



Bowls Scotland Club Crisis Fund - Guidance Notes

Step One: Engagement

Applications for the Crisis Fund should be made in conjunction with Bowls Scotland's National Development Officers. Bowls Scotland will only accept applications made in partnership with the NDOs.

Districts 1 to 10: Stuart Bell stuartbell@bowlsscotland.com / 07525 134 385
Districts 11 to 24: Daniel Baker danielbaker@bowlsscotland.com / 07821 118 774
Districts 25 to 32: Lawra Cox lawracox@bowlsscotland.com / 07715 025 736

Step Two: Eligibility

Governance:

- **Open to All:** Membership is open to all and no application for membership will be refused on other than reasonable grounds that would be prejudicial to the objectives of the club. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- **Equality:** The club complies with the Equality Act 2010, where there is no discrimination and equal opportunities to all members of the club under the protected characteristics listed above.
- **Dissolution:** The club is non-profit making and all profits and surpluses will be used to carry out the objectives of the club. No profit or surplus shall be distributed (other than to another non-profit making body on a winding up or dissolution of the club) amongst the members of the club. If upon winding up or dissolution of the club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred either to any association to which the club is affiliated or, to some other organisation or organisations having objects similar to the club. This organisation shall be determined by the members of the club by resolution passed at a general meeting of the club.

Step Three: Application Process

If the club is eligible, applicants should complete the application form. This will ask for more details about the club and the additional financial challenges expected as a result of the pandemic. Clubs can apply for up to a **maximum** of £1,000 of funding from the Bowls Scotland Club Crisis Fund. In exceptional cases, and at Bowls Scotland discretion, larger sums may be considered.

1. Complete Application - Applications will only be accepted via email on the official application form. The form can be found by clicking [here](#).

All sections must be completed by applicants. Completed applications should be received by Bowls Scotland no later than **12 noon on Friday 26th June 2020**. Incomplete or late applications will not be accepted.

STAY SAFE – STAY AT HOME #WEAREINTHISTOGETHER

What information will I need to submit as part of the application process?

- A copy of the club's constitution (which must include all three governance criteria)
 - A copy of the club's most recent verified accounts.
 - A copy of the club's most recent bank statement.
 - Copies of bank statements showing previous 3 months' rent payments or landlord receipts.
 - Statement of cash flows from the previous 3 months.
 - A copy of the club's most recent utility bill for each utility being claimed for; and
 - Provided evidence of correspondence with utilities companies and contractors.
2. Acknowledgement - You will receive an email acknowledging receipt of your application.
 3. Assessment – Once the closing date has been reached, all applications will be considered by Bowls Scotland on merit based on the criteria set out in this document together with any other relevant criteria that Bowls Scotland may reasonably apply, but priority will be given to those which can demonstrate the greatest need and impact in the context of business continuity and sustaining the club.

Some examples of priority:

- Clubs that have low levels of cash reserves
- Clubs that cannot negotiate better terms with suppliers and contractors
- Clubs at risk of losing their facilities
- Clubs in areas of high social deprivation
- Clubs who are ineligible or have been unsuccessful applying for the Business Support Grant

We will assess applications based on:

- Premises – where non-payment of rent would put the club at risk of losing playing facilities
- Utilities – what cost mitigations a club has taken to lower these costs
- Finance – clubs' current financial position and cash reserves

The potential outcomes for an application are:

- Approve an application, either in full, part or conditionally
- Make no grant

If there is a high volume of applications only those applications ranked as having the highest priority will receive a grant. It is difficult to estimate the number of applications that we will receive however we aim to review your application and assess if you are eligible for a grant as quickly as possible.

Step Four: Outcome / Decision

1. Grant Letter: Applicants will receive a grant letter, by email, advising them of the outcome / decision. If successful, the grant letter will include the amount granted and set out the terms and conditions that will govern the grant award. The final amount of any grant is at the discretion of Bowls Scotland and may be less than the amount requested.
2. Acceptance: You will be asked to confirm acceptance of that offer by signing and returning the award letter via email.
3. Payment of Award: Once you have signed and returned the letter the payments will be made directly to the bank account given on the application form. **We will not transfer funds into a personal bank**

Please note that decisions on grant funding allocation is entirely dependent on applicants providing the information needed to fully consider the application. On occasion, additional information may be required which will require more time. Once Bowls Scotland has reached a decision on whether to award a grant, this decision will be final, and the club is not entitled to submit further application(s) for this fund.

Step Five: Monitoring

We will be in touch to request brief updates on how your club is doing. Confirmation will be sought that your club is still in operation. If your club sells your property or closes, Bowls Scotland will seek repayment of the grant monies under the terms and conditions set out in the grant award letter.

Should the club close in the year after the grant has been awarded, the full amount must be repaid. Should the club sell their land in the 3 years after the grant has been awarded, that the full amount plus 25% must be repaid.

Additional considerations

Value Added Tax - If the club is not registered for VAT or is not in a position to have the costs zero-rated for VAT purposes (as is sometimes the case for charities approved by HMRC) it is essential that the VAT burden is included in the application costs.