**SOMERSET FOOTBALL ASSOCIATION**

**LOAN APPLICATION FOR AFFILIATED CLUBS**

**GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

1. All sections to be completed thoroughly by applicant and the form returned to Chief Executive.
2. Loans will not be entertained for consolidation of debts for cash flow purposes.
3. If the applicant is not VAT registered, then the loan cannot be used to pay for any VAT liability.
4. Applications cannot be considered until all other funding has been confirmed. Evidence of Club funds will be necessary.
5. Loans will not be offered in cases where projects have commenced. However, where projects are urgent, the applicant may seek permission, in writing, to commence work provided that the application form and all supporting documentation has been submitted before any works have commenced.

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION FORM**

1. Copies of at least three estimates and/or quotations for the work to be carried out. If an estimate/quotation is submitted by an individual or company that is associated with a member/director/employee of your Club, then SFA must be advised in writing and a fourth competitive estimate/quotation must be submitted.
2. Copies of Annual accounts and Balance Sheets for the last two financial years, together with a business plan and cash flow forecast for three years’ post build must be provided.
3. A copy of the relevant planning approval must be submitted with this application (if appropriate).
4. Copies of offer letters from other funding organisations and evidence that any funding from the applicant’s own funds in its place.
5. Evidence of a security of tenure, together with copies of leases/licences applicable to the land and detailed plan, drawings of the site and the proposed development.

**TERMS AND CONDITIONS OF APPLICATIONS FOR A LOAN**

Once an application for a Loan has been received, SFA shall decide whether to offer a Loan, and if so what level, and its entire discretion, which decision shall be final. Any offer of a Loan will be set out in a Loan Office Letter and will be accompanied by SFA’s Standard Terms and Conditions of Loans; you should read the documents carefully and ensure that you understand them.

A loan must be used for the purposes set out in the application and it is for no other purpose. Any part of the Loan which is used for something other than fulfilling the purpose is repayable on demand and may lead to the SFA terminating the Loan.

**FOOTBALL CLUB – LOAN APPLICATION FORM**

**SECTION 1 – CLUB DETAILS**

|  |  |
| --- | --- |
| **Name of club** |  |
| **Address** |  |
|  | **Postcode** |  |

**SECTION 2 – PURPOSE OF APPLICATION**

|  |
| --- |
|  |

Is your organisation registered for VAT? **YES/NO**

If yes, please provide your VAT registration number:

Total cost of development *(excluding all VAT costs):* **£**

Amount of Loan requested: **£**

Is planning consent required? **YES/NO**

Has planning consent been obtained? **YES/NO**

If yes, what date was it obtained?

|  |
| --- |
|  |
|  |
|  |

 Name and address of planning authority:

 Is the site freehold or leasehold? **Freehold / Leasehold**

If leasehold, please provide the terms of the lease & details of the landlord:

**SECTION 3 – FINANCIAL**

Total project costs (a): £

Loan amount required (b): £

Balance to be funded (a) – (b): £

Has an application for financial assistance been made to any of the following?

If assistance has been received, please state amount:

County Council: **YES/NO £**

District council: **YES/NO £**

District FA: **YES/NO £**

Town/Parish Council: **YES/NO £**

Any other organisation: **YES/NO**

1. [Name of organisation]  **£**
2. [Name of organisation**] £**
3. [Name of organisation**] £**
4. [Name of organisation] **£**

Is it anticipated that any other grants/loans will be requiredto meet the total cost of the project?  **YES/NO**

(Please specify the total amount)

If answer to the above is Yes, please give full details of grants/loans, e.g. lender, repayment terms, interest rates, security required:

|  |
| --- |
|  |

What funds will your Club be putting into this project? **£**

**SECTION 4 – SECURITY**

On a leasehold ground, The CFA may consider a first mortgage on the lease, if there are 21 unexpired years remaining and if the lease provides suitable security cover. This will be determined by our solicitors, upon receipt of the lease documents, assuming the lease has value.

Otherwise, personal guarantees from at least four individuals will be required, all of whom shall be jointly and severally liable for the total sum advanced. If your Club is able to offer such guarantees, please list below the names of those willing to act as guarantor. Further details will be required of the guarantors should this application be successful.

**PRINT NAMES**

1. **Position**
2. **Position**
3. **Position**
4. **Position**

Please provide details of the Club’s solicitors (if applicable):

|  |  |
| --- | --- |
| **Company Name** |  |
| **Contact Name** |  |
| **Address** |  |
|  | **Postcode** |  |
| **Phone:** |  | **Mobile:** |  |
| **Email** |  |

**SECTION 5 – SIGN OFF & CHECKLIST**

Please return with this form the following:

* Copies of three appropriate estimates and/or quotations
* Annual accounts and Balance Sheets for the last two financial years, together with a business plan and cash flow forecast for the next three years with the application
* Copies of planning approval (if necessary)
* Copies of offer letters from other funding organisations
* Evidence of security of tenure & any leases/licences relating to the land
* Evidence of buildings/contents insurance

We hereby certify that in signing this loan application, we have taken all necessary steps to authorise this document in accordance with the Club’s constitution and that the signatories overleaf have been properly authorised to sign this document.

Chairman: **Print Name**: Signature:

CEO/Secretary: **Print Name**:Signature:

Contact Address

 Postcode

Main Contact for grant application:

Date:

**PLEASE ENSURE THAT THE DOCUMENTATION IS ENCLOSED**

**Return to (by post):

Jon Pike
Chief Executive
Somerset FA,
Unit 5 & 10 Landmark House,
Wirral Business Park,
Glastonbury,
Somerset,
BA6 9FR.

or by email:** **jonathan.pike@somersetfa.com**

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***FOR SOMERSET FOOTBALL ASSOCIATION USE ONLY***

**SECTION 6 – REPAYMENT PLAN**

a) Total amount loaned: £

b) Interest agreed (%) 1% above base rate

c) Total amount repayable: £

d) Agreed term of loan (in months): months

e) Amount repaid / month (c / d): £

f) Method of repayment: Direct Debit: £

 Cheque: £

 Bank Transfer: £

 Invoice: £

g) Date payment is made each month: