



# COVID-19 Support Fund Application Form

## Download version

This version has been created to provide potential applicants with a preview of the questions they are required to answer on the online application form. It is recommended that you prepare responses to the questions using this form in advance of completing the online form.

**We will only accept applications which are completed on the online application form. This form should not be submitted.**

Affiliated clubs and facilities will need to register their interest at [www.Englandgolf.org/covid19fund](http://www.Englandgolf.org/covid19fund) and will be emailed a link to the online application form.

## Important points to note

Before starting to complete the COVID-19 Support Fund application, we ask that you have thoroughly read and understood the supporting information and can adhere to the criteria and conditions.

If you have any questions relating to any elements of this fund, please view our FAQs at [www.Englandgolf.org/covid19fund](http://www.Englandgolf.org/covid19fund). If you are unable to find an answer to your question, please email [covid19fund@Englandgolf.org](mailto:covid19fund@Englandgolf.org) or contact the Club Support Officer Network who are also available to assist and clarify any points around the guidance notes, see <https://www.Englandgolf.org/club-support/our-club-support-network/>

## Completing the application

Please read the questions carefully and ensure your club/facility can meet the criteria. If not, this will make your application void. Some questions have a specific word count and the form will not allow you to go beyond these. Please provide clear, concise answers and list information as appropriate. No additional documentation outside of the application form will be accepted unless specifically requested.

Guidance notes are provided to support you in completing the application.



## Data Protection & Privacy Notice

England Golf is committed to compliance with all relevant data protection legislation and to ensuring that all personal information provided to us is handled properly. We will use the information you give us on this application and any supporting documents to:

- Assess applications
- Monitor funding/grants
- Evaluate the impact of funding
- Report to our stakeholders.

We may also give copies of the information provided to other organisations such as:

- The R&A as the provider of funds
- Our accountants, auditors or other external advisors or evaluators
- Any other organisations involved in delivering the project
- Other organisations for the prevention and detection of fraud, bribery, or other offences

Please tick to confirm that you understand what we may do with the information contained in this application and supporting documents and that you consent to it.

If you agree, we may also use your personal information to contact you about support England Golf can provide to your club or facility.

Please tick if you consent to this use. Consent can be withdrawn at any time by emailing [pr@englandgolf.org](mailto:pr@englandgolf.org)



# Application Form

## 1. Contact Details

*There must be two contacts provided on the application form. The Lead Contact should be a decision maker from the affiliated club. Where appropriate it is expected that the proprietor/owner or operator is listed as the Secondary Contact, in particular where the Lead Contact is not responsible for the running of the facility.*

*After application, any email correspondence regarding the COVID-19 Support Fund will be sent direct to the Lead Contact, copying in the Secondary Contact & main email address we hold for the club/facility.*

*Any postal correspondence will be sent directly to the club or facility for the attention of the Lead Contact and Secondary Contact.*

### 1.1 Lead Contact:

Title    First Name    Surname  
Position at the club/facility  
Email address            Daytime telephone number

### 1.2 Secondary Contact:

Title    First Name    Surname  
Position at the club/facility  
Email address            Daytime telephone number

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## 2. Club/Facility Details

*Section 2 is asking for general information about your club or facility.*

### 2.1 Golf Club/Facility Name:

Address            County            Postcode  
Main email address            Telephone number

### 2.2 Are you affiliated to England Golf?

### 2.3 What is your Club's Central Database of Handicaps (CDH) number?

### 2.4 Golf Club / Facility Type

### 2.5 Are you incorporated?

### 2.6 What is your current legal status?

### 2.7 Are you a Community Amateur Sports Club (CASC)?



**2.8 Does the club/facility occupy land freehold or leasehold, or by any other arrangement?**

**2.8a** If leasehold, what is your length of lease?

**2.8b** Other, please advise

**2.9 Do you have a strategic/business plan?**

**2.10 How many people sit on your Board/Management Committee or 'other group' who are responsible for the running of the club or facility?**

*If unsure of the breakdown of staff: volunteers please estimate*

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### 3. Membership

*Section 3 is asking for basic membership numbers. If you do not have a membership, please state N/A.*

**3.1 What is your total membership (please include all types of membership) or input N/A if you do not have a membership and move onto Section 4?**

**3.2 How many current members do you have in the following categories?**

Adult males      Adult females      Junior boys      Junior girls

**3.3 Has your total membership increased, decreased or remained unchanged over the last 3 years?**

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### 4. Commitments

*Section 4 is part of the criteria for the COVID-19 Support Fund.*

**4.1 Are you accredited or registered and working towards SafeGolf accreditation?**

*SafeGolf – clubs & facilities will need to be awarded or registered prior to submitting the COVID-19 Support Fund application. For further details on SafeGolf go to [www.englandgolf.org/article/be-a-safegolf-club/](http://www.englandgolf.org/article/be-a-safegolf-club/)*

**4.2 Are you committed to signing up to the Women in Golf Charter and will submit commitments by 31 December 2020?**

*For further details on the Women in Golf Charter go to [www.englandgolf.org/article/women-in-golf-charter/](http://www.englandgolf.org/article/women-in-golf-charter/)*



4.2 **Do you have an Equality & Diversity Policy in place or are committed to having one in place by 31 December 2020?**

For further details on Equality & Diversity go to [www.Englandgolf.org/article/equality-and-diversity/](http://www.Englandgolf.org/article/equality-and-diversity/)

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## 5. Funding Requirement, Impact & Sustainability

Section 5 is asking for details of what short term financial help you are requesting following the COVID-19 crisis, what this will be spent on, why it is required, the proposed impact and what you are doing to support future sustainability.

### 5.1 **Funded Area or Project Name:**

Provide the name of the area or project you are seeking funding for

### 5.2 **Total Funding request: £**

Only requests up to £10,000 will be considered and this should include all areas as itemised in Q5.3.

### 5.3 **Please itemise what this funding will be used for?**

Details should be provided on what this funding will be utilised for. The proposed funding area should be focused on helping the applicant to become resilient following the COVID-19 outbreak.

Please include as appropriate, any other contribution being made, for example match funding or in-kind. Please ensure this is separate from the requested amounts.

### 5.4 **In up to 250 words, please describe why the funded area or project is a requirement?**

Use this question to detail why this is a requirement and how important it is to support your resilience and future sustainability. Why do you now need to invest, what is the demand/need and how much of a priority is this.

### 5.5 **In up to 250 words, please tell us what impact this funding will have on your club or facility**

This question gives you the opportunity to explain what difference this will make and what the desired outputs and outcomes will be. What is it you want this funding to achieve and who will benefit? Please include any specific metrics as appropriate.

### 5.6 **In up to 250 words, please explain how you will ensure this is sustainable. In addition, what else are you doing to support future sustainability at your club/facility?**

Use this question to describe how you intend to support the sustainability of your proposed funded area after 31 December 2020.

What are you also doing to help futureproof your club/facility to support future sustainability; this may include strategic planning, reviewing and improving governance, commitment to greener golf, supporting or developing initiatives to grow the game and become more inclusive and accessible. Any information on 'track record' and how successful you have been in implementing change and adapting.

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## 5.7 Timeframes

*It is expected that funding will be spent by 31 December 2020 and reporting complete by 28 February 2021 at the latest*

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## 6. Financial Need

*Section 6 gives you the opportunity to explain and evidence your financial need. Question 6.1 will be reviewed as part of the assessment process. Questions 6.2 to 6.8 will be taken into consideration as part of the final stages of the review process to support decision making.*

### 6.1 In up to 250 words, please detail what effect COVID-19 has had on your business to date?

*Please explain how COVID-19 has affected your business and created a financial need. This may include reductions in golf related income, impact upon financial reserves and financial viability. Secondary impacts to your business because of lost income and time closed. Additional costs which have come about because of the COVID-19 outbreak.*

### 6.2 Approximately what % of your turnover did the following areas account for last year;

Membership	Green Fees
Ancillary services (weddings, F&B, coaching, functions)	Other

### 6.3 What is your annual turnover? £

### 6.4 What is your current level of reserves? £

*Bank balances and other liquid investments*

### 6.5 Have you drawn down any of your reserves since the start of the COVID-19 crisis?

#### 6.5a If yes, how much and for what and purpose?

*If drawn down any of your reserves, please detail how much and what they have been allocated to.*

#### 6.5b If no, are you intending to draw down any of your reserves?

*If you are intending to allocate, please advise how much and for what purpose*

### 6.6 Is this a typical level of reserves?

#### 6.6a Please explain why this is not a typical level of reserves

*If not a typical level of reserves, please detail why not, for example, your level of reserves may be impacted by seasonality*



**6.7 Please list any other COVID-19 related funding you have been successful in accessing and how much?**

*This should include funding from Government/Local Government or Sport England. Please itemise these. If no funding has been accessed, please state 'No funding accessed'*

**6.8 If yes, what has this funding been utilised for? (150 words max)**

*Please list each funding stream accessed along with the details of how the funding is supporting your business.*

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## 7. Other Information

*Section 7 should be utilised for any other relevant information which supports your application for the COVID-19 Support Fund and for applicants to declare any interest/connection with England Golf.*

**7.1 In up to 150 words, is there any other information that you would like to share with England Golf to support your application?**

**7.2 Does any member of your committee or governing board have any involvement with England Golf, whether in a voluntary or employed capacity?**

*Involvement means involvement in a formal or official capacity, where, for example, a member of the club's committee or governing board is employed by England Golf, or sits on the England Golf Board*

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## 8 Review & Sign off

Thank you for providing the information requested for the COVID-19 Support Fund. Applicants will receive notification as to whether they have been successful via email from 24<sup>th</sup> August 2020

- Please tick to confirm that all information provided on the application form is true and correct to the best of your knowledge
- Please tick to confirm that your club/facility has given you the authority to submit this on their behalf
- Please tick to confirm that you have read all supporting information relating to the COVID-19 Support Fund and agree to the funding Criteria & Conditions

Lead Applicant Sign \_\_\_\_\_