

TITLE: Community Sports Facility Grants Scheme 2022-25

Committee: Operational Services Committee

Date: 21st March 2022

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[W158]

1. ISSUE

- 1.1. To agree a process and criteria for the Community Sports Facility Grants Scheme 2022-25.

2. RECOMMENDATION

- 2.1. Members are requested to approve the Community Sports Facility Grants Scheme 2022-25 as set out in Appendix 1, and
- 2.2. Delegate authority to Senior Leisure Services Officer, in consultation with the Chairman of Operational Services Committee, to make minor revisions which may be necessary for clarity of presentation.

3. BACKGROUND

- 3.1. The built community sports facility stock in East Cambridgeshire comprises:
 - 3.1.1. the Hive (owned by ECDC and operated for us by GLL)
 - 3.1.2. Bottisham Sports Centre (Bottisham Village College)
 - 3.1.3. Burwell Community Sports Centre
 - 3.1.4. Ellesmere Centre
 - 3.1.5. Ely Outdoor Sports Association
 - 3.1.6. Littleport Leisure Centre
 - 3.1.7. Paradise Sports Centre
 - 3.1.8. Ross Peers Sports Centre
 - 3.1.9. Witchford Sports Centre (Witchford Village College)
- 3.2. Leaving the Hive aside, these centres are self-financing, with user charges generally covering their normal operating costs, but not sufficient to build significant reserves or funds for reinvestment in their facilities or services.

- 3.3. The centres have historically received advisory support and modest grants from ECDC, to support capital improvements and strengthen the long-term sustainability of the facility, or to extend the scope of their community provision. The annual budget allocation for the programme as at March 2022 is £32,000. Until 2015, this was distributed in the form of revenue grants, typically in a range of £2,500 to £4,500 per site. Since then, it has been project-led, with no pre-determined allocation per centre and grants varying according to the scope, cost and merits of the project.
- 3.4. On 22 February 2022 Council (Agenda Item 11) approved a £300,000 fund to facilitate the improvement of the leisure offer for existing providers across the District. This fund replaces the historic Leisure Grants and is not time limited. The intention of the fund is to enable leisure providers to make improvements to the business that facilitates sustainable growth in the future.
- 3.5. Appendix 1 provides detail on how this fund will operate.

4. ARGUMENTS

- 4.1. Projects supported through the current programme have ranged up to £12,000 (a contribution towards the cost of over-cladding a sports hall roof), and more typically around £5,000. Grants of this value have helped small capital and some operational projects to go forward, but are not sufficient to fund – or lever in significant external funding for – larger capital projects. To this extent, it is difficult for centres to materially change their range of services or their business position. It is envisaged that the enhanced funding will allow the centres to bring forward more substantial projects, which can significantly modernise or upgrade their facilities and services.
- 4.2. At the same time, as grants may be somewhat larger it will be even more important than previously to ensure that the funds are appropriately allocated and effectively used. As a general overview, the intent of the funding is to support the progressive and considered development of facilities rather than ‘fire-fighting’ for its own sake - although it is recognised that many of the centres are relatively old and may have some long-standing issues which need to be addressed before they can move forward.
- 4.3. With this in mind, the draft documentation (Appendix 1) is intended to set out:
 - 4.3.1. The nature and scope of eligible projects, and the type of projects which are likely to be given priority
 - 4.3.2. The supporting information required for a bid to be considered, and the thought-processes which are expected to inform any bid
 - 4.3.3. The general conditions which are expected to govern any awards

- 4.4. No change is envisaged to the fundamental purpose or focus of the programme, and the adoption of the new funding levels and criteria is not expected to delay consideration of projects. Proposals will as previously be put before the Committee as they are received, subject to the time required to evaluate and where necessary refine them.

5. FINANCIAL IMPLICATIONS / EQUALITY IMPACT ASSESSMENT / CARBON IMPACT ASSESSMENT

- 5.1. The proposed funding allocations fall within the existing budget.
- 5.2. An EIA is not required at this stage. This will be considered when applications come forward for consideration.
- 5.3. There are no direct positive or negative carbon impact implications for ECDC at this stage. This will be considered when applications come forward for consideration.

6. APPENDICES

- 6.1 Appendix 1- Community Sports Facility Grants Scheme 2022-25.

Background Documents

Council (22 February 2022) Item 11

Contact Officer

Victor Le Grand

Senior Leisure Services Officer

(01353) 616361

COMMUNITY SPORTS FACILITY GRANTS SCHEME

Purpose

To support the operation and development of community sports facilities and associated services.

Expected programme duration and application timeframes

The programme is expected to remain open from April 2022 to March 2025, subject to availability of funding.

Eligibility

The scheme is open to recognised not-for-profit organisations (including educational institutions and local trusts) whose sports facilities are regularly open to the community for at least 30 hours per week.

Funding limits

There are no set limits, and all proposals will be assessed on their individual merits, including technical quality and feasibility, expected community sports benefits, and value for money in relation to the expected outcomes. Organisations will normally be expected to have partnership funding for around 1/3 of the project cost, though this will remain flexible according to context.

Organisations are free to make more than one application over the life of the programme, and each will be evaluated on its individual merits.

General project criteria

The programme is intended to support:

- Facility additions, enhancements or refurbishments, for example to support a change or increase in the usage of a space
- Replacement of structural elements, plant or major equipment
- One-off costs for significant service improvements, such as IT investments, specialist staff training or industry-specific quality programmes
- Significant programme or service developments to support new or increased usage and activity in the local community

All proposals will need to be supported by:

- A clear and specific business case to detail what the project is intended to achieve, how it will do so, and how this will strengthen the business or service as a whole

- A current, clear and robust business plan for the site as a whole, including financial projections; service and/or facility development plans; and marketing plan
- Up-to-date financial accounts or management accounts
- Full details (unless this information has previously been shared with ECDC officers and there have been no significant changes) of how the site is operated and used by the community, including:
 - Ownership & governance arrangements
 - Operational management arrangements and staffing
 - Typical usage agreements and programmes of use

The Council may request more detailed operational, governance or financial information as required in order to have a full understanding of the project and site operations.

Priority will be given to projects which:

- Are intended to strengthen the scope of services or sustainability of the site, or of community sports provision in the locality: projects aimed only at maintaining existing services will carry lower priority.
- Are clearly aligned with the relevant overall strategy for the site: projects aimed at increasing usage of a space, or at overall service improvements, should align with the broader business plan. Refurbishments or renewals should form part of a coherent modernisation or development plan for the facilities as a whole.

Support will not be given to or for:

- Routine operating costs or revenue deficits
- Projects on which work has already commenced
- Facilities located outside East Cambridgeshire, even if used by East Cambridgeshire residents

General Conditions

Any grants awarded are subject to the following general conditions:

- Grants may only be used for the purposes specified in the application and otherwise as agreed in writing by ECDC. The Council must be advised of any underspend against those purposes, and the award may be adjusted accordingly.
- The grant will not be increased in the case of any over-spend, miscalculation of VAT or other tax liabilities, or addition to the original project; unless made as a condition of grant or with prior agreement in writing. In the event that VAT is recoverable in excess of that identified in the application, ECDC must be advised and the award may be adjusted accordingly.
- The balance of funding required for a project, and all necessary statutory or legal permissions, must be in place before commencement and before any grant funds are claimed from ECDC. Written documentary evidence must be submitted to the ECDC to confirm this.
- Details of the procurement process, specifications and costs should be notified to ECDC prior to commencement of works or purchase as appropriate. All works and equipment must be appropriately procured and be certifiably fit for purpose, and approval to proceed may be withheld by ECDC where there are reasonable concerns that this is not the case.
- Organisations in receipt of ECDC grant support may not transfer, assign, grant or dispose of any freehold or leasehold interest in any part of the facilities for which support has been provided; and will not sub-contract or otherwise delegate the operation of the facilities (either in whole or in part) to any third party, unless ECDC has given its prior written consent.
- In the event that the facility ceases to operate for community use, or the organisation is dissolved, the facility and assets supported by the grant may be transferred into the control of another organisation with similar aims and objectives, with the prior written consent of ECDC.
- ECDC may request relevant follow-up information in order to understand and evaluate the impact of the grant funding, and organisations in receipt of grant funds will be expected to fully cooperate in the provision of such information.
- Publicity relating to a supported project will be expected to give appropriate recognition to ECDC for its support; the nature of such recognition may vary from case to case and may be agreed with officers at the time.
- A full financial account for the project, with all relevant supporting documentation, must be provided to ECDC on completion
- Where appropriate, organisations will be asked to confirm that receipt of a grant will not infringe subsidy allowance regulations

GDPR & Freedom of Information

We will process the information provided in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The information you provide will be stored securely by East Cambridgeshire District Council and will be destroyed after 7 years from the date of decision.

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by the District Council in response to a request, unless the District Council considers that a statutory exemption applies. In all cases where information is released, data relating to individuals will be redacted.

Information held by the Council is solely used for providing services and is not made available to any other party other than for the purpose of protecting public funds and the prevention and detection of crime. For more information, please see [ECDC's Privacy Statement](#)

Submission of applications

Applications, supporting documents and enquiries should be submitted to:

Victor Le Grand, Senior Leisure Services Officer
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambridgeshire CB7 4EE

Or by email to: victor.legrand@eastcambs.gov.uk

COMMUNITY SPORTS FACILITIES GRANT SCHEME

Organisation / Facility:		
Principal contact:		
Email:		
Telephone:		
Proposed project ('headline' only):		
Anticipated total cost (please provide breakdown further below):	£	
Grant sought:	£	
Project Outline: Please explain the proposed project in further detail, explaining:		
The key elements to the project		
The expected timetable for implementation of the project, including any key milestones		

<p>How the work or services will be procured (quotations should be attached as supporting evidence where available or provided subsequently)</p>	
<p>How the project fits into the overall development plan for the facility</p>	
<p>How the project will strengthen the organisation's services or business</p>	
<p>How the project will help to support activity-levels in the local community</p>	

Project Budget (all costs to be shown net of VAT):	
•	£
•	£
•	£
•	£
•	£
•	£
•	£
•	£
•	£
•	£
Irrecoverable VAT	£
Total	£
Partnership Funding	
•	£
•	£
•	£
•	£
•	£
•	£
Total	£
Net Project Cost & Grant Requested	£

Financial Context: please give an overview of the organisation's financial position and commitments, identifying any key issues or trends, and provide a brief rationale for the partnership funding proposed.

It is not necessary to replicate here detailed information which is contained within supporting documents.

Supporting Documents (please indicate where provided):

Independent evidence of need for the project (please specify briefly below):

-
-
-
-
-

Copies of quotations (if already obtained)

Summary of operational structure & staffing

Outline of governance arrangements, including Constitution or Memorandum & Articles of Association

Key operational policies (eg Health & Safety, Child Protection, Equal Opportunities) as applicable

Full Financial and / or Management Accounts for most recent year

Full operational budget for current or forthcoming year

Current business plan

Facility development plan

Declaration:

I confirm that the information I have given on this form and in any supporting documentation is correct to the best of my knowledge. I understand that if a grant is awarded on the basis of information which is later found to have been false or misleading, ECDC may withdraw any offer of support and / or take action to recover any monies already paid.

Signed:

Print Name:

Position in Organisation:

Date: