnership funding
- Photos of where the portable floodlights will be stored
- If previously owned portable floodlights are to be purchased, a copy of the warranty from a reputable dealer is required.

### **Assessment timescales**

Upon submission of your application, you will receive an immediate decision in principle of whether you have been successful.

If your application has been approved in principle, it will be checked by our Grant Management Team to confirm all the information provided is correct. You will then receive a notification by email that your decision letter (and

any associated terms and conditions) is available for download from your Foundation account, typically within five working days.



## Storage containers

### Summary

The provision of secure storage such as storage containers is a simple cost-effective way of increasing your capacity for equipment, and perhaps freeing up space within your site for better uses.

### Grant limits

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required for storage containers, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### Criteria

To apply for secure storage you will need to justify why you require the additional storage capacity.

We will only fund the purchase of new or fully refurbished storage containers, which are supplied with a minimum 12-month warranty. We will not fund the cost of rented or leased storage containers. The replacement of existing storage containers that have reached the end of their useful life will be considered for funding, subject to justification of need.

Planning permission may or may not be required for the works and confirmation of which applies is required from the local planning authority before your application is submitted. Where planning consent has not been secured, your application will be processed but no funding will be released until confirmation of planning consent is provided, which may take around eight weeks depending on the Local Authority.

Further information regarding planning permission can be found at:

<http://www.planningportal.gov.uk/permission/>

The statutory fees payable for securing planning permission may be included as an eligible cost to the project.

If you do not own the freehold for the site, we will require written confirmation of the landlord's consent to undertake the proposed works.

We will require written confirmation that the storage container and its contents will be fully insured.

### Tenure requirements

There are no tenure requirements for the purchase of storage containers.

### Suppliers

The Foundation does not currently have a preferred suppliers list. Applicants should source their quotes from a reputable dealer.

### Documents required

To ensure your application is processed you will need the following documents:

- Two like-for-like quotations ('like-for-like' means comparable quotations from different suppliers for the same item)

- Evidence of the additional partnership funding
- A marked-up drawing or aerial photograph of the site, indicating the location of the proposed storage container
- If a previously owned storage container is to be purchased, a copy of the warranty is required.
- Planning approval notice (if applicable)
- Landlord's consent to the works (if applicable)

### **Assessment timescales**

Upon submission of your application, you will receive an immediate decision in principle of whether you have been successful.

If your application has been approved in principle, it will be checked by our Grant Management Team. You will then receive a notification by email that your decision letter and any associated terms and conditions are available for download from your Foundation account, typically within five working days.

Please note that you if you do not have planning permission for your storage container, no funding will be released until this is in place.

## Improvements to artificial playing surfaces

### Summary

Providing a suitable playing surface is essential to sustain and increase participation, and the Foundation provides funding for works to build or improve the condition of small sided artificial turf pitches and Multi Use Games Areas (MUGA) that have been identified through the Local Football Facilities Plans

### Grant limits

The Foundation will award a maximum grant of £25,000. Grants cannot exceed 75% of the total project costs.

Where a grant of over £25,000 is required, the applicant should contact their County FA and / or Foundation Engagement Manager to discuss the project in more detail.

### Criteria

If you are proposing to undertake works to improve an existing artificial grass pitch or MUGA, you must first speak with your Football Foundation Technical Project Manager before proceeding with a grant application.

We will require a condition survey or inspection report recommending the scope of works to be undertaken. If this is not available, other justification for the works will be required, such as photographic evidence.

We will require specifications and drawings, clearly detailing the scope of the proposed works. Works should comply with the Foundations minimum design requirements, unless otherwise agreed in writing. Support can be provided by the Foundations Technical Project Manager.

Planning permission may or may not be required for the works and confirmation of which applies is required from the local planning authority. Further information regarding planning permission can be found at: <http://www.planningportal.gov.uk/permission/>. If so, this permission must be in place before the application is submitted.

### Tenure requirements

Ownership by either freehold, or uninterruptable leasehold from the date of grant offer for a varying period, dependent on the grant amount

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

### Documents required

To ensure your application is progressed you will need the following documents:

- Plans / drawings / specification / schedule of works
- A minimum of two like-for-like quotations from suitable contractors, based upon the design details and specification
- Evidence of the additional partnership funding
- Condition survey of existing facility (if required)
- Planning approval notice (if applicable)

## **Assessment timescales**

Upon submission of your application and the receipt of any supporting documentation, you will receive confirmation that the application has been logged.

Your application will be assessed by our Grant Management Team, who will contact you to discuss your application if they have any queries.

Assessment of your application will typically take around two weeks. You will then receive a notification by email that your decision letter (and any associated terms and conditions) is available for download from your Foundation account.