

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

27th 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 and facilities restart and continue football activity as safely and successfully as possible. I am pleased to provide further information concerning the **Suffolk FA Loan Scheme, offering support for applicants experiencing cashflow concerns.**

Funding Awards

We welcome applications for any amount up to the maximum loan of £3,000 per applicant. The basis of assistance will be agreed on a case-by-case basis with repayment terms subject to agreement by both parties but will not extend beyond 31st May 2021.

What the Suffolk FA Loan Scheme will fund

This scheme is designed to help affiliated clubs and community facilities which host football activity with their cashflow so that football can restart and continue in accordance with the latest FA guidelines. The use of the loan could include:

- Purchasing of catering and bar stock
- Groundworks to allow football participation to restart (E.g. preparing the pitch to be able to restart)
- Signage and hygiene provision (E.g. installation of hygiene stations)
- Payment of any staff for a limited period of time (E.g. bar staff, catering staff)
- Additional insurance / security costs beyond those included during affiliation
- Matchday expenses (E.g. floodlighting, match officials)

What the Back to Football Loan scheme will not fund

- Any works for which the applicant has already received funding for the 2020/21 season (E.g. Club Preparation Fund, Pitch Preparation Fund, Matchday Support Fund or any other successful grant applications from any funding body)
- Any works which are eligible for consideration under other available funding schemes (E.g. The Football Foundation)

Criteria for Assessment

Suffolk FA will take each loan application and supporting documentation as detailed above into account when assessing each application together with the following:

- Application must be from a club who have competed their affiliation to Suffolk FA for the 2020/21 season, or a community facility which host 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 expendable 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)

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- The applicant has provided a comprehensive plan demonstrating how and under what timescale the loan will be repaid
- The applicant is prepared to action any governance or financial management advice offered by Suffolk FA



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How to apply

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

1. A completed Suffolk FA Loan 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 (not less than 3 months old)
4. Minimum 6-month cashflow forecast (example template included for assistance or your own cashflow forecast detailing the same)
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

All applications and related supporting documentation must be sent to richard.neal@suffolkfa.com marked "Suffolk FA Loan Scheme Application – [Applicant Name]" before the submission deadline. Confirmation that your application has been received will be issued.

Deadline for applications

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.

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 or 07903 842747.

Best wishes

Richard Neal
Chief Executive Officer, Suffolk FA

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