



Scottish  
Golf

## The R&A Club Support Fund

### Club Relief Fund - Terms and Conditions

By applying for the club relief fund, the Golf Club agrees to the following terms and conditions:

#### 1. Declaration

- 1.1 The person completing the application has been authorised by the Club Management Committee/Council/Board to submit the application form online on their behalf.
- 1.2 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.
- 1.3 The Club Management Committee/Council/Board declare that they have put in place all cost saving measures and reductions where practically possible to address the club's current financial crisis.

#### 2. Eligibility

- 2.1 The Golf Club must be affiliated to Scottish Golf Ltd and have paid their 2020 affiliation fees or are up to date on an agreed payment plan at time of application.
- 2.2 The Golf Club must have a registered Safeguarding Officer (applies only to those who admit members under 18 years old). Those Golf Clubs who do not have a registered Safeguarding Officer agree to have one appointed within six months of receiving the funding.
- 2.3 The Golf Club is either currently a signatory or commits to being a signatory of the R&A Women in Golf Charter within three months of receiving the funding.
- 2.4 The Golf Club should be a not for profit organisation – does not provide a financial return to shareholders/owners.
- 2.5 The Golf Club should be a course owning facility or one which incurs maintenance costs for a golf course.
- 2.6 The Golf Club must declare if they were in receipt of or qualified for the 'Retail, Hospitality and Leisure Grant Fund' available to clubs with a rateable value from £18,001 and up to and including £51,000 (grant value up to £25,000). In assessment priority will be given to clubs who have been unable to access this grant.
- 2.7 The Golf Club must declare if they were in receipt of or qualified for the Small Business Grant Fund (grant value up to £10,000). In assessment priority will be given to clubs who have been unable to access this grant.
- 2.8 The Golf Club must declare if they were in receipt of the Third Sector Resilience Fund.
- 2.9 The Golf Club must declare if they were in receipt of any other Covid-19 grant or loan funding.
- 2.10 The Golf Club must submit the last 2 years of annual accounts or most recent annual accounts and up to date management accounts.
- 2.11 The Golf Club must be able to demonstrate that it has a viable future.
- 2.12 The Golf Club may only submit one Club Relief Fund grant application.
- 2.13 Incomplete or incorrect claims (including claims without full supporting documentation) will not be considered.

### **3. Grant Offer**

- 3.1 Payment of the grant is subject to the Golf Club complying with these terms and conditions.
- 3.2 The grant may only be used for the agreed purposes as outlined in the application.
- 3.3 Completion of the grant application is not a guarantee of funding. All grant applications will be reviewed by the Scottish Golf Ltd Covid-19 funding review committee against the funding criteria. Clubs who have not benefited from any government grants will be prioritised through the assessment process, with additional weighting given to clubs who completed the financial health check survey and whom actively engage with national programmes and services provided by Scottish Golf. A funding decision will be advised to all applicants by 7 August 2020.
- 3.4 The decision of the committee is final.

### **4. Amount of Grant**

- 4.1 Grants available range from £1,000 - £5,000.
- 4.2 The amount of grant paid will be decided by Scottish Golf Ltd based on the details provided.
- 4.3 Golf Clubs may not receive any grant funding or be granted less than the full amount requested.

### **5. Payment Arrangements**

- 5.1 Grant payment will be paid in full on receipt of bank details that will only be requested if a firm grant offer is made to the Golf Club.
- 5.2 Payment will normally be made within 10 working days of receipt of the signed grant offer being returned to Scottish Golf.

### **6. Eligible Expenditure**

- 6.1 Example eligible expenditure consists (Please note this list is not exhaustive):
  - Operational costs such as increased payroll that allows a key member of staff to return from furlough.
  - Fixed costs critical to business recovery and sustainability.
  - Operational costs such as key utilities, services and consumables.
  - Purchase of critical plant and equipment.
  - Membership marketing campaign costs e.g. engaging a 3<sup>rd</sup> party expert or paying for creation of creative assets such as video or photography.

### **7. Ineligible Expenditure**

- 7.1 Example ineligible expenditure consists:
  - Capital expenditure, purchase of land, clubhouse refurbishment, clubhouse development.
  - Write down of bank loans.
  - Payment of Scottish Golf or Area/County affiliation fees.
  - Payment of club software that is paid on an annual basis.

### **8. Application Review**

- 8.1 Applications will be assessed by the Covid-19 funding review committee against criteria with consideration given to the financial need and requirement, impact, and sustainability.

- 8.2 All applications will be assessed against eligibility criteria as detailed in the terms and conditions.
- 8.3 All applications will be assessed on a scoring sheet which will be completed automatically based on the information submitted.
- 8.4 Applications will then be assessed in two stages by the Covid-19 funding review committee, following this all applicants will be notified of the outcome.

#### **9. Covid-19 Funding Review Committee**

- 9.1 Stage 1 Review Panel: Three members of Scottish Golf central support team.
- 9.2 Stage 2 Review Panel: Two Scottish Golf senior managers and a Board Representative.

#### **10. Reporting**

- 10.1 All golf clubs in receipt of funding will be required to complete a brief evaluation form providing detail of how the money was used and the outcomes for reporting purposes to the R&A. Full details will be provided at time of formal grant offer being issued.
- 10.2 The Golf Club acknowledges that this application will be subject to monitoring/auditing and undertake to keep adequate records for this purpose.

#### **11. Submission Deadline**

- 11.1 All Club Relief Fund applications must be submitted by 24 July 2020. Late applications will not be accepted.