



Bowls Scotland Club Crisis Fund – Application Form

The Bowls Scotland Club Crisis Fund has been setup to provide grants to clubs that find themselves in financial difficulties directly as a result of the coronavirus pandemic. The primary intention of the fund is to help clubs to stabilise and manage cash flows over this difficult period.

The fund will provide grants up to a maximum of £1,000. To find out if your club could be successful in gaining support from this fund please use the eligibility checker.

Eligibility Checker

To help us assess if your club meets the criteria, please tick the boxes against the statements that apply to your current circumstances:

- We have engaged with Bowls Scotland's National Development Officers before applying.
- Our funding need is directly as a result of the impact of COVID-19
- We are applying for funding to help our cashflow position.
- We have explored and applied for other available avenues of funding to support us.
- Our governing documents meet the specified criteria: Open to All, Equality and Dissolution (Guidance Note – Step Two)
- We have read the guidance notes that accompany this application.

The personal information provided below will be used in accordance with Bowls Scotland's privacy notice, which can be found on our website.

Applicants Details

Name of Bowling Club	
District	
Bowls Scotland Club Number (if known)	
Contact Name	
Position within Club of main contact	
Address for correspondence	Post Code

Main Contact Telephone Number	
Additional Contact Number	
Email Address	
Local Authority Area (Council)	
Club Ownership	Club Owned Council Owned Other
If other, please provide further information:	

Club Membership

Please advise whether you have asked members to pay a membership fee for the 2020 Season

Yes No

If you answered 'Yes', how many of your club members have paid their 2020 fee:

	Number	Total Income
Fully paid		£
Partially paid		£
Total		£
Not Paid		£

Club Finances

Club's financial position as per the most recent bank statement (please provide a copy of the most recent Bank Statement (for all accounts)	£
Please detail any income recorded but not yet on Bank Statement for all accounts (for example, members fees) below	

Insert Projected Costs in the boxes below (Refer to what Grant may cover) up to 30th Sept 2020
Add what type of Cost, the projected amount, and the expected month(s) of expenditure

Insert information on reserves held

Club Projected Deficit as of 30th September 2020

£

External Funders

Please detail any additional sources of funding streams the club have applied for.

Fund Applied For	What funds will cover	How Much	Outcome

Funding Request

For which of the categories are you applying for funding? (You may apply for funding contribution for more than one category).

CATEGORIES	AMOUNT APPLIED FOR
Premises	£
Utilities	£
Other e.g. Greenkeeping	£
Total	£

Premises: In the form of rent, insurance, or maintenance costs. Many of these costs are fixed and have set dates for payment. The Bowls Scotland Club Crisis Fund will support clubs that are unable to re-negotiate a rent payment on their premises.

Eligible costs include:

- Rent payable to either Local Authorities or to a Private Landlord.
- Payments, that if not met would put the club in to default with their lender

Eligible costs exclude:

- Business Rates (where applicable). As the Government has announced a Business Rates holiday you may not claim for business rates.
- Rent arrears. The fund only applies to costs directly associated with the current closedown.

Please complete the details of your landlord/lender below:

Name of Landlord	
Monthly Rent	
Months	
Total	

Please describe what offset measures you have discussed with your landlord to reduce costs and the outcomes of those discussions:

Please attach copies of bank statements and/or invoices showing previous 3 months' payments or receipts from your Landlord.

Utilities: During the closedown period we understand that there will still be a need for you to pay your utility bills. We would, however, ask clubs to consider how these might be minimised. In doing so please consider what is essential to protect your premises and assets and take action to ensure that you will be able to reopen once the closedown is over. Ultimately, we understand that you will still receive utility bills during this period and the Bowls Scotland Club Crisis Fund may be able to help with these where required. You may also find that support is available from utility companies.

Please complete the details of your utility's costs below:

Utility Supplier	Monthly Cost	Months	£
Gas			
Electricity			
Water			
Waste			
Other			
Total			£

Please describe what offset measures you are taking to reduce the costs of the above.

Please attach latest bill from each of the above suppliers.

Please provide any other information that you think may be relevant to this application.

Club Checklist

Have you completed or attached the following?	Yes/No
Completed ALL sections of Applicants details	
Completed Club Details	
Completed Projections Sheet	
Provided a copy of the Club's Constitution	
Provided a copy of the Club's most recent bank statement (for all accounts)	
Provided a copy of the Club's most recent audited accounts as per club AGM (Income and Balance Sheet)	
Statement of cash flows for the last 3 months' (reflecting projected income and anticipated non-mitigatable costs)	
Copies of bank statements showing previous 3 months' rent payments or receipts from your Landlord	

Club Checklist cont.

Have you completed or attached the following?	Yes/No
Provided evidence of correspondence with Utilities companies	
Provided evidence of communication with contractors	
Provided Utilities statements	

Applicant's Statement

Please read and sign this statement. This is a legally binding declaration.

I confirm and certify that:

- To the best of my knowledge all information provided in this application and its supporting documentation is truthful and accurate. I understand that any misleading statements given at any time will render this application invalid.
- I undertake to inform Bowls Scotland fully and immediately if any changes in circumstances require us to amend the application or the supporting material.
- I 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 am completing this application on behalf of the organisation named on this document, and I have the authority of the club to proceed with this application and submit this application to Bowls Scotland.
- I confirm that funds granted will be used to cover the areas claimed in the projected expenditure and understand that if the club is found to be using the fund for any other purpose then we will be liable to return the funds.
- I understand that should the club close in the year after the grant has been awarded, that the full amount must be repaid.
- I understand that 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.

Name		Position	
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Date		Tel. No.	
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Email	
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Submission

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.

Closing date for receipt of applications **12 noon on Friday 26th June 2020.**

Due to our current operational limitations during the Covid-19 outbreak we are only able to accept applications via email. Late submissions will not be considered.

STAY SAFE – STAY AT HOME #WEAREINTHISTOGETHER