



BEF Capital Funding Opportunities

Further to recent discussions the British Equestrian Federation is delighted to provide more information and an application pack for our Capital Funding which is a fund provided to us by Sport England.

This guidance and application pack will provide you with –

- General information about the capital funding opportunities
- Who can apply and eligibility criteria
- What can be applied for
- What applicants will need to have in place to be able to apply
- The application form
- The application process
- The assessment and decision-making phase
- Capital funding 1 April 2012 – 31 March 2013
- Sport England Inspired Facilities Programme and other funding opportunities

General information about the capital funding opportunities

- We know that good facilities are at the heart of ensuring fun and safe riding, driving and vaulting opportunities and we are delighted that Sport England, after making so much investment into programmes that encourages people to take part in sport, have additionally made this fund available to us to help facilities in the local communities to help facility development.
- Grants will be awarded for projects that show a clear and measurable target for increasing participation levels offering more riding opportunities and helping to ensure that members of the public are given the opportunity of an enjoyable and satisfying experience. Applicants must be able to demonstrate that proposals are sustainable in the long term.

What can be applied for?

- Funding is only available for capital investment in facilities or equipment.
- This means improvements to facilities, or the purchase of equipment, that will help increase riding opportunities and participation at the riding school or centre.
- The kind of projects we have previously supported have included a contribution towards putting a roof on an outdoor school ensuring significantly more winter riding days were available.
- We supported the installation of lighting into an indoor school enabling riding sessions could take place into the evening creating three more riding hours per day throughout the year.
- We provided assistance for the purchase of polocrosse equipment to enable games in London parks.

NB – we are not able to provide funding support towards the purchase of horses.

Who can apply and eligibility criteria

- Local equestrian schools or riding centres
- Local equestrian groups
- Any organisation entitled to receive public funding can apply. This includes voluntary or community organisations, sports clubs, town and parish councils, schools and education establishments and local authorities

A note about commercial riding schools and centres

The BEF has to ensure that it fulfils broader Sport England criteria around the distribution of public funding.

Commercial riding schools and centres are eligible to apply as long as –

- the project seeking funding support was not for personal gain or shareholders' dividends - within the business plan the applicant will need to demonstrate that any additional profit generated directly from the facility investment will be put back into the development of activities and the facility.
- if the project resolves a real shortage of facilities
- the project delivers significant engagement and opportunities for members of the public and ensuring public access - there needs to be an 'open access' policy to usage of the facility i.e. not constrained by membership requirements, casual usage opportunities ('pay and play').
- Recognising that there are a wealth of different organisations and partners who are involved in delivering equestrian sport and activity we will do our best to ensure that everyone who is eligible has a fair opportunity to apply. If we are not sure whether any applicant meets the full eligibility criteria we will seek advice and clarification from Sport England.

For any applying organisation

- Bids submitted should be for no less than £1,000 and no more than £25,000.
- Applicants must be able to match funding awards £1/£1 with their own funding and provide evidence that this funding is in place.
- Works to facilities or purchase/delivery of equipment must be complete, receipted and claimed for by the 31st March 2012.
- Applications will only be considered on receipt of a signed application form and supporting documentation as indicated on the application form including three tenders being in place for the work to be undertaken.
- Where necessary planning permission is in place and can be evidenced.
- Applications must be complete when submitted and submitted by post to the British Equestrian Federation Head Office.
- Applications are to be marked for the attention of the appropriate Hoof Regional Network.

For example if the riding school or centre is in Yorkshire please address your application to the:

Yorkshire Hoof Regional Network Capital Funding Applications,
The British Equestrian Federation,
Stoneleigh Park,
Kenilworth,
Warwickshire,
CV8 2RH.

If the riding school or centre is in the West Midlands, please address your application to the:

West Midlands Hoof Regional Network Capital Funding Applications,
The British Equestrian Federation.....

And so on as above for each of the Hoof Regional Networks. This is to assist administration and ensure we log each application as it is received.

- If an email address is provided the applicant will receive an email confirmation of safe receipt.
- Applications must be submitted no later than 5pm on Wednesday 31st of August 2011.
- Applicants applying after this date will be advised that their application has missed the deadline and the application will not be considered.
- No correspondence will be entered into after the review process is complete.

What applicants will need to have in place to be able to apply

- Fully completed application form with all necessary supporting documentation.
- Applicants must be able to match funding awards £1/£1 with their own funding and provide evidence that this funding is in place.
- Three tenders/estimates being in place for the work to be undertaken or the equipment being identified for purchase. [There are occasions when it is not possible to acquire 3 tenders/estimates particularly if something of a specialist nature is being proposed and a note of explanation of this will be required].
- Where necessary planning permission is in place and can be evidenced.

SUMMARY OF TIMESCALE AND PROCESS	
8 August	Funding information released and applications are open
	Stage 1 - Administrative check on bids carried out as they are received.
31 August	Applications close
1 September – 16 September	Stage 2 – Regional assessment phase
Between 19-28 September	Stage 3 – BEF Peer Review Panel
29 – 30 September	Award letters with [terms and conditions] issued
1-14 October	Acceptance and return of award letters
From 14 October	Works commence
By 31 March 2012	The project must be complete and claimed for by no later than 31 st of March 2012.
Post March 2012	Agreed monitoring of investment



CAPITAL INVESTMENT FUNDING APPLICATION FORM

PROJECT SUMMARY

REFERENCE No.	
NAME OF APPLICANT	
ORGANISATION NAME	
WHAT TYPE OF ORGANISATION ARE YOU	
NAME OF PROJECT/ SITE	
LOCATION ADDRESS AND POSTCODE	
WEBSITE	
CONTACT	
ADDRESS FOR CORRESPONDENCE	
POSTCODE	
DAYTIME TELE	
EVENING TELE	
MOBILE TELE	
FAX	
E-MAIL ADDRESS	

I confirm that the information described in this document and any supporting documentation submitted is a true and accurate statement

Signed (Applicant)..... Date:

1]. Project description

[What are you seeking funding for?]

Examples might be –

- indoor lights in an existing riding school;
- outdoor lights on an outdoor school to enable evening riding in non-summer months;
- additional equipment for a riding group such as substantial items of tack [saddles].

Any project will need to provide evidence of increased opportunities to participate.

[max 200 words]

2]. Existing provision

[What do you already provide/tell us what you do now?]

[max 500 words]

3. Summarise how investment in the project will contribute to the British Equestrian Federations Whole Sport to grow participation, and sustain/improve sporting activity.

Include quantifiable measure of additional riding sessions/opportunities

For example - this project will contribute [x] riding sessions per day, per week over the course of a year/season.

4. How will any investment extend community access and improve sports development opportunities offered at the site?

[Max 500 words]

5. How does the project fit with local, regional or national initiatives?

[Max 500 words]

6. Cost Summary, including VAT Status

7. Please indicate the level of partnership funding you have available.

8. Indicate how you intend to sustain this investment in the medium to long term

[max 250 words]

8. Design Summary, including Planning Permission

8. Risk Summary

(What risks to the future of the project have you identified)

Include risks for

- Cost
- Design
- Procurement
- Partnership funding.

Summarise rating as Red/Amber/Green

Please include mitigating actions you would take.

The project must be complete and claimed for by no later than 31st of March 2012.

9. Legal Summary

Summarise the legal structure of your organisation (i.e. Limited Company, Charity etc). Indicate the legal arrangements for the premises you occupy (i.e. Leased, Owned Freehold, Owned Leasehold etc) including details of terms and security of tenure.

It is possible that a legal charge will be made on the property if the level of application warrants it.

Supporting Documentation

The following information should be supplied with your application, copies are permissible and no originals should be submitted as information and supporting documentation submitted will not be returned post the review date.

Detail	Enclosed Yes/No	Additional Information
Hard Copy Signed Application Form		
Constitution		
Security of Tenure		
Sports development Plan and Programme of Use		
Partnership Funding Evidence		
Drawings/Technical information and Tender/Cost Report		
Most recent set of audited accounts with a 12 month forecasted cash flow statement.		
Accreditation/Clubmark certificates and letters of support.		
Please list any further documents to be submitted.		

The application process

- Application forms will be released to BEF member organisations and those contacts directly through the Hoof Regional Networks on Monday 8 August.
- Upon receipt the application will receive an administrative check to ensure the application form has been completed and it signed and contains necessary supporting documentation.
- If the application is incomplete the applicant will receive an email informing them of this and inviting that the necessary information be forwarded in advance of the closing date. Should this required information be not received in time the application will not be considered.

Applications will close at 5pm on Wednesday 31 August.

The assessment and decision-making phase

Phase 1 – Administrative check

- Once the administrative check has been undertaken, complete applications will be passed to an assessment phase.

Phase 2 – Regional assessment phase

- All applications will be assessed in the same way using the same evaluation form and will be scored terms of:
 - Cost benefit analysis
 - Impact
 - Clarity of bid/outcome
 - Evidence base

This will involve a review of the sections that directly include measurable targets and outcomes both in the immediate and being sustainable in longer term.

Consideration in addition to the above will be given to –

- Geographical location of the project – for example where we know we are likely to have an existing demand for riding opportunities that we would like to fulfill;
- The increased capacity the project will provide for its' own centre but within the local community.
- Existing affiliations and approvals that a centre, school or group may have.

The assessment phase will not begin until the closing date has passed.

Phase 3 – BEF Peer Review Panel

- The most effective and strong bids will be passed to a BEF Peer Review Panel which consists of representatives from BEF member organisations, BEF executives and representation from the Hoof Regional Networks. Sport England will oversee the process.
- Successful applicants will receive an award letter with attached terms and conditions.
- Successful applicants may be required to provide additional supporting documentation before confirmation of any award.

- **Capital funding 1 April 2012 – 31 March 2013**

The BEF will run a similar capital investment programme between 2012 and 2013 so there will be another opportunity to reply in the next financial year following a very similar process.

So this will not be the only opportunity to apply if there is a project or opportunity that is likely to come to fruition in the forthcoming months but it not quite ready now.

- **Other opportunities for Facility Development**

This capital funding is coming directly from Government's Exchequer allocation and therefore has slightly different eligibility criteria to Lottery funding.

Lottery funding funds such programmes as the Sport England Small Grants or Sportsmatch – more information is available on <http://www.sportengland.org/funding.aspx>

Sport England Inspired Facilities Programme

Sport England has launched a £50million programme known as "*Inspired Facilities*" which is part of the *Places People Play* legacy programme that is bringing the magic of a home Olympic and Paralympic Games into communities across the country. Local eligible equestrian schools and centres will have the opportunity to apply for funding to help improve their facility showing that their proposed improvement will have a positive and sustainable impact in their local community. More information is available from BEF website or the dedicated Sport England Inspired Facilities website.



www.sportengland.org/inspiredfacilities or the Sport England funding helpline 08458 508508