



COVID-19 Winter Resilience and Sustainability Fund

Provided by The R&A

Club Guidance Document



Wales Golf - COVID-19 Winter Resilience and Sustainability Fund

The R&A has made £205,000 available, administered by Wales Golf, to support clubs in dealing with the pandemic.

The Winter Resilience and Sustainability Fund is limited, and demand is likely to be high. Therefore it is unlikely we can support all applications; however, a fair application and assessment process has been put in place.

Purpose

The Winter Resilience and Sustainability Fund is to provide financial help to build resilience, improve sustainability and support clubs through the winter months. This should not be viewed as emergency funding, which has already been provided by Sport Wales and the Government.

The Winter Resilience and Sustainability Fund should focus on improving and adapting current operations to create the best possible experience for golfers, while also planning for the future.

Assessment Criteria:

Clubs will need to demonstrate:

- Need – there is a clear financial need, and the fund is required to make the project/ areas happen.
- Sustainability – planned approach to recover and strengthen the business, with the ability to adapt and attract additional income sources.
- Impact - the potential results of investing, showing commitment to inclusion, diversity and the development of the game.
- Previous engagement with Wales Golf activities.
- They meet the eligibility criteria as outlined below.
- Other grants have not supported areas in the application.

Who can apply?

Any golf club affiliated to Wales Golf (as of the 1st Sept 2020) which meets the criteria and conditions of the grant.

Ideas of what this funding could be used for:

Below is not a definitive list, and individual requirements should be considered. Applications can also consist of more than one funded area:

- Financial support for areas which will help make clubs sustainable through the winter and in the long term.
- Improvements to the way services are provided, for example moving onto digital platforms/new food & beverage processes/ Geofence location.
- Diversification – offering additional services to increase income.
- Improving governance and facilities to encourage greater appeal to new audiences. E.g. families, disability access, high performance, females etc.
- Promotion of membership and playing opportunities to lapsed or current golfers.
- Ways to keep vulnerable and under-represented groups, including young people engaged with golf and your club to support their retention and wellbeing.
- Creative ways to continue trading through modification of facilities (small capital projects). E.g. takeaway hatch etc.
- Additional support, training, education or equipment for staff and volunteers.
- Methods to help clubs become more sustainable, reduce costs and become more energy-efficient, E.g. solar energy, irrigation boreholes, composting toilet, biodiversity.
- Developing outdoor communal areas.
- Any project that would increase access, engagement and secondary income from the local community.

What this fund cannot be used for:

- Loss of golf-related income, including green fees, facility hire, membership subscriptions, coaching, food & beverage, affiliations, wages etc.
- Covering lost income from ancillary areas of the business which are not directly linked to playing golf, (i.e. weddings, conferences, etc.).
- Areas already covered under Government Business Support Schemes.
- Replacing or duplicating other already committed external funds.

How much can each club apply for?

Clubs can apply for between £2,000 and £10,000.

The total amount of funding available is £205,000. Therefore, affiliated clubs are asked to carefully consider whether there is a genuine financial need before applying for The Winter Resilience and Sustainability Fund.

Funding will be paid in one instalment upon approval of application and receipt of a signed Service Level Agreement from the club/facility.

Applicants may be offered a lower amount than requested and will have the opportunity to accept or decline.

How to apply

All affiliated clubs and facilities will be emailed information regarding the **Covid-19 Winter Resilience and Sustainability Fund**.

Clubs can apply online and must use this document as guidance to help prepare answers for the application.

Additional documentation may be requested as well as a minimum of 3 quotations for capital projects.

Proposed Timeframes

- Promotion to clubs **W/C August 31st 2020**.
- Deadline for applications is **30th SEPTEMBER 2020**.
- All applications will be agreed by the Wales Golf panel (to include 1 board member, the CEO, relevant development officer, Director of Development plus a minimum of 1 independent member)
- Applicants will receive notification as to whether they have been successful via email after the **31st OCTOBER 2020**.
- Wales Golf will distribute grants as soon as practically possible with all funds being awarded by **30th NOVEMBER 2020** (where possible).
- Funding to be spent by clubs no later than **30th NOVEMBER 2021**
- Project completion and reporting to be received **30th NOVEMBER 2021** (although reporting will be required at several intervals throughout the year)

Eligibility Criteria & Conditions**Criteria**

All clubs applying must meet the criteria outlined below to qualify:

1. Affiliated to Wales Golf (as of the 1st Sept 2020)
2. **Be SafeGolf accredited** – see development officer for support with this. [Click here.](#)
3. Committed to signing up to the **Women in Golf Charter** and must have submitted their commitments and action plans by 30th NOVEMBER 2020. [Click here.](#)

4. Have a fit for purpose **Equality & Diversity Policy** in place or are committed to having one by 30th NOVEMBER 2020 (template and support available from Wales Golf).
5. Demonstrates a commitment to growing the game and long-term sustainability, through **engagement** with relevant initiatives and **Wales Golf development programmes** as well as support/engagement with Wales Golf High Performance Programmes (where applicable).
6. Completed the **Wales Golf strong club matrix** and are committed to improving areas highlighted.
7. A clear commitment to reviewing and implementing **good governance practice**.
8. Adheres to **all terms & conditions of Wales Golf affiliation**. Subscription fees for the period of 1st SEPTEMBER 2020 to the 31st AUGUST 2021 must have been actioned by the 30th NOVEMBER 2020 prior to a grant being released.
9. Adheres to **legislation** and **government guidance relating to COVID-19**.
10. Provide 3 quotations for capital projects (where possible) with the application.

Conditions

1. The selection process will be at the discretion of Wales Golf. Applications will be assessed against the Assessment Criteria, detailed on page 2 and must meet the eligibility criteria outlined above.
2. Applicants may, at the discretion of Wales Golf, be offered all or part of the amount requested.
3. Any requested additional documentation must be provided to Wales Golf prior to the funding being awarded.
4. Any information provided on the application and any subsequent documentation requested will only be used for the purposes of administering, monitoring, and evaluating The Winter Resilience and Sustainability Fund. As The Winter Resilience and Sustainability Funder, The R&A may also request specific information on successful grant applications. Prior agreement/approval from the applicant will need to be sought for any wider use.
5. The Golf Club must declare if they were in receipt of any other Covid-19 grant or loan funding.
6. The Golf Club must be able to demonstrate that it has a viable future and must submit the financial information requested in the application.
7. Incomplete or incorrect claims (including claims without full supporting documentation) will not be considered.
8. All successful applicants will need to complete a Service Level Agreement to accept The Winter Resilience and Sustainability Funding offer being made and will be requested to provide BACS payment information.
9. Funding should be spent within the agreed timeframes detailed in the Service Level Agreement. Any amendments to this should be discussed with Wales Golf, with written approval given.
10. All funding awards will be paid by BACS directly into the nominated club or facility business account.
11. If funds are not allocated or spent, Wales Golf has the right to request that a full or partial repayment is made.
12. Any funding returned will be made available to other clubs.
13. To understand how this funding has been utilised, Wales Golf will request a project completion report and further reporting may be required at intervals. In addition, applicants may be asked to support in the production of a case study or other promotional piece and. The report and case studies will be shared with The R&A.
14. Clubs can only submit one application for the Covid-19 Winter Resilience and Sustainability Fund.
15. Signatories on behalf of applicants must be 18 or over. If the lead or secondary contact changes, Wales Golf must be notified.
16. Changes to a successful application must be approved by Wales Golf in writing.
17. Funding cannot be claimed in retrospect.

Application Form Content

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

The link to the online application form will be email to golf clubs on the launch date. This will be sent direct to the main email address we hold for the club/facility and will be available on the Wales Golf website.

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. The development team are here to guide you in meeting any outstanding eligibility criteria such as Safegolf etc.

If you have any questions relating to any elements of this fund, please contact your development officer.

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 are mandatory, and some are for information only. Some questions have a specific word count. 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.

APPLICATION FORM (FOR INFORMATION USE ONLY, CLUBS MUST APPLY ONLINE)

Data Protection & Privacy Notice

Wales 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.

Example Application Form *Mandatory Fields

1. Contact Details

1.1 Lead Contact*:

Title

First Name

Surname

Role / Position

Email address

Daytime telephone number

1.2 Secondary Contact*:

Title

First Name

Surname Role / Position

Email address

Daytime telephone number

2. Club/Facility Details

2.1 Name of Golf Club or Facility*:

Address line 1

Address line 2

Address Line 3

Town County

Postcode

Main email address

Telephone number

2.2 Is your club incorporated?* Yes / No

2.3 What is your current legal status?* (Unincorporated Association, Company Limited by Guarantee, Company Limited by Shares, Industrial and Provident Society, Community Interest Company, Charitable Incorporated Organisation, Sole Trader, Public Limited Company, Limited Partnership, Limited Liability Partnership, Charity, Co-operative Society, Co-operative Benefit Society, Other, Unsure)

2.4 Are you a Community Amateur Sports Club (CASC)?* Yes/No

2.5 Does the club/facility occupy land freehold or leasehold, or by any other arrangement?* (Freehold, Leasehold, Other (if other please give details))

2.6 Do you have strategic/business plan?* Yes / No / under development

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

3. Membership

3.1 What is your total membership (please include all types of membership)?* _____

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

Adult males _____ Adult females _____ Junior boys _____ Junior girls _____

3.3 Approximately how many **new** members joined the club after re-opening after the lockdown period of COVID-19?

Adult males _____ Adult females _____ Junior boys _____ Junior girls

4. Commitments

The development team can help you will all areas below if you require support and can also cross-reference with past club work.

4.1 Are you accredited or registered and working towards SafeGolf accreditation and will be completed by 30th November 2020?* Accredited / Registered & working towards / Not accredited or registered

4.2 Are you committed to signing up to the Women in Golf Charter and will submit commitments by 30th November 2020?* Yes / No / Already signed up

4.3 Do you have an Equality & Diversity Policy in place or are committed to having one in place by 30th November 2020?* Yes / No / Already have a policy in place

4.4 Have the club **engaged** with relevant initiatives and **Wales Golf development programmes** as well as supported/engaged in Wales Golf High Performance Programmes (where applicable) Yes/No

If yes please give details

4.5 Completed the **Wales Golf strong club matrix** and are committed to improving areas required

4.6 Commitment to reviewing and implementing **good governance practice** (where applicable) Yes/No

4.7 Adheres to **all terms & conditions of Wales Golf affiliation**. Subscription fees for the period of 1st SEPTEMBER 2020 to the 31st AUGUST 2021 must have been actioned by the 30th NOVEMBER 2020 prior to a grant being released.

4.8 Adhered to **legislation** and **government guidance relating to COVID-19**.

4.9 Will provide 3 quotations for capital projects (where possible) with the application Yes/No

5. Funding Requirement, Impact & Sustainability

5.1 Funded Area/s or Project Name/s:*

5.2 Total Funding request*: £ _____

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

5.4 In up to 250 words, please describe why the area/s listed in are needed 5.2*

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

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

5.7 Project Timeframes* Start month: _____ End month: _____

6. Financial Need

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

6.2 Income Breakdown (£): (if not applicable enter 0)

	Last Financial Year (£)	Budgeted for 2020 (£)	Projected Impact 2020 Post COVID
Membership Revenue			
Visitor Revenue			
Bar/ Catering Revenue			
Other revenue			
Total			
Income Breakdown Additional Information			

6.3 Expenditure Breakdown (£): (if not applicable enter 0)

	Last Financial Year (£)	Budgeted for 2020 (£)	Projected Impact 2020 Post COVID
Course Overheads			
Clubhouse Overheads			
Staff Overheads			
General			
Total			
Expenditure Breakdown Additional Information			

6.4 Have you utilised any of your reserves since the start of the COVID-19 crisis Yes / No If yes, please provide details of amount and purpose
If no, are you intending to utilise any of your reserves?

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

6.6 What has this funding been utilised for?*

6.7 In up to 250 words, is there any other information that you would like to share with Wales Golf to support your application?

7 Review & Sign off

Thank you for providing the information requested for this fund. Applicants will receive notification as to whether they have been successful via email from 31st October 2020.

Club Declaration

1. The person completing the application has been authorised by the Club Management Committee/Council/Board to submit the application form online on their behalf.
2. By submitting the application, the Club Management Committee/Council/Board declare that the information provided in relation to your club is true and complete to the best of their knowledge.

- Please tick to confirm that you have read all supporting information relating to this fund and agree to The Winter Resilience and Sustainability Funding Criteria & Conditions

Lead Applicant Sign _____

Date _____

Guidance Notes

Section 1

There must be two contacts provided on the application form.

After application, any email correspondence regarding The Winter Resilience and Sustainability Fund will be sent directly 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.

Section 2 is asking for general information about your club or facility. This information will not affect your eligibility for The Winter Resilience and Sustainability Fund.

Q2.7 If unsure of the breakdown of staff: volunteers please estimate

Section 3 is asking for basic membership numbers. This information will not affect your eligibility for The Winter Resilience and Sustainability Fund.

Section 4 is part of the criteria for The Winter Resilience and Sustainability Fund.

SafeGolf – clubs/facilities will need to be awarded or registered prior to submitting the COVID-19 Support Fund application. For further details on SafeGolf [click here](#)

For further details on the Women in Golf Charter [click here](#)

For further details on Equality & Diversity contact your [development officer](#).

Section 5 asks for details on what you are requesting as a result of 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.

Q5.1: List the name or names or the areas or projects you are seeking funding for

Q5.2: Only requests between £2,000 and £10,000 will be considered and this should include all areas as itemised in Q2.

Q5.3: Details should be provided on what this funding will be utilised for. Areas proposed for funding should have come about as a direct result of the COVID-19 outbreak.

If requesting funding for multiple areas, list each area, utilising The Winter Resilience and Sustainability Funded area/project name/s given in Q5.1, and provide relevant information along with how much funding will be allocated to each. 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.

Q5.4: Use this box to detail why the area/s are a requirement, how important they are to support your resilience. Why do you now need to invest, what is the demand/need and how much of a priority is this.

Q5.5: This question gives you the opportunity to explain what difference this funding 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. If you are requesting funding for multiple areas, please provide appropriate details for each.

Q5.6: Use this question to describe how your club or facility intends to support the future sustainability of their proposed funded areas.

Section 6 aims to assess financial need.

Q6.1: Please explain how COVID19 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 revenue and time closed. Additional costs which have come about because of the COVID-19 outbreak. What difference will this additional funding make to your business?

Question 6.1 will be assessed as part of the Selection Process.

Questions 6.2 to 6.6 will be taken into consideration as part of the final stages of the review process to support decision making.

Q6.5: If utilised any of your reserves, please detail how much and what they have been allocated to. If you intend to allocate, please advise how much and for what purpose

Q6.6: This should include funding from Government/Local Government or Sport Wales. Please itemise these. If no funding has been accessed, please tick 'No funding acquired.'

Q6.7: Please list each funding stream accessed along with the details.

Section 7 should be utilised for any other relevant information which supports your application for The Winter Resilience and Sustainability Fund.