

# Groundmatch Grant Scheme

**£1,500 - £6,000**

Supporting clubs in the improvement of facilities to retain  
and/or increase participation within the community game

**APPLICATION FORM**



**RUGBY FOOTBALL  
FOUNDATION**

The guidance notes are designed to help you complete the application form for a grant of £1,500 - £6,000. Please refer to the relevant notes when completing each question. For easy reference, the guidance notes are on the opposite page to the questions.

## INTRODUCTION TO THE RUGBY FOOTBALL FOUNDATION

The purpose of the Rugby Football Foundation (RFF) is to invest in community rugby facilities via the RFU Community Rugby Capital Fund. The overall aim of the scheme is to finance capital projects to improve facilities which contribute to the recruitment and retention of community rugby players in line with the aims of the Community Rugby Department of the RFU:

- More People
- Better Places
- Access for All
- Enjoyment

All clubs at level 5 and below in the English Clubs Rugby Union Championship (i.e. the leagues) are eligible to apply to the fund.

## GROUNDMATCH GRANT SCHEME (£1,500 - £6,000)

This scheme provides easy to access grant funding for capital projects that contribute to the recruitment and retention of community rugby players.

The maximum grant available is £6,000 and the minimum is £1,500. Grants are available on the basis of 'matching' clubs' own funds (internally or externally generated) on a 50:50 basis for a proposed project. The RFF will not support retrospective applications.

Clubs may only apply for one grant per project in a 12 month period. (12 months is defined as from the date of drawdown of the previous award.)

The following projects are examples of successful applications under the Groundmatch Scheme:

### PITCH FACILITIES

- Pitch improvement
- Rugby posts
- Floodlights
- Fencing

### CLUBHOUSE FACILITIES

- Changing room additions or improvements
- Shower facility additions or improvements
- Washroom/lavatory additions or improvements
- Measures to facilitate segregation for certain teams (e.g. women, juniors)
- Facilities for match officials
- Improvement or installation of disabled facilities

### EQUIPMENT<sup>1</sup>

- Large capital equipment
- Pitch maintenance capital equipment (e.g. mowers)

<sup>1</sup> Equipment will be assessed on an individual basis; however items such as balls, tackle bags, contact shields, kicking nets and other similar items will not be considered as capital equipment

**Award payments will be made on receipt of invoice and evidence that any conditions set have been met.**

## OPERATION OF GROUNDMATCH GRANTS

Grants under the RFF will be awarded by the Trustees of the Foundation, and their decision will be final. The submission of application packs must be no later than six weeks prior to the meeting date to be considered at the next meeting. The application form must be fully completed and have all relevant documentation attached. Failure to follow this instruction may result in delay in consideration of the application.

The application form and accompanying documentation should be submitted to the RFF Administrator, Rugby Football Foundation, Rugby House, Rugby Road, Twickenham TW1 1DS.

The club will be informed of the Panel's decision by the Foundation Secretary subsequent to the Panel meeting at which the application is considered. A grant approved under the scheme must be drawn down within one year of notification of formal approval; otherwise the offer of the grant will lapse.

## TECHNICAL ADVICE

There are a number of technical guidance notes from Sport England and the RFU that provide advice on the technical criteria surrounding facility development. All applicants are advised to read the relevant guidance notes prior to applying for a grant or loan. They can be downloaded from [www.community-rugby.com](http://www.community-rugby.com) or [www.rfu.com/microsites/rff](http://www.rfu.com/microsites/rff)

- Better Places for Sport - A Client Guide to Achieving Design Quality
- Car Park and Landscape Design
- Accessible Facilities and Compliance with the Disability Discrimination Act
- RFU Minimum Specification for Changing Rooms
- RFU Facilities Guidance Note 1: Planning Permission
- RFU Facilities Guidance Note 2: Grass Pitches for Rugby Union
- RFU Facilities Guidance Note 3: Maintenance of Grass Pitches for Rugby Union
- RFU Facilities Guidance Note 4: Floodlighting

## GROUNDMATCH REQUIREMENTS

A checklist is provided on page 16. This list shows the information and criteria required for the RFF Groundmatch Scheme. Look at the checklist to ensure that your club meets all the requirements that are needed for a grant application.

## CONTACT DETAILS

All correspondence will be sent to the contact name and address and not the address of the club (if different). It is very important, however, that the full club/ground address is given, along with postcode.

**Note:** Please contact your Funding and Facilities Executive when putting your application together to ensure that all technical areas are covered. Contact details can be found in the RFU Handbook or on [www.rfu.com](http://www.rfu.com). Alternatively, you can contact the RFF Administrator on 020 8831 7985.

# Club Information Details

URN:

Club name:

Name of project:

Ground address:

Postcode:

Local Authority:

Constituent Body:

Main contact name:  
(Mr/Mrs/Miss/Ms/Dr)

Position in club:

Address of contact:

Postcode:

Daytime telephone number:

Evening telephone number:

Fax number:

Email address:

# Section A - Club Profile Guidance Notes

## QUESTION 1 - CLUB CONSTITUTION/RULES

A constitution normally includes:

- A club's name, aims and objectives
- Details of how it achieves those objectives
- Details of how its governing body is elected or appointed
- Details of how people can join the club
- Details of what will happen to the assets if the club folds
- The date when the constitution was adopted on behalf of the club
- The signature of your Chair, or other senior office holder.

Your constitution or rules will allow us to check that your club is set up to benefit the community.

If you are a new club your committee should draw up and adopt a constitution or set of rules before you apply.

A copy of your club constitution must be enclosed with your application.

A standard template constitution can be found in the general guidance notes.

For information on Community Amateur Sports Clubs (CASCs), please visit [www.rfu.com](http://www.rfu.com).

## QUESTION 2 - PARTICIPATION/INVOLVEMENT

An open membership policy means that your club is accessible to all individuals and is not restricted in any way.

## QUESTION 3 - ETHNICITY BREAKDOWN

Insert the number of people who are currently members of/involved with the club in the appropriate box which best reflects their ethnic origin.

## QUESTION 4 - CHILD PROTECTION AND EQUITY

If your club caters for under 18 year olds, you must meet minimum guidelines for the protection of children. You must confirm that you have adopted the RFU Child Protection policy, procedures and practices, and show how it has been implemented. A copy of your policy must be enclosed with your application.

A copy of the RFU Child Protection policy and guidelines can be obtained from the RFU. Contact details are listed in the general guidance notes. An example of an equity policy can also be found in the general guidance notes.

# Section A - Club Profile

## QUESTION 1 - CLUB DETAILS

Does your club have a constitution? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
How long has your club been in existence?
Is your club registered as a Community Amateur Sports Club (CASC)? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your club registered as an Industrial and Provident Society? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state your registration number.

## QUESTION 2 - PARTICIPATION/INVOLVEMENT

Does your club have an open membership policy? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please explain why not.

## QUESTION 3 - ETHNICITY BREAKDOWN

Number of people involved in your club best reflecting ethnic origin.

White	British		Irish		Other	
Mixed	White & Black Caribbean		White & Black African			
	White & Asian		Other			
Asian & Asian British	Indian		Pakistani		Bangladeshi	Other Asian
Black or Black British	Caribbean		African		Other	
Chinese or other ethnic group	Chinese		Other ethnic group			

## QUESTION 4 - CHILD PROTECTION AND EQUITY

Has your club adopted the RFU child protection policy? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your club have child protection procedures in place? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, does your club have an alternative policy? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how are they implemented?
Does your club have an equal opportunities policy? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how is it implemented?

# Section A - Club Profile Guidance Notes

## **QUESTION 5 - PARTNERSHIPS**

If your club has an agreement or relationship with another organisation, tick the appropriate box. For example, a club may have an existing link with a cluster of local schools. Please insert relevant contact names alongside the type of organisation or individual.

We would be interested in knowing who you have consulted about your application. For contact information on RFU Rugby Development Officers (RDOs), RFU Regional Rugby Development Managers (RRDMs) and RFU Funding and Facilities staff, please refer to the RFU Handbook.

Having consulted with your local CB and RDO, one will need to complete the five questions on page 17 individually. Please provide them with a copy of this reply sheet. This sheet will then be sent to the Secretary of the Trust by the CB or RDO.

### **RFU Seal of Approval**

The RFU Seal of Approval is an accreditation scheme for clubs with youth sections who meet a set of agreed quality standards. The scheme has been designed to raise the quality and safety of rugby union provision within the youth section, and recognise best practice.

If you have or are working towards RFU Seal of Approval, you should note the award date or date of proposed completion.

For further information on the RFU Seal of Approval, please contact your local RDO.

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## **QUESTION 6 - HOW DID YOU HEAR ABOUT THE RFF?**

To help us effectively publicise the RFF, please tell us how you first heard about the Foundation.

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## **QUESTION 7 - FUNDING PREVIOUSLY APPLIED FOR**

By informing us of funding you have applied for in the past, we will be able to see the sort of development work your club has been involved in.

# Section A - Club Profile (continued)

**QUESTION 5 - PARTNERSHIPS** Has your club established partnerships with any of the following or consulted them about your application? (If you require more space for your answer, please use the 'Additional Notes' section starting on page 18).

	Name	Telephone/Email
CB Honorary Secretary		
RFU Facilities Executive		
Other CB Officer		
Local Schools		
RFU RDO		
RFU RRDM		
Local Authority		
Further/Higher Education		

Do any other sports clubs or organisations use your current facilities? (please tick) Yes  No

If yes, who?

Has your club achieved the RFU Seal of Approval? (please tick) Yes  No

If yes, please state your unique reference number (URN) from the certificate.

Are you working towards RFU Seal of Approval? (please tick) Yes  No

If yes, please state the intended completion date.

**QUESTION 6 - HOW DID YOU HEAR ABOUT THE RUGBY FOOTBALL FOUNDATION?** (please tick all that apply)

RFU publication	<input type="checkbox"/>	RFU RDO/RRDM	<input type="checkbox"/>	Colleague	<input type="checkbox"/>	Constituent Body	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Sport England	<input type="checkbox"/>	RFU website	<input type="checkbox"/>		

Other (please state)

**QUESTION 7 - HAVE YOU APPLIED FOR FUNDING FROM ANOTHER SOURCE IN THE LAST 3 YEARS?**

Yes  No  If yes, please complete the table below.

Project	Funder	Date	URN	Successful? Yes/No	Funding received (£)

# Section B - Your Project Guidance Notes

This section collects data about your proposed project.

## QUESTION 1

Your application needs to demonstrate what your project is, why your project is required, what you want to achieve and how you are going to do it. This section can be developed upon via the support documentation, such as plans and quotes.

### Example:

- a) Changing room improvement - 1 x large changing room converted into 2 x self-contained changing rooms with toilet and showering facilities, as per RFF specifications.
- b) Pitch improvements to pitch one - pipe drainage system; end of season renovation; 6 x winter slittings.
- c) Floodlighting improvements - adaption of 8 x 15 metre training standard floodlights to match standard, as per RFU specifications.

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- a) The current changing rooms are in a poor state of repair and are not suitable for use by the club's female players and children who require segregated changing and showering facilities.
  - b) Pitch one has previously suffered from constant flooding, leading to a large number of cancelled matches and training sessions, which in turn has an adverse effect on the number of club members and income.
  - c) The current floodlighting system is in need of repair and is unsuitable for conducting matches. The club is developing strong links with local schools and colleges and is keen to host floodlit matches and tournaments in order to recruit new players.

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- a) The project will result in 2 x self-contained changing rooms with toilet and showering facilities in line with the club's health and safety, child protection and equity policies. This will in turn support the club in retaining and recruiting 10% more junior and female players.
  - b) The installation of a pitch drainage system on pitch one will result in a well drained pitch that is accessible for matches and training throughout the season. The club will then be able to fulfil 25% more games at the ground, not only between existing teams, but by new players and particularly amongst the 16-19 age group.
  - c) The match floodlights will support the club's development plan which focuses on developing strong links with local schools and colleges. This will result in ten more junior matches being played over the course of the season and the establishment of an U17 team.

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- a) The changing room improvement project is underpinned by the club's development plan, within which the club will achieve the RFU Seal of Approval in 6 months and develop a girls' secondary school tag rugby league.
  - b) As part of the project, the club will produce an annual maintenance programme for pitch one to ensure the investment is sustained. Alongside this, the club is working with the local RDO to establish an U19 team through a local promotional campaign in school sixth forms.
  - c) The club is working with the local Rugby Union Student Liaison Officer to establish a further education colleges floodlit central venue competition. The club has found a sponsor the event and is currently training two coaches in preparation for the U17 side.

# Section B - Your Project

## QUESTION 1 - PROJECT DESCRIPTION

What is your project?


How long will the project take to complete?

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When does the project need to be completed by?

Why is your project required?


What is your project going to achieve?


How is your project going to achieve this?


# Section B - Your Project Guidance Notes (continued)

## QUESTION 2

A **usage plan** demonstrates how the facilities are to be used and by whom. This should include all facilities (regardless of sporting use) on the site. The plan should be a timetable of usage of key partners and associated groups to demonstrate community use of the facility.

It is essential that insurance at the appropriate level is held. Please indicate the type of insurance held.

**Planning permission** (or 'consent' or 'approval') is the legal authority you require to carry out development, so it is important at the outset of any project to clarify what constitutes 'development' and whether or not you need to make a formal planning application. The importance of planning permission is easy to overlook and should be one of the first things you consider when you begin to plan your project. If you are unsure whether your project needs planning permission (floodlighting improvement, for example), seek advice from your local council planning department. It is preferable that planning permission has not been obtained at the pre-application stage, as plans may require modification by the Panel. The RFF has minimum technical specifications for changing room design. It is therefore important that, before planning consent is applied for, you check with the Funding and Facilities Executive that your plans meet the specifications. If planning consent has been achieved, please enclose a copy.

### Tenure of site

The club should ensure that there is appropriate security of tenure for the site by means of freehold or leasehold. The level of tenure required is detailed below:

- Grants up to £6,000 - 5 years minimum

A copy of the appropriate documentation (freehold or lease) should be enclosed with your application, if required following discussion with your Funding and Facilities Executive.

### Competitive quotes

Careful project planning requires that your proposals have been properly costed at an early stage in order to set a budget for the project. These costs should be revisited and updated throughout the project life cycle to ensure that the project remains on budget.

For grants up to £6,000, applicants must provide 2 competitive quotes. Each quote should be independently obtained and should relate to a specific project brief outlining your requirements. You must be able to compare each quote like for like.

To ensure there is no conflict of interest, you must indicate whether a potential contractor or consultant is associated with the club, its directors or employees.

### Project plan

It is important to have a realistic time plan for your project. Your post-award plan should use week/month one as your start date.

### Maintenance programme

In funding projects, the Foundation wants not only to ensure the viability of the project but also the sustainability of the project. To ensure that this has been considered, a maintenance programme for your project must be attached to your application. The cost implication of the maintenance must be detailed on the programme.

An example of a project plan and maintenance programme can be found in the general guidance notes.

### Development plan

Your application needs to demonstrate how your project will be developed following completion and how participation will be sustained and/or increased. A development plan is a key piece of documentation as it should map out how you intend to sustain/enhance participation through your project.

The plan should state against each objective:

- The individual tasks to be completed
- Who is going to be responsible for each task
- The resource/funding implications of each task
- How you are going to measure the success of each task
- The length of time for the task to be completed
- Outcomes of the investment

An example of how a development plan should be set out can be found in the general guidance notes.

# Section B - Your Project (continued)

## QUESTION 2 - DOCUMENTATION REQUIREMENTS

Does the club have an annual usage/activity plan? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Does the club hold:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Building insurance? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Contents insurance? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• Public liability insurance? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Does the project need planning permission? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If no, please explain why planning permission is not required.				
Does the club have a security of tenure for the site by means of freehold or leasehold? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If leasehold, please state when the lease expires.				
Have two competitive quotes been sought? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is either the potential contractor or any project consultant associated with the club, its directors or employees?				
(please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please give details.				
Do you have a project plan which demonstrates all the activities with timescales involved in completing your project?				
(please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you have a maintenance programme for:				
• All pitches? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• All buildings? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you have a maintenance budget for this project? (please tick)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club have a development plan? (please tick)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
On completion of your Groundmatch project, how will you sustain and/or increase participation?				
Which specific groups will the club be targeting? (e.g. women, girls, youth, minority ethnic groups, disability groups, 16-24 adult males)				
Does the club pay players? (please tick)			Yes <input type="checkbox"/>	No <input type="checkbox"/>

# Section C - Financial Guidance Notes

This section collects data about your proposed project.

## QUESTION 1

Your VAT number must be stated if your club is VAT registered.

It is essential that the club has a dedicated bank account. The name of the account should be detailed.

Full bank details will be collected from your club if your application is successful.

## QUESTION 2

A detailed budget breakdown is required for all applications. However, where only one item is required (e.g. a boiler), 2 competitive quotes will be adequate.

The total cost of the capital project should be indicated as **Fig A**. This figure should be calculated using your capital expenditure budget.

The total grant you are requesting from the Rugby Football Foundation should be indicated as **Fig B**.

The total income from your club or partner funding (e.g. your club has raised £3,500 to put towards the project) should be indicated as **Fig C**. Evidence of this funding should be included in the application.

### For example:

Total capital expenditure/project cost ( <b>Fig A</b> )	£7,000
Total grant required from the Rugby Football Foundation ( <b>Fig B</b> )	£3,500
Total income/funding ( <b>Fig C</b> )	£3,500

If the club is registered for VAT, all costs should be shown exclusive of VAT. If the club is not registered for VAT, this will be considered as part of the eligible project costs and detailed separately in a non-recoverable VAT section in your budget. Should the club subsequently become part registered for VAT and thus be able to reclaim that element of the expenditure, the grant aid portion of that reclaimed tax shall be repaid to the Foundation.

### Inflation of project costs

You should take account of the expected construction/maintenance start date in your estimated project cost, bearing in mind the decision process can take up to 8 weeks.

### ADDITIONAL NOTES

If you have any comments on any aspects of the project, which have not been detailed in your application form or additional information, please note these in the space provided. You may wish, for example, to comment on a partnership that will be developed due to the project, or additional income that will be generated by the project or how the project will enable you to link with a local or national initiative.



## **DECLARATION**

Two signatures are required to endorse and confirm your application. One signature should be the person who has completed the form and the other should be one from the list provided.

### **ON COMPLETION OF YOUR APPLICATION FORM:**

- 1) Check all sections of your application form are complete.
- 2) Check that all additional documentation needed to support your application is attached - a list of all documents required is shown in the checklist for applications on page 16.
- 3) Ensure that one copy of your application form and supporting information are sent to the Rugby Football Foundation at the address below. Please ensure that you retain a copy for your own records.

**RFF Administrator**  
**Rugby Football Foundation**  
**Rugby House**  
**Twickenham**  
**TW1 1DS**

## **ADDITIONAL INFORMATION**

### **Accounts**

Applicants must provide a copy of the most recent set of signed annual accounts. For new clubs or clubs that have been running for less than 12 months, you should provide your income and expenditure since you started and provide an estimate of income and expenditure for the next 12 months.

### **Monitoring and evaluation**

Clubs will be asked to provide either 6 or 12-monthly reports on the impact of the award and new facility. 10% of clubs will be randomly monitored by the Trustees, including site visits.

# Section D - Declaration

The following Declaration should be signed by the person completing the application form and another alternative signature from the following list:

- Treasurer of the club
- Chair of the club
- Secretary of the club

We have read this application for the Rugby Football Foundation Groundmatch Grant Scheme and vouch for the accuracy of the information it contains.

We have read and understood the Rugby Football Foundation's general terms and conditions.

We understand that all grants are solely at the discretion of the Rugby Football Foundation.

We understand that the Rugby Football Foundation will automatically reject grant applications for work started before the project is approved, unless prior written permission has been secured.

1) Name:	Signature:
Position:	Date:
2) Name:	Signature:
Position:	Date:

# Groundmatch Grant Scheme - Checklist

In order to help you establish whether you qualify for a grant of under £6,000, the following checklist identifies the key criteria required and the additional information that you are required to submit with your application form. The symbol key below indicates the status of the information required as either mandatory (M) or desirable (D). These symbols are placed against each of the criteria listed. A 'Y' shown in the documentation required indicates that the relevant documents should be enclosed with your application.

**Please use this checklist along with the guidance notes before completing and submitting the application form.**

Criteria	Grants up to £6k	Documentation required
<b>Your club</b>		
Has a constitution	M	Y
Meets the RFU guidelines for the protection of children (if applicable)	M	Y
Adopts and implements an equal opportunities policy	M	Y
Is a club that has obtained/is working towards the RFU Seal of Approval (if applicable)	D	
<b>Your application</b>		
Has a programme of community usage	M	
Has appropriate insurance	M	Y
Has security of tenure at the site for a minimum period of 5 years of freehold or leasehold	M	Y
Provides two competitive quotes	M	Y
Provides outline scheme drawings and photos (where applicable)	M	Y
Provides a project plan detailing the timescales for completion	M	Y
Provides a maintenance programme for the site	M	Y
Demonstrates how the project will sustain or enhance participation	M	Y
Demonstrates consultation with CB and RDO	M	Y
<b>Finance</b>		
Has a dedicated bank account	M	
Has a detailed budget breakdown of all the project costs where required	M	Y
Includes a copy of latest annual accounts for the last 12 months	M	Y

# Constituent Body and RFU RDO Consultation Sheet

The club needs to provide the relevant CB Officer and RDO with a copy of this sheet, who will then return it to the Twickenham address at the bottom of this page.

Club name
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CB/RDO knowledge and views of the project and applicant club.

CB/RDO knowledge of ability of applicant club to deliver project.

Will the project enhance rugby development at the club/wider area?

Relationship to CB facility development plan/strategic priority.

CB/RDO recommendations.

Name:	Signature:
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Position:	Date:
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To be returned by the CB and RFU RDO to:  
RFF Administrator, Rugby Football Foundation, Rugby House, Rugby Road, Twickenham TW1 1DS. Email: [foundation@therfu.com](mailto:foundation@therfu.com)







**RUGBY FOOTBALL  
FOUNDATION**

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