

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Regulation, Advice and Guidance Note 45

Sponsor Club Development Committee

Approved 12 July 2012

Updated May 2020



FACILITY DEVELOPMENT GRANTS

- 4501 The Union will provide grants whenever possible to help Member Clubs finance minor development projects or improvements. Grants are not intended to help finance routine building or equipment maintenance programs. The aim is to help our Clubs improve their facilities and equipment so that they can retain and attract players and volunteers to the Club and the Game. It may also be used to help clubs with an emergency which has not been foreseen.
- 4502 A Grant will provide an additional funding source to those offered by the RFU and others and will offer an alternative route for funding smaller projects. There is no restriction on using money from multiple funding sources in meeting the needs of the scheme.
- 4503 Member Clubs and in-county Associate Clubs are eligible to apply for a grant. Clubs must be fully paid up with up-to-date information on GMS and must also have submitted their previous season's financial statement to the County Office. An application may be refused if a Club does not satisfy these conditions.
- 4504 The overriding principle for a qualifying project is that it should have a direct effect growing the game of rugby and should contribute to the recruitment and retention of players and volunteers.
- 4505 Projects may be capital or expense based and should be completed within six months of starting.
- 4506 The maximum available grant is usually £1,000. Grants will be available on the basis of "matching" a Club's own Funds (internally or externally generated) on a 50:50 basis. (Grants larger than £1000 will be issued with the County discretion with guidance from the RFU)
- 4507 Clubs may apply for one grant per project only and are eligible for only one grant during the HRFU financial year (July to June).
- 4508 Approval of a grant will require the Club to have a Club Development Plan which details what the Club is trying to achieve over the next 5 years. The Club Development Plan must have been approved by the Club Committee and must be in operation. The Plan would normally have in it targets and goals for the area for improvement for which a grant is being requested.
- 4509 Completed application forms and required accompanying documentation should be submitted by an appropriate Club Official, together with a copy of the Club Development Plan, to the Club Development Chairman either electronically to hampshirerugby@yahoo.co.uk or by hard copy to the County Office.
- 4510 An Awards Panel (the Chairmen of the Club Development and Finance Committees and the Executive Director) will consider and prioritise applications to the Fund. The Panel will meet as necessary to assess applications received and their decision will be final. Applications will be processed usually within 6 weeks of the confirmation notification date and the County Treasurer will be requested to issue a cheque payable to the Club.
- 4511 On notification that a grant has been awarded the Club is to confirm the following:
- 1 The project will be well managed and will start to the schedule identified in the application.
 - 2 Financial records for the project will be made available on request.
 - 3 The Club will inform the Club Development Chairman if other partnership funding is not committed and the project is altered.

- 4 Any County bookings of Club facilities will be offered free of charge or at the cost price charged by the Club's Landlord. Refreshments will be charged separately at the agreed cost.
 - 5 The Club will be Accredited or working towards this.
- 4512 The Club Development Chairman will monitor projects and will report to the Management Board whether the grant has been utilised correctly and that the proposed benefits have been realised.
- 4513 Questions on the procedure or the application are to be addressed to the Club Development Chairman.

ANNEX A to Regulation 45

**FACILITY DEVELOPMENT GRANT
APPLICATION FORM**

Complete this application and provide copies of supporting documentation to the Executive Director either by email to hampshirerugby@yahoo.co.uk, or by hard copy to Hampshire Rugby Football Union Limited, Buddens Yard, Station Road, WICKHAM, PO17 5JA

1. Club Details			
1.1 Name of Club			
1.2 Project Title			
1.3 Local Authority			
1.4 Main Contact			
1.5 Position within the Club			
1.5 Address			
1.6 Date of RFU Accreditation			
1.7 Phone/e-mail	Tel	Email	
1.8 Reference Number (HRFU to add)			

2. Project Details			
2.1 Have you contacted any of the following about your project	Yes/No	Contact Name	Telephone/email
RFU RDO			
Local Authority			
Other (add org. name below)			

2.2 When will the Project start?	
2.3 When will the Project end?	

2.4 Have you applied for funding from another source in the last 3 years?	Yes/No		
If Yes, please complete below			
Funder	Date	Successful? Yes/No	£

2.5 Please give a brief description of the project and attach full project documentation and plan.

2.6 Why is the project required?

2.7 How will the project increase the ADULT Club Playing membership or increase the number of Club Volunteers.

3. Financing of Project

3.1 What is the total cost of the project?	£
3.2 How much is the Club Contributing to the project?	£
3.3 How much are you requesting from the HRFU Investment Fund?	£
<i>This amount must be at least £250 and not exceed £1000</i>	
3.4 Please indicate any funding from other sources below:	£
	£
	£
	£
	£
Total	£

3.5 Other information in support of your application (below)

Copies of the Club Constitution/Rules and Club Development Plan are attached

Declaration

On behalf of _____ RFC I confirm that the information given in this document is correct and that I am authorised to sign this declaration on behalf of the Club.

Signed: _____

Date: _____