

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:

East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambridgeshire CB7 4EE

Or by email to: martin.grey@eastcambs.gov.uk

COMMUNITY SPORTS FACILITIES GRANT SCHEME	
Organisation / Facility:	Burwell Community Sports Centre
Principal contact:	████████████████████
Email:	████████████████████
Telephone:	01638 742125
Proposed project (headline' only):	Renewal of sports hall floor
Anticipated total cost (please provide breakdown further below):	£63,410
Grant sought:	£48,000
Project Outline: Please explain the proposed project in further detail, explaining:	
The key elements to the project	<p>Full replacement of existing floor (which is heavily worn and appears to date back to 1983) with new cushion-backed vinyl or semi-sprung timber.</p> <p>Necessary works may vary slightly according to final specification but include as appropriate:</p> <ul style="list-style-type: none"> • removal of existing floor covering and associated adhesives; • laying of substrate screed • installation of necessary damp-proof membrane • Installation of sub-base and top surface as appropriate
The expected timetable for implementation of the project, including any key milestones	Works anticipated summer 2026, duration approximately 2 weeks

<p>How the work or services will be procured (quotations should be attached as supporting evidence where available or provided subsequently)</p>	<p>Quotations previously obtained (2024-25) to establish likely range of costs</p> <p>Fresh quotations (minimum 2, 3 if possible) to be invited from recognised industry contractors for each potential specification</p> <p>Procurement decision to be based on quality - price combination, matrix to be determined</p> <p>NB: The cost-estimate per this application, and detailed further below, is based on a cushion-backed vinyl flooring installation, according to the most recent available quotation. This represents a realistic and appropriate solution, but the final specification will be determined by further quotations, dialogue with potential suppliers and visits to comparable facilities</p>
<p>How the project fits into the overall development plan for the facility</p>	<p>Recent improvement projects at the Centre include:</p> <ul style="list-style-type: none"> • Development and extension of exercise / dance studio • Re-surfacing of outdoor training pitch • Replacement of all light fittings in sports hall, studio and circulation areas • Installation (nearing completion) of solar panels, air-sourced heating and EV charging facility. <p>Replacement of the sports hall floor is clearly the next and most urgent priority as a consistent and comfortable playing surface is a fundamental characteristic for many users and the hall is the Centre's most important single facility component, by size, usage and income-generation.</p> <p>Further enhancement projects are expected to include modernisation of circulation areas, changing facilities, toilets and social area. The scope and timeframe for these developments will be subject to funding, whether internally generated or sought externally.</p>

<p>How the project will strengthen the organisation's services or business</p>	<p>As noted, the hall is central to the usage and income of the facility as a whole. Upgrading the floor will allow a step-change in the range and quality of sports uses, providing an enhanced coaching and competition quality facility for established sports such as badminton and roller hockey, but also build in improved provision for sports such as netball (we are already working up a new 'walk-in' participation programme in response to recent enquiries), and newer activities such as pickleball.</p> <p>It will also help to strengthen the Centre's business position, which, by reason of the Centre's not-for-profit structure, will in turn help to support more innovative forms of provision and targeted programmes as required (recent and current partnerships include the Healthy You programme for adults, and Burwell Action for Youth).</p>
<p>How the project will help to support activity-levels in the local community</p>	<p>The sports hall is the only such facility in the immediate area, and therefore an essential facility for the existing user-base - which spans two badminton clubs, a strong roller hockey programme, a table tennis club, pre-season cricket training, a junior football programme, junior badminton coaching and roller skating programmes, two weekly 'Mature & Active' sessions, and a number of casual badminton players.</p> <p>Upgrading the floor will protect these existing activities, giving our resident clubs and groups a stronger foundation for their programmes and supporting their further growth. By also providing an improved level of comfort and impact absorption, it will also help to attract and accommodate additional sports activities and events and therefore extend the range of activities available locally.</p>
<p>Project Budget (all costs to be shown net of VAT):</p>	
<p>Floor preparation</p>	<p>£9,600</p>
<p>Installation of sub-base and playing surface, with door strips</p>	<p>£34,050</p>
<p>Court markings</p>	<p>£4,400</p>
<p>Irrecoverable VAT</p>	<p>£9,610</p>

Provision for inflation on quotation (Feb 2025) and contingencies	£5,750
Total	£63,410
Partnership Funding	
Internally generated funds (revenue reserves)	£15,410
Total	£15,410
Net Project Cost & Grant Requested	£48,000
<p>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.</p> <p>It is not necessary to replicate here detailed information which is contained within supporting documents.</p>	

Our current Revenue Reserve account currently has a balance of just over £10,000, though this figure tends to fluctuate with seasonal business trends. We have a separate Reserve account (designated for long-term resurfacing of the outdoor training pitch, but not formally restricted so offering some potential flexibility in the short term) with a balance of around £30,000. Our total financial assets are therefore approximately £40,000.

A closing account for the environmental improvements project will follow final commissioning and sign-off. It is envisaged that this project will lead to significant savings in overall energy costs and strengthen the Centre's revenue position, but these savings are not yet featuring within our cashflows and are difficult to quantify at this stage. We have also recently invested in strengthening our core staffing in order to build our operational capacity and support the development of our programme.

These commitments, taken alongside our current balances, frame our capacity for new capital expenditure over the short term. The replacement of the sports hall floor is a key project for the Centre so demands that we commit appropriate resources, but we believe that a commitment of £15,000 would be the maximum prudent at this stage, and our request for funding is based on this.

We understand that a request at this level, and in accordance with the scheme criteria, entails that no further funding for the project would be available from ECDC and that it will be for BCSC to ensure that the project is deliverable on these terms.

BCSC is not VAT-registered, so all VAT is irrecoverable.

Supporting Documents (please indicate where provided):

Independent evidence of need for the project (please specify briefly below)	
Copies of quotations (if already obtained)	Encl
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	Encl
Full operational budget for current or forthcoming year	

Current business plan	Encl
Facility development plan - outline included in Business Plan	Incl above
Declaration:	
<p>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.</p>	
Signed: [REDACTED]	
Print Name: [REDACTED]	
Position in Organisation: Director / Trustee / Treasurer	
Date: 6th February 2026	