

CANOE ENGLAND CAPITAL GRANTS PROGRAMME

Providing and developing community facilities



Stage 2 Requirements: Cover Sheet

The following pages outline the information which Canoe England requires as part of the Canoe England Capital Grants Programme. Please work through this document and insert a summary or tick in the relevant boxes.

Please attach additional sheets where further explanation is needed. Where attachments and additional documents are submitted, please refer to the number located within the corresponding tick box to enable Canoe England to easily identify your documents.

You do not need to wait until you have collated all the information before submitting the full document to us. Please attach the relevant section cover sheet to your documents and send completed sections to Canoe England. To remind you which sections have been completed, please use the table below to mark your progress.

Templates and information are available on the Canoe England website (www.canoe-england.org.uk/facilities/canoe-england-capital-grants) to assist your club in putting together this evidence. If you require hard copies or assistance please email cecg@canoe-england.org.uk.

Summary of Contents:

Section:	Evidence Requirement	Related Support Material (website)	Evidence Completed
1.	Project Summary	-	<input type="checkbox"/>
2.	Monitoring of Participants & Volunteers	CECG Website	<input type="checkbox"/>
3.	Club Development:		
	▪ Clubmark Certificate	CECG Website	<input type="checkbox"/> S3.1
	▪ Letters of Support	CECG Website	<input type="checkbox"/> S3.2
	▪ Club Development Plan	CECG Website	<input type="checkbox"/> S3.3
4.	Constitution	Template 1	<input type="checkbox"/> S4.1
4.	Operational Information & Business Plan:		
	▪ Past accounts – 3 years	-	<input type="checkbox"/> S5.2
	▪ Income profile (budget forecast)	Template 2	<input type="checkbox"/> S5.3
	▪ Expenditure & sinking fund profile	Template 2	<input type="checkbox"/> S5.4
	▪ Staffing Profile – 1 year	-	<input type="checkbox"/> S5.5
	▪ Programme of Use	Template 3	<input type="checkbox"/> S5.6
6.	Design and Planning:		
	▪ Professional Drawings	-	<input type="checkbox"/> S6.1
	▪ Tender Report	Template 4	<input type="checkbox"/> S6.2/S6.3
	▪ Planning Permission & approvals	-	<input type="checkbox"/>
7.	Project Costs and Partnership Funding	-	<input type="checkbox"/>
8.	Legal Information:		
	▪ Ownership / Security of Tenure	-	<input type="checkbox"/> S8.1/S8.2
	▪ Relevant additional agreements	-	<input type="checkbox"/>
9.	Signature Sheet	-	<input type="checkbox"/>

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Section 1: Project Summary

Unique Reference Number:

Name of Club:

Name of Project / Site:

Location:

Postcode:

Website:

Contact Name for Correspondence:

Address:

Postcode:

Work phone number:

Home phone number:

Mobile phone number:

Fax number:

Email address:

Describe the proposed project:

S1.1

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Section 2: Monitoring of Participants & Volunteers

Unique Reference Number:

Name of Club:

Please complete the following sections to indicate the impact that your project will have on your club, the local area and the sport. One condition of receiving a Canoe England Capital Grant will be for your club to submit annual statistics for up to a 5 year period – this will be requested in the autumn (approximately November).

Benefit to the sport:

Please provide details about how your project will benefit your club and sport: (satisfaction of members; increase in participation; new members; quality of experience, etc)

S2.1

Please complete the following tables to indicate your current status and targets for Year 1, 2 and 3. Ensure you state realistic targets for each year – your Paddlesport Development Officer can offer support on setting targets as well as data collection ideas.

Participation: (Number of people participating on a regular basis)

	Current Year	Year 1 Target	Year 2 Target	Year 3 Target
Total number of participants:				
Number of Adults (16yrs upwards):				
Number of 11-15 year olds:				
Number of 8-11 year olds:				
Number of female participants:				
Number of disabled participants:				

Volunteers & Coaches:

Number of volunteers / helpers at your club (a volunteer is anyone who gives time to help your club regardless of frequency and role – from washing the kit to coaching):

	Current Year	Year 1 Target	Year 2 Target	Year 3 Target
Total Volunteers:				
Number of coaches:				
Number of 5-19 year olds:				

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Section 3: Club Development

Unique Reference Number:

Name of Club:

Canoe England Affiliation:

In order to qualify for Canoe England Capital Grants funding, clubs must ensure that their affiliation to Canoe England is kept up to date.

Club membership number:

Date of renewal:

Clubmark Accreditation:

A condition of the funding is for clubs to have achieved Clubmark accreditation* - clubs must ensure they maintain this accreditation through their annual inspection. Information is available on the CECG website including links to support material and contacts.

Please tick this box if your club has achieved Clubmark in the last three years:

 S3.1

*Clubs yet to achieve accreditation must do so within 12 months of the funding acknowledgement. If this is not achieved, the club will be asked to repay their CECG grant.

Letters of Support:

Please insert letters in support of your project – this should be as many as possible and a minimum of 2 (one of these should be from your County Sport Partnership):

Letter 1 – Name of supporter and relationship to the club:

 S3.2

Letter 2 – Name of supporter and relationship to the club:

 S3.2

Club Development Plan (3 years):

The development plan / action plan which your club agreed as part of your Clubmark Accreditation provides a good starting point. Ensure this plan is up to date and now including targets for the next 3 years. Please gain support from your PDO where required.

Please insert a copy of your 3 year Club Development Plan:

 S3.3

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Section 4: Constitution

Unique Reference Number:

Name of Club:

In order to satisfy Sport England requirements, clubs must ensure that their Club Constitution is up to date and appropriate – paying particular attention to the club position post completion of the project.

A template (template 1) is available on the Canoe England website www.canoe-england.org.uk/facilities or from cecg@canoe-england.org.uk.

Please insert a copy of your Club Constitution:

S4.1

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Section 5: Operational Information & Business Plan

Unique Reference Number:

Name of Club:

How will the project be financially viable in the long term?

S5.1

Please provide evidence of accounts for the last 3 years

– accounts must have been checked independently (audited)

Please provide evidence of a 3 year income profile including any revenue support requirement for the facility post completion – template 2, ‘Project Income’

Please provide evidence of a 3 year expenditure profile for the facility post completion including a sinking fund for renewal/repair works

– template 2, ‘Expenditure Forecast and Facility Costs’

Please provide a staffing profile (permanent or part time staff) for the next year if required

Please provide a programme of use detailing usage as well as annual event usage - – template 3, ‘Programme of Use’

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Section 6: Design and Planning

Unique Reference Number:

Name of Club:

Professional Drawings:

Please provide evidence of drawings to RIBA Stage E for the project:

S6.1

Competitive Tendering: - guidance available on Sport England Website (see CECG guidance website)

The club must undertake a full tendering process as agreed with Canoe England. All spend must be compliant with public procurement procedures. The applicant must ensure the process is competitive by approaching a minimum of 3 contractors using adverts in publications/media as appropriate. The level of competition may be influenced by the value of the project.

If the contract value is over £139,000 for goods/services or £3.4m for works, then the applicant has responsibility to ensure the contract is tendered in compliance with the Official Journal of the European Union (OJEU).

The applicant must obtain Sport England approval for the tender documents before they are issued to potential contractors. This is to ensure the specifications meet Sport England technical requirements. If not, additional costs, may be incurred as amends to tender documentation will need to issued to all parties. Approval will be done through Canoe England – please contact Chris Hawkesworth when ready to tender.

All tenders must be opened at the same time by the Project Manager and at least one other person. All tenders must be assessed against the same matrix to compare value and the matrix must be issued with tender documentation. A full tender evaluation report is to be produced by the Project Manager including the total project cost broken down as construction costs, fees and contingencies.

Please provide evidence of the Tender documentation for the project:

S6.2

Please provide evidence of the Tender Evaluation Report for the project:

S6.3

Planning Permission & Approvals:

Please provide evidence of outline planning permission/consents:

S6.4

Please provide evidence of full planning permission/consents:

S6.5

Does this project require planning permission/consent from a third party? (ie Environment Agency)

S6.6

Have the adjoining owners been consulted?

S6.7

Have the planners imposed any conditions that would adversely affect the project?

S6.8

If sited by a river or on a flood plain has the Environment Agency been consulted?

S6.9

If sited above mine workings has the mining authority been consulted?

S6.10

Will environmental and/or ecological assessment need to be undertaken?

S6.11

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Section 7: Project Costs and Partnership Funding

Unique Reference Number:	
Name of Club:	

Total Project Cost:	£	S7.1
Partnership Funding:	£	S7.2
Award Requested:	£	S7.3

Please state if any of the Award Requested amount is for Project Development Cost:	S7.4
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Project Development Costs include:

Architect fees, Quantity Surveyor fees, Mechanical Engineer fees, Structural Engineer fees, Planning Supervisor fees, Technical Surveys (eg ground conditions, condition survey), Statutory fees (eg fees payable on application for planning consent), Legal fees.

Project development costs are awarded ahead of the main award sum and will be detailed in a separate letter. Project development costs are expected to be no more than 10% of the Total Project Cost. Project development costs can be drawn down ahead of the work beginning on site.

Breakdown of Project Funding:

Source:		Confirmed:	Y/N	Amount:	£
Source:		Confirmed:	Y/N	Amount:	£
Source:		Confirmed:	Y/N	Amount:	£
Source:		Confirmed:	Y/N	Amount:	£

Please provide written evidence for each confirmed source of partnership funding:	S7.5
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Please provide evidence of a full cost breakdown for the project:	S7.6
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Please provide details and confirm the club VAT status:	S7.7
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Section 8: Legal Information

Unique Reference Number:

Name of Club:

Ownership / Security of Tenure:

The applicant must have a freehold; leasehold or license as security of tenure on the facility to receive the Canoe England Capital Grants funding.

The award amount requested will determine the length of security required however a minimum of 25 years is beneficial.

Please state whether the club owns the freehold, leasehold or a license for the site:

Please state the number of years held for leasehold or a license.

S8.1

Please provide evidence of this:

S8.2

Community Use Agreement for Capital:

If the award is to be invested on a Local Authority or Education site on behalf of the club, where the applicant is the Local Authority or the Educational Body, appropriate security of tenure must be provided to protect the interest of the sports club. A Community Use Agreement must be agreed. A signed Community Use Agreement guarantees access for the club to the facility in receipt of the award for the period of award. A template agreement (template 4) is available from Canoe England and must be populated and signed by all parties. Each party must keep a copy for their records.

Please provide evidence of a Community Use Agreement if required:

S8.3

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Legal Charge for Capital

Canoe England must protect its investment and ensure that the project provides public benefit in line with the original purpose of grant. Therefore, Sport England have a policy of securing grants over £100,000 through a “charge” which is a legal arrangement so that the NGB becomes a secured creditor in the event that the applicant becomes insolvent or the applicant’s capital asset is sold. This enables Canoe England to act positively, and to influence future options, with the primary intention of protecting the ongoing public benefit for which the grant is awarded.

A template agreement is available from Canoe England and must be populated and signed by all parties. It is advised that you take appropriate and independent legal advice on this document. This document must be submitted to HM Land Registry before payment will be released.

If successful, does your club agree to register a legal charge in favour of Canoe England for the award of the sum?

S8.4

Does your club have any charges already registered on the site with HM Land Registry? If so, please detail:

S8.5

Disclaimer

All the above is not legal advice and applicants are advised to seek independent legal advice.

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Section 9: Signature Sheet

Please sign this statement below: *Note this is a legally binding declaration*

I certify that I am completing this application on behalf of the Organisation named on the Project Summary and that they have formally authorised this application to Canoe England. I certify, on behalf of the Organisation named on the Project Summary, our agreement to implement Canoe England's Strategic Outcomes aims and objectives as outlined in the Canoe England 2009-2013 Development Plan.

I certify that the project falls within the allowable objects of the Organisation's Constitution or Memorandum and Articles of Association and/or Trust Deed etc (if applicable). I certify, on behalf of the Applicant, that all information provided in this application, and all information given in any documentation submitted in support of the application, is truthful and accurate. I understand that any misleading statements (whether deliberate or accidental) given at any stage during the application process will render this application invalid, may make the Organisation named on the Project Summary ineligible to receive a Sport England and/or Canoe England award and may mean that the Organisation will be liable to refund any money already paid as a Sport England and/or Canoe England award.

I hereby further certify that I have made full and complete disclosure of all relevant facts relating to the application or its subject matter, whether supportive of the application or otherwise. I undertake to inform Canoe England fully and immediately in writing of any material amendments or changes in the circumstances of the Applicant or any part of the subject matter of the application which may in any way affect the application whensoever and howsoever arising.

I acknowledge that the grant of any award is conditional upon the Applicant entering into a fuller contract governing the development, planning, operation, management and administration services from Canoe England. I certify that no same part of this capital project will be funded by money received from other Sport England Programmes.

I hereby undertake that from the date of any award, no one will be denied access to this programme or any part of it in respect of which an award has been paid, whether in full or in part, on the grounds of race, creed, colour, gender, sexual orientation, occupation, religion or political persuasion without just reasonable and proper cause.

I hereby confirm that:

- I undertake that revenue costs will be our responsibility (including non fixed equipment).
- This project does not duplicate current or planned provision of facilities.

We or any part of our organisation are not in debt or dispute with Canoe England or English Sports Council or any other lottery distributors or any of their subsidiaries.

Please sign and complete the next page if your club is in agreement with the above.

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Unique Reference Number:	
Name of Club:	

Authorised signatory for organisation	
Name	
Date	
Status within organisation	
On behalf of (insert name of applicant)	

Authorised signatory for organisation	
Name	
Date	
Status within organisation	
On behalf of (insert name of applicant)	

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