



Minor Works to Changing Rooms and Club House Refurbishment Funding

Overview and Criteria

- Eligible applications for minor works need to enhance the facilities of the 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.
- Applications usually includes refurbishment projects or modernisation of changing rooms, toilets and club houses.
- Require a condition survey or inspection report recommending the scope of works to be undertaken.
- Specification and drawings, clearly detailing the scope of the proposed works.
- Works should comply with the Foundations minimum design requirements.
- Planning permission may or may not be required for the works and confirmation of which applies is required from the local planning authority. If required, this must be in place prior to application submission.
- Further information regarding planning permission can be found at: www.planningportal.gov.uk/permission
- Building Regulations approval may also be required for the works. If so, upon completion of the works the Foundation will require a final certificate from the Local Building Control Officer, confirming that they work comply with Building Regulations. Further information can be found at: www.planningportal.gov.uk
- The statutory fees payable for securing planning permission, building regulations and professional fees for design and management services may be included as an eligible cost for the project.
- Upon completion of the project, the Foundation 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.
- Routine maintenance works such as unblocking drains, minor roof repairs, repainting or replacement floor coverings would not be considered as individual projects, but would be as part of a larger scale project.

Documents Required

- Photographs of the existing site 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.
- Two like-for-like quotations based upon the design details and specification.
- Evidence of partnership funding.
- Evidence of security of tenure.
- Planning approval notice (if applicable).
- Landlords consent to the works (if applicable).

Grant Limits

- A maximum grant of £25,000.
- Grant cannot exceed 75% of the total project costs.

- If a grant is over £25,000 for the works, the club should contact Essex County FA.

Tenure

- The club will need to demonstrate ownership, by either freehold or uninteruptable leasehold from the date of the grant offer for a varying period, dependent on the grant amount.
- **If the club do not own the freehold for the site, they will require written confirmation of the landlord's consent to undertake the proposed works.**
- Up to £25,000 – 5 years
- £25,001 - £100,000 – 10 years

Application

- Accessed via: www.footballfoundation.org.uk/looking-for-funding
 1. **Select “Get Started”**
 2. **Select “Clubhouse refurb works”**
 3. **Select “the facility upgrades I require are only minor”**
 4. Log in if previously applied for funding or register
 5. Apply for new grant
 6. Start application process
 7. Complete the application form
- Application sections
 1. Projection Selection
 - Project title
 - Project items e.g. changing pavilion/clubhouse refurbishment and external works
 2. Organisation
 - Type of organisation
 - Affiliation information
 - Organisation details
 - Joint applicants?
 - Vat registered?
 3. Project Site
 - Site address
 - Site ownership
 - Planning permission
 - Building regulations
 4. Project Details
 - Explaining the need and demand for the works
 - Quotations
 - Total costings
 5. Partnership Funding
 - Funding sources
 - Grant summary
 6. Declaration

Assessment Timescales

- Upon submission, the club will receive confirmation that the application has been logged.
- Assessment will typically take around two weeks.
- **The club will then receive a notification by email that the decision letter and T&C's is available to download via their Football Foundation account.**

- **The equipment should not be purchased until the grant T&C's have been accepted.**

Multiple Applications

- If the club are looking at multiple funding opportunities, please contact Essex County FA prior to applying e.g. minor refurbishment and grass pitch maintenance equipment grants.

Essex County FA Support

Please contact Nick Emery (County Development Manager) nick.emery@essexfa.com