

# CREATED

# BY

RUGBY LEAGUE  
WORLD CUP  
ENGLAND + 2021

# CAPITAL GRANTS PROGRAMME

FREQUENTLY ASKED QUESTIONS

OCTOBER 2018



Hopefully you have been able to find all the key information about the Programme and how to apply in the Programme prospectus and supporting guidance. If you still have some queries we have included below answers to any other questions we can think of, or those that have been asked throughout the Programme.

If you cannot find what you're looking for below, please don't hesitate to get in touch with us directly. You can email us at [capitalgrants@rlwc2021.com](mailto:capitalgrants@rlwc2021.com)

## **Common questions no matter what the project.**

### **1. What are the themes and what are they used for?**

The themes for the CreatedBy RLWC2021 Capital Grants Programme are:

1. Welcoming environments: To refurbish, upgrade club houses and changing rooms or works to increase the quality and usage of pitches.
2. More players: Creation and delivery of programmes that will create opportunities for new players to enjoy a format of the game.
3. Community engagement: Projects that will retain current, engage with players that have stopped playing the game or deliver programmes that will engage with the wider community.
4. Innovation: Community engagement projects that will support clubs with providing new ways of connecting with the wider community in new ways.

The themes are a way of us describing the types of different projects we might fund and a way of promoting successful projects. The theme you choose will not be used as part of the decision-making for your project.

### **2. What documents do I need as part of the application?**

For non-statutory organisations, you will need to include copies of the following either with your application or once the application has been submitted:

- i. Governing document (constitution) with evidence of 2 unrelated signatories
- ii. Welfare policies (safeguarding young people and vulnerable adult's policies)
- iii. Set of accounts (submitted profit & loss, balance sheet, etc for the past 12 months) – if new organisation a proposed set of income & expenditure sheets for the coming 12 months
- iv. Bank account statement dated within the last 3 months in the name of your organisation, if new organisation proof of bank account setup as a letter from bank
- v. For the small-scale requests quotes will be required dependent on the amount of the item:

- a. 1 for any item up to £4999
  - b. 3 for any item £5000 or over
- vi. For large-scale requests please send estimated costs / budget

These documents should all be in the name of your organisation, however we understand that organisations might not all have the above documents or in the correct name, so we will work with you to achieve this, providing your project is successful.

### **3. Where can I send extra documents, photos and reports?**

They can either be uploaded when completing your application, emailed to: [capitalgrants@rlwc2021.com](mailto:capitalgrants@rlwc2021.com) or sent by post to:

FAO Capital Grants

RLWC2021

Ground Floor, Suite A

Quay West, Trafford Wharf Road

Manchester

M17 1HH

You must remember to include your unique reference number, for these to be identified to your application. You can also include photographs, letters of support or other documents you feel may help explain why your project is needed, but please only include documents that directly relate to your project.

### **4. How can I get help with the online application form?**

Within the application there is help that can be accessed by hovering over the box you are working on. If this doesn't answer your question or you have a different issue please email us at [capitalgrants@rlwc2021.com](mailto:capitalgrants@rlwc2021.com) for help and advice.

### **5. Can I apply for a small and large grant?**

Organisations can apply for both the small-scale and large-scale Programme; however, you are only allowed to have one live application at any one time.

If you submit multiple applications we will contact you to ask which application you would like to continue with.

We want the CreatedBy RLWC2021 Capital Grants Programme to reach as many communities as possible. Therefore, we would ask that you prioritise what the most important legacy for your organisation or community is before applying.

## 6. Can I apply to the Programme multiple times?

You can apply to the Programme on multiple occasions but we would strongly advise not applying again for projects that have previously been successful.

We are aiming for the CreatedBy RLWC2021 Capital Grants Programme to benefit as many people and organisations as possible, so while we will not rule your application out if you have previously benefited from investment it will be considered when assessing your project against our Programme objectives.



## 7. What are our chances of receiving funding?

We are not able to provide any statistical information on success rates for the Programme at this time.

We anticipate receiving more applications for both small and large grants than we are able to support so applications will be assessed and prioritised as outlined in the Programme prospectus.

## 8. What happens if we are unsuccessful?

If you are unsuccessful we hope you can find another way to access support for your project and we would like to thank you for applying.

What are my options?	What do you mean?	Click here for more information
Fundraising	These are the simple things you can start doing right away that can help raise funds for your organisation. This could be anything from arranging a crowdfunding to looking at generating more regular income through different uses and activities.	
Social investment	Investment from the social sector uses repayable finance to achieve social impact as well as delivering a financial return to the investor.	

What are my options?	What do you mean?	Click here for more information
Other grant funding	You could make an application to other organisations that might be interested in your project. This could be national organisations like Big Lottery Fund or more local bodies like Biffa Award who give grants to projects that benefit communities living near landfill sites	LINK

We have developed some guidance to help you understand your options and help you get started. Please see some ideas and links to further information below:

### 9. What happens if we are unsuccessful and I am unhappy with the decision?

If you are unsuccessful and do not feel like the decision was made fairly you have the right to appeal.

When you receive notification of your application being unsuccessful, details of how to appeal will be made available. You will need to respond to it within 14 days to appeal.

Our appeals panel will review your appeal and application once more and if at that stage it's unsuccessful your application will be closed. No further appeals will be permitted.

### 10. What measurement and evaluation will need to be completed?

We will provide you with further information about the monitoring and evaluation requirements for your project if you are successful. Any request we make will be proportionate, and we will work with you to agree methods of collection.

In the meantime, if you would like to understand more about measurement and evaluation you can access Sport England's Measurement Framework guidance here: <https://evaluationframework.sportengland.org/>

### 11. Do I need public liability insurance?

Yes. You need this to be in place to operate a facility

Public liability insurance covers the cost of legal action and compensation claims made against your organisation if a third party is injured or their property suffers damage whilst at your organisation premises or when people are using the organisation property.

## 12. What is an 'In Kind' contribution?

In-kind contributions take the form of goods and services provided free of charge, where you would normally have to pay for them. We will need to see formal documentation to support your in-kind partner funding for example, an invoice for professional services showing the reduced rates.

The value of the contributions 'in kind' should be identified separately from the project costs and separately from financial partnership funding. It is very important that they appear on both sides of the equation. We would then, at our discretion, decide that such donations justify a request that exceeds the usual funding level.

The types of in-kind contributions that are eligible are listed below.

Category	Eligible and ineligible in-kind contributions	
	Yes - we can count those	No - we can't count those
Partnership Funding in the Form of Land	Donation of freehold land/ property from a genuine third party provided that it constitutes added value through the genuine transfer of ownership and control. Land must be given freehold or its equivalent Value needs to be independently and professionally verified and reflect any existing planning consent or restrictions	Value of any land, facilities, equipment or other assets already owned by an organisation 'Hope value' based on potential development permission
Services / Materials in Kind	Independently validated voluntary labour, professional fees or donations of materials For example – the provision of professional services, such as <ul style="list-style-type: none"> <li>• Architects</li> <li>• Construction management</li> <li>• Legal</li> <li>• Materials (such as bricks, tiles, sanitary ware)</li> </ul> These services may be offered either free of charge or at significantly reduced rates, perhaps by a club member.	Services or materials not independently validated or directly linked to the project

Category	Eligible and ineligible in-kind contributions	
	Yes - we can count those	No - we can't count those
Voluntary Effort	<p>Must genuinely constitute added value, not something that would be undertaken anyway.</p> <p>Work 'in kind' involving specialist trades such as, for example, electrics, plumbing and heating must be undertaken by an authorised contractor with appropriate professional certification and professional indemnity.</p>	<p>Activities or tasks that would be undertaken anyway such as general maintenance</p>

### 13. What is OURLEAGUE?

OURLEAGUE is RFL's free membership scheme and platform for all things Rugby League. Whether you're a recreational player, a fan, a coach, a volunteer, official or multiple of these things – OURLEAGUE will cater for all of your Rugby League needs and help you get even more from the sport you love.

There is an OURLEAGUE app that will enable you to join OURLEAGUE if you haven't already, or sign in to your account. Available on IOS and Android.

## **Answers you might need if you have a small-scale project.**

### **1. Can I give my equipment to another club if it's not needed?**

If you receive equipment through the CreatedBy RLWC2021 Capital Grants Programme you will enter into an agreement for use of the equipment. If you no longer need your equipment then it will need to be returned to the RFL who will then consider options to redistribute it.

### **2. What will happen if we sell our equipment?**

If you receive equipment through the CreatedBy RLWC2021 Capital Grants Programme you will enter into an agreement for use of the equipment. Selling the equipment is against the terms of the agreement so appropriate legal action would be taken.

### **3. What will happen if we decide to use our equipment for something different to our application?**

We know sometimes things don't quite work out as planned. If you receive equipment through the CreatedBy RLWC2021 Capital Grants Programme you will enter into an agreement for use of the equipment. This will include what you said the intended use would be. If the new use is different, please get in touch with us at [capitalgrants@rlwc2021.com](mailto:capitalgrants@rlwc2021.com) for help and advice on next steps.

### **4. What happens if our equipment is stolen or damaged?**

If you receive equipment through the CreatedBy RLWC2021 Capital Grants Programme you will enter into an agreement for use of the equipment. This agreement requires that the equipment is safely stored and insured.

If this happens, please report it to us immediately at [capitalgrants@rlwc2021.com](mailto:capitalgrants@rlwc2021.com) and we will look to provide help and advice on next steps.

### **5. Can I apply for kit and equipment supplied by our own supplier?**

CreatedBy RLWC2021 will supply kit and equipment which will be branded, however teamkits are customisable to your club colours.

## **Answers you might need if you have a large-scale project.**

### **1. Do we need to have planning permission in place when we apply?**

No, you will not need to have these prior to the submission of your application, however your project will need to demonstrate it is deliverable so we suggest you having earlier conversations with the Local Authority Planning Department where possible.

### **2. When does the project need to be completed by?**

After you have received your award you have a maximum of 18 months to



complete your project and for the facility or activity to be up and running. We are keen to start delivering the RLWC2021 legacy and ensuring the community realises the benefits as soon as possible.

### **3. Who has the final sign off on the design specifications?**

You will have specific conditions of award that require compliance with appropriate design guidance for your project. As your project develops through Stage 2 you will be given advice relating to design requirements.

Before funding is released Sport England or technical consultants acting on their behalf will have to agree the project specification. We suggest you speak to us early about any design concerns to avoid disappointment or delays.

### **4. Can I apply for funding for work that has already started?**

No, you cannot apply for funding for work that has already begun. This includes binding commitments such as contracts or purchase orders. Only begin the work once you have received and accepted your award.

In very exceptional circumstances Sport England may offer consent but this can only be after a successful decision at stage one, with work underway on your stage two submission.

### **5. Will the funded facility need to be maintained and managed once the capital works are complete?**

Yes, we require the facility to be operated and funded for a minimum term as outlined in your agreement. At stage two we will consider your plans for management and maintenance to ensure high standards and resource is available in the long term. This is a key consideration in assessing the 'How' criteria.

### **6. If we are a school or education establishment, do we need to open up our facilities to the wider community?**

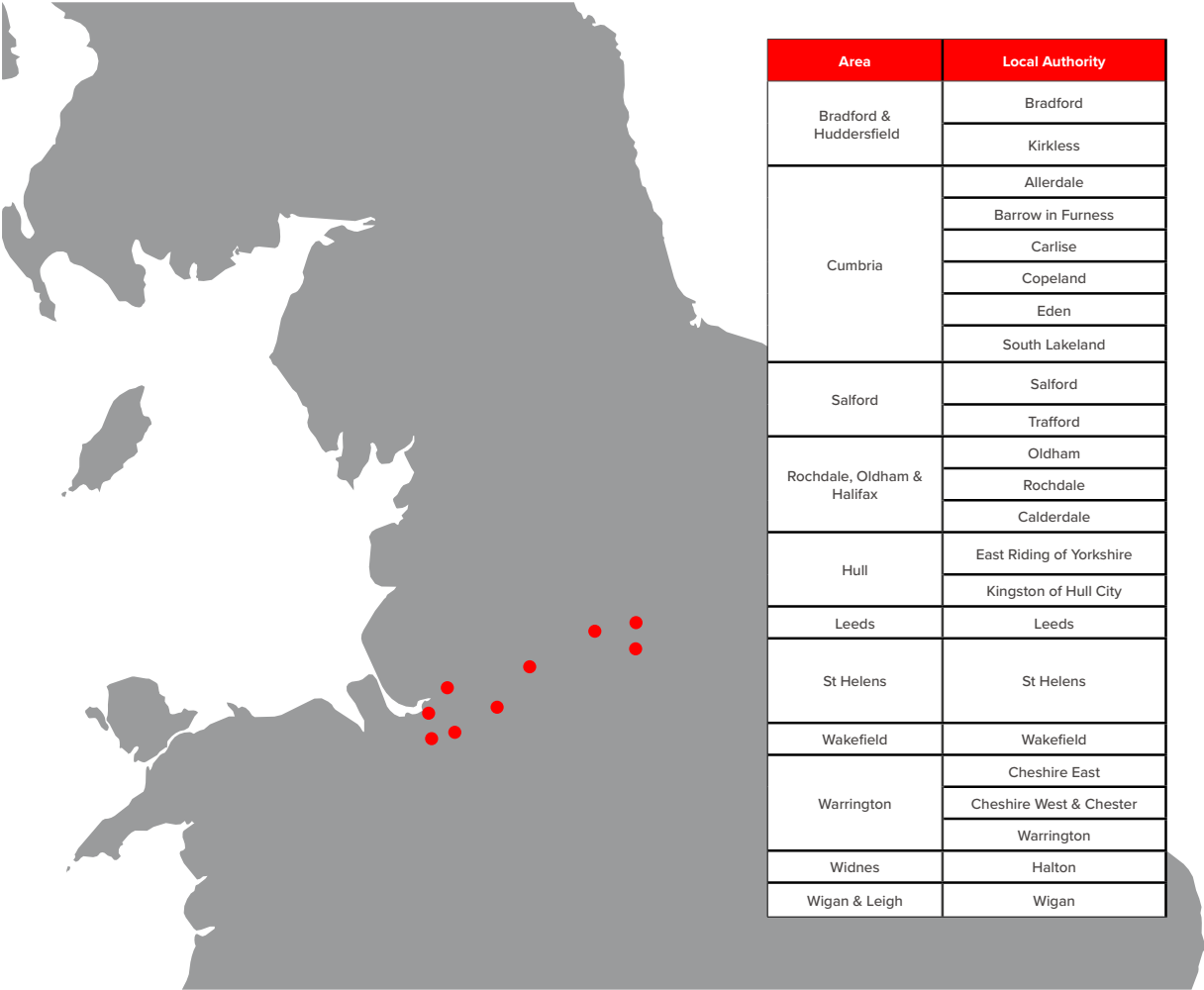
Yes. We cannot fund projects that only benefit curriculum activity.

We also want to ensure that any facilities funded by the CreatedBy RLWC2021 Capital Grants Programme will be open to the wider community.

To see the benefits and access some help on how you can open up your School facilities to community use, please see Sport England's website.

Around 80% of Rugby League players play in our Core Affinity areas.

The vast majority of the largest and asset owning community Rugby League clubs are in our Core Affinity areas; these clubs act as community hubs offering a range of social and sporting opportunities in the local community.



Around 20% of Rugby League players play in our Emerging Affinity areas.

There is less Rugby League tradition in our Emerging Affinity areas but this is growing, anchored in part by new professional clubs and Foundations, and the sharing of learning and best practice from Core Affinity areas.

