

FALKIRK COUNCIL

Subject: SYNTHETIC SPORTS PITCHES
Meeting EXECUTIVE
Date: 24 February 2015
Author CHIEF FINANCE OFFICER

1. BACKGROUND

- 1.1 The Executive on 17th June 2014 requested that the existing 3G pitches capital allocation, standing at £740,000, was utilised by using a new, transparent, 'open to all' process for allocating the fund to suitable applicants. The report noted that this approach has the added advantage of creating opportunities to increase community ownership and capacity building, giving clubs a sense of involvement in the development of facilities with the potential to reduce the ongoing financial impact of facility development for the Council.
- 1.2 It is understood that a number of clubs are actively looking at how they can convert existing grass surfaces to a synthetic outdoors sports pitch facility. Consequently applications for Council funding will be invited from interested third parties and organisations.
- 1.3 This report therefore outlines the proposed application process, evaluation criteria and timescales that are required.

2. PROPOSED APPLICATION PROCESS

- 2.1 It is expected that applicants will require to spend several hundred thousand pounds to develop a synthetic pitch, and that there are likely to be a number of applications for the funds available. On these assumptions, the Council expects applicants to require other sources of funding (e.g. from **sportscotland**), and also foresees making only a few awards to allow a credible level of support to only a small number of good-quality applications.
- 2.2 An application process (see Appendix 1) has therefore been developed to identify potential suitable applicants and projects from which to shortlist. It is within the anticipated competitive nature of the process that even if a high number of good applications are received, only the few very best applications will be able to be shortlisted.

- 2.3 Those shortlisted after this application stage (Stage 1) will be requested to provide further details for the second stage (Stage 2) before any award is finally agreed. To assist with this process, it is proposed that up to £10,000 per applicant will be awarded to assist towards professional fees and expenses expended in developing the detailed Stage 2 proposal. Approval of such development awards, however, is not necessarily a guarantee of a successful final application at the end of Stage 2, if for instance there is a substantial change of circumstances from the Stage 1 position.

3. ELIGIBILITY AND SCORING CRITERIA

- 3.1 Key aspects of each Stage 1 application will need to be considered and evaluated via the information received through the application form.
- 3.2 It is envisaged that, in the first instance, the potential applicant will have to be able to demonstrate that they have the organisational structure and arrangements, experience and resources to manage the considerable financial, legal and technical issues involved in planning, developing, operating and maintaining a synthetic pitch. It would be proposed that consideration of these elements would be on a 'pass/fail' basis.
- 3.3 Once applicants have demonstrated that they can satisfy the elements set out in paragraph 3.2, then the proposal, as detailed in the application form, will be evaluated and scored against the following criteria:
- Location of pitch facility (noting that, without very good reason, it would be difficult for the Council to make awards to different proposals located in close proximity and consideration requires to be given to overall area provision of sports pitches) - 30% Weighting
 - Facilities to be provided and infrastructure available at the pitch location – 20% Weighting
 - Financial sustainability (including revenues and costs arising from operating and maintaining the pitch in a long term sustainable manner) – 30% Weighting
 - Community use and benefits from operating the pitch – 20% Weighting
- 3.4 The process above comprises Stage 1 and a report will be presented to members following this evaluation and scoring process with recommendations as to the parties to be taken forward to Stage 2 and the expected level of funding to be provided to each.
- 3.5 At Stage 2, applicants will provide the Council with detailed design, technical, functional and financial details. It is envisaged that only significant issues would result in the removal of an applicant at Stage 2 (for example, a significant change in the location or nature of the pitch provision or a significant change in the financial projections).

- 3.6 The Stage 2 process will allow the Council to confirm the funding available to each applicant. If there is no significant change to the recommended level of funding approved by Members after Stage 1, it is suggested that the Chief Executive or her nominee be authorised to enter into a formal funding agreement with the applicants. If there are any significant changes or issues raised after the Stage 2 assessment process, officers will report back to the Executive for a decision by Members.

4 PROPOSED TIMESCALES

- 4.1 The invitation for Stage 1 applications will be launched on the 1 March 2015. Fully completed applications, with all required supporting documentation, will require to be received by 31 May 2015. As noted above a report will then be prepared for the Executive, with recommendations on which applicants to take forward and the expected level of funding for each applicant.
- 4.2 It is anticipated that Stage 2 could take approximately 16 weeks to conclude given the detailed information expected to be received and assessed. At that stage, as noted in paragraph 3.6 above, officers will be either in a position to agree the terms of the funding agreements or seek a further decision by Members if there has been a significant change in circumstances.

5. OTHER CONSIDERATIONS

- 5.1 Funding agreements will require to be entered into with the successful applicants which will cover the arrangements for monitoring the project and payment of the grant, as well as any financial and legal assurances required, such as securities.

6. RECOMMENDATIONS

- 6.1 Members are asked to

- (1) Agree the Stage 1 application for funding form (Appendix 1) and the evaluation and scoring process for Stage 1 detailed at Section 3 above;
- (2) Agree the targeted timescales for the receipt and assessment of applications;
- (3) Agree to provide up to £5,000 to successful applicants at Stage 1 to assist their development costs for Stage 2;
- (4) Note that a further report will be presented to Members on the outcome of the Stage 1 assessment process, with recommendations as to the applicants to take forward to Stage 2 and the level of funding for each applicant;

- (5) Agree the Stage 2 process set out at paragraph 3.6, in particular the authorisation to the Chief Executive or her nominee to conclude the funding arrangements on the basis that all outstanding details have been provided to Officers and there has been no significant change from the position reported after Stage 1.

Chief Finance Officer

Date: 3 February 2015

Contact Officer: Danny Cairney

LIST OF BACKGROUND PAPERS

NIL

APPLICATION FOR FUNDS TO SUPPORT THE DEVELOPMENT OF A SYNTHETIC OUTDOORS PITCH FACILITY

Covering Info

Return address	Synthetic Pitch Funding, Corporate Policy (Funding), Corporate & Neighbourhood Services, Falkirk Council, Municipal Buildings, FALKIRK FK1 5RS
Further information contact	D. Tollick, Corporate Policy Officer 01324 506065 – david.tollick@falkirk.gov.uk
Do you need another type of form?	Please contact us for a version of this form more suitable for the visually impaired, or written in other languages

Purpose of fund	Falkirk Council has set aside funds of £760,000 to award to external organisations for their development of synthetic outdoors sports pitches which have significant community benefit within the Falkirk Council area.
------------------------	---

Competitive process	<p>It is expected that applicants will spend several hundred thousand pounds to develop a synthetic pitch, and that there are likely to be more than one application to the Council's fund. On these assumptions, the Council expects applicants to require other sources of funding, and also foresees making only a few awards to allow a credible level of support to only a small number of good-quality applications.</p> <p>A first stage application process will identify to the Council the suitable applicants and projects from which to shortlist for stage 2. It is within the competitive nature of the process that even if a high number good stage 1 applications are received, only the few very best ones will be able to go forward to stage 2. Those shortlisted will be requested to take three months to develop further details for stage two before any award is finally agreed. Up to £5,000 per applicant can be awarded from the fund after short-listing, to assist towards the costs of professional fees and expenses in developing stage 2. Approval of such development awards is however not a guarantee of a successful final application at the end of the stage 2 process.</p> <p>The short-listing after stage 1 and final awards after stage 2 will be decisions made by Council committee. Any member of the public is allowed to attend these committees as an observer. In comparing the individual bids, committee members will be able to refer to the existing draft sports pitch strategy.</p>
----------------------------	--

Competitive process (contd)

To qualify from stage 1 to the short-listing, the following issues will be considered by Falkirk council, and are the subject of the questions in this form.

- Applicants will need to demonstrate that they have the organisation, experience and resources to manage the considerable financial, legal and technical issues involved in planning, developing, operating and maintaining a synthetic pitch. (PASS/FAIL)
- Location will be a key scoring issue. It will be very difficult, without extremely good reason, for the Council to make awards to different proposals located in close proximity. (DEGREES OF SUITABILITY)
- Proposals which commit to high quality of provision for community use will be favoured. (DEGREES OF SUITABILITY)
- Proposals will need to show evidence for forward planning of maintenance, including the need to replace the surface at the end of its useful life. (DEGREES OF SUITABILITY)

Method and timing of response

The call for stage one applications was launched dd/mm/yyyy, and these require to be returned FULLY COMPLETED, with all required supporting documents, by dd/mm/yyyy to the return address shown.

The shortlist for stage 2, and unsuccessful applications, will be reported to applicants by dd/mm/yyyy

Stage two will close dd/mm/yyyy and final decisions on awards will be reported to stage 2 applicants by dd/mm/yyyy

Terms and conditions will be attached to all awards to reflect standard council terms and conditions for awards of this nature, for example procedures for variations and disputes, and an award payment schedule specifying appropriate conditionality and timing.

Filling in the form

The spaces for text should expand as you type, but this will knock out the page numbering, so the questions themselves are indexed, for cross-referencing

About Your Organisation

<p>Applicant Organisation</p> <p><i>The name of the organisation applying</i></p>	
<p>Project location</p> <p><i>What is the address and description of the site you propose to develop</i></p>	
<p>Applicant project contact's details</p> <p><i>the details must be for someone who is authorised by the applicant organisation to handle all correspondence, liaison and phone-calls about the project</i></p>	
<p>Applicant organisation's main business contact details</p> <p><i>This can be different from the above. Decisions on the application will be sent to these details and copied to the contact.</i></p>	

How your organisation is run

When was your organisation formed?
From your constituting document/ articles of association etc, what is the stated purpose of your organisation
Please describe how, itself or in partnership, your organisation operates within and outwith the Falkirk Council area
Please list all of your organisation's current memberships of national governing bodies and local sports bodies
Legal Status of organisation: Private Limited Company/Public Limited Company/Partnership/Sole Trader/Other? – Please Specify and if "Other" please provide details here.
If your organisation/group is a Charity, please specify your Charity number
If your organisation/group is a registered Company, please specify your Company number
How many Committee/Board Members are involved in running your organisation?
How many members of your organisation are paid staff?
How many members of your organisation are volunteers?
Have all staff/volunteers in your group been checked (if required) through the Protection of Vulnerable Groups Scheme (PVG)/Disclosure?
Please specify whether your organisation has an equalities policy or an equalities statement within your governing document

What restrictions are there on who can join your organisation and why do you have them?
(maximum 50 words)

Please complete, and attach to your application, the appended “Fit Person Check form” for your organisation

Your organisation’s finances

Is your organisation registered for VAT? If yes, what is your VAT number?

Does your organisation have a UK-based bank/building society account, with two or more signatories who are neither related nor cohabiting?

Please describe any outstanding debt that your organisation has with Falkirk Council or with Falkirk Community Trust

Please indicate your organisation’s last two financial years’ and the current financial year’s position as follows

	2 years ago	Last year	Current projected
Income – total			
Income from pitch lets (all pitches that you manage)			
Income from Falkirk Council/Falkirk community trust (for goods/services or as grant awards)			
Expenditure – total			
Expenditure on construction projects			
Unrestricted Reserves			
Outstanding loans			

Your construction and development background

What legal rights do you have to apply to develop this site? If a lease exists or is proposed please describe its extent and its duration
Please describe your organisation's experience in managing construction projects similar to that required in applying for this funding – give completion dates, total site-prep/construction/fit-out/commissioning costs, and type of project.
Please describe your organisation's ability to comply with design & build requirements, quality, programming; capability to comply with CDM regulations; capability for coordination, communication and problem solving; capability to meet statutory requirements & consents.
What project management resources do you have access to for delivery of the project?
What construction resources / arrangements do you have access to for delivery of the project?

Health & Safety

Provide details of any prosecutions or enforcement notices served on you or your construction partner in the last two years by the HSE or Local Authority, giving details of corrective action taken; or confirm 'no prosecutions or enforcement notices in the last two years'.

Environmental

**Yes or
No?**

Does your organisation have an environmental policy, or do you currently operate an environmental management system such as ISO 14001, EMAS or BS 8555. If YES please also append copy of your policy's index/contents list – we don't need the whole thing.	
--	--

About Your Project

Location and layout

Please describe the project in terms of type and size of proposed Synthetic pitch, anticipated serviceable life of the proposed synthetic system, fencing and ball stop fencing approach, lighting approach and supporting infrastructure such as changing facilities, toilets, parking, means of access and egress etc.

What particular restrictions and challenges do you envisage with the specific site you refer to?

Please describe your maintenance activities while you operate the pitch, and the replacement strategy for the pitch

Is planning permission required

Yes ☐ No ☐ Requires clarification ☐

Is your project on the site of existing playing fields

Yes ☐ No ☐ Requires clarification ☐

If your project is on the site of existing playing fields, provide details and confirm whether your project will result in a reduction in the number of pitches

Usage pattern

What is the proposed usage pattern for the pitch for days of the week, and hours of the day eg training, community use, competitive play. Please describe this here AND complete the two following tables.

Current Pitches For pitches <u>currently operated</u> by the organisation							
user type	Member/part ner/client of applicant organisation ?	Revenue stream to applicant organisatio n? Y/N	Sport(s)	Age and gender group(s)	Level (recreational sport, competition sport or health & wellbeing)	No. of users	Hours per week
<i>Example 1 Greenshoots Sports Club</i>	<i>no</i>	<i>yes</i>	<i>Any suitable for the surface</i>	<i>u-12, male and female</i>	<i>health & wellbeing</i>	<i>30</i>	<i>4</i>
<i>Example 2 Bairns Juniors AFC</i>	<i>yes</i>	<i>No</i>	<i>football</i>	<i>Male, over 16s</i>	<i>Competitive league play</i>	<i>30</i>	<i>10</i>
totals							

New Synthetic Pitch - <u>Additional usage</u> once synthetic pitch is operational							
user type	Member/part ner/client of applicant organisation ?	Revenue stream to applicant organisatio n? Y/N	Sport(s)	Age and gender group(s)	Level (recreational sport, competition sport or health & wellbeing)	No. of users	Hours per week
<i>Example 1 Community booking</i>	No	no	<i>Any suitable for the surface</i>	<i>Any</i>	<i>recreational</i>	30	10
<i>Example 2 Active Schools Service</i>	No	Yes	<i>Any suitable for the surface</i>	<i>Primary school age</i>	health & wellbeing	35	8
totals							

User development

Please explain how you will develop new users' commitment to the synthetic pitch
Please explain how your project would contribute to the provision and use of sports facilities in the Falkirk Council area.
How will this project increase physical activity overall and get people more active?
What development programme will you have in place to support physical activity at this project?
What need in the community is this project addressing?
How will you manage booking and secure access to the pitch?
How do you currently and how will you manage priority access for community groups?

Project finances

Please give the total estimated cost of the project:	
Please state the amount of Council grant you are requesting:	
What % VAT recovery is applicable to your project; if nil state nil	

Breakdown of costs for your project in £s: please include VAT in the estimated costs unless you can avoid or recover them

Item, or activity	Cost		
<i>Estimated cost of project</i>			
<i>Inflation/contingency allowance</i>		% of contract costs	
<i>Estimate of fees</i>		% of contract costs	
VAT			
Total			

Amount requested from Pitch Fund	
Amount from your existing funds	
Balance being sought elsewhere	

How did you arrive at the above cost?					
Initial estimate?		Detailed costing?		Quotations?	
Other (please specify below)					

If applicable, please tell us if you are applying for funding to any other organisation for this project, and what stage your application has reached.

Source	Amount	Progress
Total		

Timescales

What timescales are you working to

All finances in place by– month and year	
Site start – month and year	
Anticipated contract length - weeks	

Pitch operating finances

Please give details of current and proposed charges for pitch usage (if nil please state nil)

	Current pitches		Proposed for synthetic pitch (These should be the projected average of the <u>first three years</u> ' operation of the pitch, bearing in mind that usage may grow, as the facility gains momentum)	
	Adult	Junior	Adult	Junior
Joining fee				
Annual subs				
Playing charge per hour				
Other subs/levies				

Please give forecasts for operating revenue and expenditure for the first three years of operating the synthetic pitch.

year	1	2	3
pitch revenue			
operational & maintenance pitch expenditure			
pitch net profit (loss)			

Other information

Please use this space to provide any other information which you feel will support your application.

List of required Supporting Documents

1. constitution/governing documents
2. minute of meeting adopting the above
3. minutes showing authority to apply for funding
4. map showing location of development and of associated parking, toilets, changing, access and egress
5. lease, rental or access agreement, title
6. outline specification of works
7. quotations/estimates
8. latest, and previous two years annual accounts
9. Completed "Fit Person Check form" for your organisation

If appropriate

10. *Environmental policy index/contents list*

Terms and Conditions and Declaration

Before you submit your application you must read and agree the following Terms and Conditions of Award. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Falkirk Council' refers to the service providing the resources for which you are applying.

Declaration and Terms and Conditions

Before you submit your application you must read and agree the following Terms and Conditions of Award. Two signatories for the applicant should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions 'we' and 'our' refers to the applicant organisation. 'Falkirk Council' refers to the service providing the resources for which you are applying.

1. The Award

We will use the Award as described in our application form. Any changes must be agreed in writing and in advance by Falkirk Council.

We understand that any resource awarded must be used within the mutually agreed period, specified within any Award letter or as otherwise stated within the Award letter.

We will tell Falkirk Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Award will either not be used within the agreed period or not be used for the purpose described in the application.

We understand that we will be asked to produce regular progress reports on the use of the Award. We also understand that a final report must be completed and submitted to Falkirk Council within 3 months of all Award expenditure being incurred.

We understand that Falkirk Council will not increase the Award if we overspend, and that any unspent Award at the end of the agreed period should be returned to Falkirk Council.

We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.

We understand that the amount and schedule of payments will be indicated in the formal offer of grant, and that no expenditure should be incurred until the offer of grant has been received, signed and returned to Falkirk Council. It is understood that Falkirk Council shall, at its sole discretion, determine the schedule and phasing of payment of the grant to us which may involve payments being made upon confirmation of tranches of work having been carried out by us or on our behalf. The offer of grant will set out the arrangements in this regard.

We agree that in any publicity or public presentation about the funding it is essential to include an indication that the project was supported by Falkirk Council.

We understand that there is a possibility that Falkirk Council's internal or external auditors may wish to audit funded projects. We agree that any Officer may be required to make themselves and any relevant documentation available for any visit by Auditors at reasonable notice.

We understand that Falkirk Council shall be entitled to require the entering into by us of a funding agreement and such financial and legal assurances as it considers appropriate.

2. The Organisation

We will advise Falkirk Council in writing of any change to our constitution and provide a copy of the revised document.

We will advise Falkirk Council in writing of any changes to our bank or building society bank account.

We will keep all financial records and accounts, including receipts for items bought with the grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.

We will make all financial records available for inspection by Falkirk Council if requested.

We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Disclosure Scotland, Employment and Health & Safety.

If appropriate to the Award, we agree to comply with Falkirk Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance will be supplied by Falkirk Council.

We understand that Falkirk Council will make public information about our Award.

We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Falkirk Council on request.

If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Falkirk Council on request.

We understand that Falkirk Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or granted an Award.

3. Leases of Property

We understand that in order to be eligible to receive an assisted let, we must be an organisation delivering services benefiting a local community, or communities, within Falkirk Council administrative area.

If we require to take a lease of property from Falkirk Council, we understand that entry will not be granted to any property unless a formal lease with Falkirk Council is agreed to by the Council (and that in terms of the Council's Standing Orders and Financial Regulations) and thereafter concluded to the satisfaction of the Director of Development Services and the Chief Governance Officer, or their delegated Officers.

We understand that any such Lease Agreement would be between our group and Falkirk Council and would be used as described in the application. We will not hand the property to any other organisation.

We will ensure that the terms and conditions of the lease will be fully complied particularly with regard to the payment of rent, use, repairs and maintenance, insurance and sub-letting.

We understand that if any of the terms of the Lease are breached, Falkirk Council shall be entitled commence proceedings to terminate the Lease and that the full rental value of the property shall become payable from the date of entry up to the Lease Termination date.

4. Falkirk Council may withhold an Award or ask for repayment, in whole or in part for the following reasons:

If we fail to keep to these conditions in any way.

If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.

If for any reason the organisation ceases to exist, becomes bankrupt, grants a Trust Deed in favour of creditors, enters into liquidation or insolvency, has a Receiver or Administrator appointed, enters into an arrangement for the benefit of its creditors or suffers any diligence to be done or execution to be levied on its goods which is not released or discharged within 28 days, any unused Award will be returned to Falkirk Council. We will return any equipment or other assets bought with the Award to Falkirk Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar aims and objectives.

If we sell any asset purchased with an Award, we will notify Falkirk Council in writing and return an agreed proportion of the sale proceeds agreed with Falkirk Council.

If any equipment or asset is stolen, lost or damaged we will replace it or return monies obtained for insurance to Falkirk Council.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete. I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any grant or it may be withdrawn and have to be refunded to Falkirk Council.

I confirm that I have read the Guidance Notes and that I understand and accept the Terms and Conditions of the Award.

PLEASE PRINT:

Title (Mr, Mrs, Ms, Miss):				⚠ This must be completed by the <u>same</u> person as named in Question 1
First name:				
Surname:				
Signature:		Date:		
Position within the organisation:				

Authorisation by Chairperson, Vice Chair, Secretary or Treasurer

Title (Mr, Mrs, Ms, Miss):				⚠ This must be a <u>different</u> person to the one named in Question 1
First name:				
Surname:				
Signature:		Date:		
Home address:				
Phone number (daytime):				
Email address:				
Position within the organisation:				

Data Protection Act 1998

Please note that any information supplied on this form may be held, and processed for information purposes. The Council is a registered Data User with the Office of the Data Protection Register.