



Minor works to changing rooms and club houses

Football Foundation information document

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 un-interruptable 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.

