

**To: Club Chair & Secretary (please share with Committee colleagues)**

**27<sup>th</sup> November 2020**



A THRIVING LOCAL GAME

**SUFFOLK COUNTY  
FOOTBALL ASSOCIATION**

Dear Colleague,

Suffolk FA continues to acknowledge the uncertain and unprecedented times the local football community are experiencing in light of the Coronavirus pandemic. We remain committed to helping clubs successfully restart and continue football activity as safely and successfully as possible. I am pleased to provide further information concerning the **Suffolk FA Emergency Grant Scheme, offering support for applicants in immediate danger of ceasing because of financial reasons.**

### **Funding Awards**

We welcome applications for any amount but expect awards to be up to £3,000. The basis of assistance will be agreed on a case-by-case basis.

### **Criteria for Assessment**

The following criteria will be used when assessing all applications:

- Application must be from a club who have competed their affiliation to Suffolk FA for the 2020/21 season, or a community facility which hosts one or more clubs who have completed their affiliation to Suffolk FA for the 2020/21 season.
- The applicant does not have assets that could be used (e.g. sufficient financial reserves or assets) or is applying for a project which is eligible for other funding
- Measures have been exhausted to reduce expenditure
- All government and local authority assistance has been exhausted
- The applicant has looked to increase income by other means (ref: Suffolk FA 'Support for Clubs' guide)
- The applicant has provided a comprehensive plan demonstrating the future sustainability of the club/facility
- The applicant is prepared to action any governance or financial management advice offered by Suffolk FA

### **How to Apply**

To apply to the Suffolk FA Emergency Grant Scheme, please provide the following information:

1. A completed Suffolk FA Emergency Grant Scheme Application Form
2. Latest set of full year accounts (to include monthly management accounts for all accounts)
3. Current Bank Statements for all accounts
4. Minimum 6-month cashflow forecast (template included or your own cashflow forecast detailing the same would be acceptable)
5. Evidence of outstanding bills & contracts
6. A covering letter outlining the current financial situation at the club/facility and detailing how the applicant satisfies the Criteria for Assessment

**A** Bill Steward House,  
The Buntings, Stowmarket,  
Suffolk, IP14 5GZ

**T** 01449 616606

**E** info@suffolkfa.com

Registered in England No  
3831570

VAT Registration No  
785 700605

### **Deadlines for application**

Applications are invited immediately after receiving this letter. The scheme will remain available for a limited period of time. Notification that the scheme will close will be issued to all clubs 14 days prior to the closing date.

 @SuffolkFA

We aim to assess and respond to each application, provided all required information has been included, within 5 working days of receipt of the application.

Should you require any assistance or further clarification on any of the above then please contact me via [richard.neal@suffolkfa.com](mailto:richard.neal@suffolkfa.com) or 07903 842747.

Best wishes



Richard Neal  
Chief Executive Officer, Suffolk FA



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