



CFF FIT-FOR-FUTURE EQUIPMENT FUND GUIDANCE DOCUMENT

INTRODUCTION TO THE PROCESS

Before you decide to proceed and complete your application, please read the instructions in the application form and on the incorporated checklist to confirm your project can meet the programme or fund requirements.

Please also note the following general advice:

1. For the Fit for Future Equipment Fund, Grant Awards will:
 - a. Have a maximum Grant Award value of £25,000
 - b. Require a minimum partnership funding of at least 15% (this can come from other funders or from applicants' own funds)
2. Unfortunately, the CFF will have to reject any incomplete or incorrectly completed forms, that prevent a full project assessment. Only eligible applications will be assessed for funding.
3. When we have received and logged your detailed application form and essential supporting documents, we will send an email acknowledgement. Please note that due to the volume of applications we receive, there will be minimal contact from CFF during the application window. It is not possible to provide individual feedback. For help and advice on the application process, you should contact your club developer.
4. **The Fit for Future Equipment Fund will reopen on the 1st of September 2026 at 9am and close on the 30th of October 2026 at 8pm.**
 - **Please note this is the deadline. Applications received after this time will be automatically rejected. Unfortunately, no extensions to this deadline will be provided within this funding programme.**
 - The application deadline is also the final date by which all supporting documents must be received. Failure to submit the required documents by the closing date will result in the automatic rejection of the application, as it will not meet the submission requirements.
5. **The Cymru Football Foundation reserve the right to close the fund at any time.**
6. It is important to note that following the panel, the offered grant award may differ from the amount requested within your application. We reserve the right to determine the award value based on an assessment of financial need, available budget, and any previous funding provided to the club.

7. Following the panel consideration of all valid and eligible applications, your organisation:
 - i May be awarded an offer of grant because your project meets the requirements, is considered a high enough priority within the available budget and is able to proceed.
 - ii The final grant awarded may differ from the amount requested in your application. We reserve the right to determine the award value based on an assessment of financial need, available budget, and any previous funding provided to the club.

ELIGIBILITY CRITERIA

Eligible items to be considered under the CFF Fit for Future Equipment Programme

This is a capital grants fund. ‘Capital’ means a tangible infrastructure, permanent asset or fixtures and upgrades/improvements as part of a project, large and fixed items of non-personal equipment.

The capital funding is expected to deliver new facilities, or improvements and upgrades to existing infrastructure. The following projects are eligible for funding through the Fit-for-Future Equipment Fund, in this round:

FIT-FOR-FUTURE EQUIPMENT FUND – ELIGIBLE PROJECTS

- Storage facilities i.e. storage container or shed
- Pitch maintenance equipment

FIT-FOR-FUTURE EQUIPMENT FUND – INELIGIBLE PROJECTS

- **Security fencing, goalposts and portable floodlights are not eligible in this 26/27 round.**
- **Temporary items of equipment**, personal equipment, or small items of equipment with a limited life expectancy such as bibs, cones, balls, or equipment for changing rooms/club houses such as tables, chairs, bar furniture.
- **Projects that have already commenced** - no retrospective funding will be considered.
- **Revenue projects will not be supported**, i.e. speculative purchase of land/facilities, feasibility studies, development funding for training and education or salaried posts.
- **Maintenance and repair work** on existing equipment or facilities.
- **Applications to improve football grounds for the purposes of meeting league licence requirements** – the Cymru Football Foundation operates a separate funding programme, the CFF Stadia Improvement Fund, for football Clubs in Men’s Tiers 1-4 and Women’s Tiers 1-3. Further information on this fund is available on our website.

Additional eligibility checks

Numbers of applications per organisation

- You may only submit one application, for one project, at any one location. However, organisations holding a responsibility for multiple sites, i.e. Local Authorities, may submit separate applications for different sites.
- If you currently have an outstanding project 'open' from a previous funding round through the CFF's Equipment Fund, Sustainability Fund, Environments for Her Fund, Stadia Improvement Fund or Facilities Programme, then you will be ineligible to apply for any further grants until that project has completed.
- The grant award panel will consider the support awarded to applicants during previous funding programmes when making funding decisions.
- Please note that if the club has failed to adhere to previous conditions of grant awards from CFF, this will impact their application. Any outstanding conditions must be completed before applying to a new funding programme.

Location

- The project/asset location must be in Wales, or the applicant must be affiliated to the Football Association of Wales.

Project start and finish dates

- Applicants should be aware that much of the CFF funding is received from Government sources – this means supported projects must be initiated and completed within the funding financial year.
- Equipment projects should be commenced within one month of the Grant Offer Letter being awarded.
- Each offer letter issued for a successful project will clearly specify the required completion date and outline a three-month delivery period commencing from the date of issue.
- Failure to complete the project within this timeframe may result in the grant funding being forfeited.
- Successful applicants must notify the CFF as soon as possible if they are unable to meet the deadlines specified in their offer letter. Failure to do so may result in the grant being withdrawn and the funding being reallocated to another project.

Security of Tenure

- We need all applicants to provide a tenure that demonstrates a minimum of a 10-year use of the facility, such as providing evidence of a lease that is currently in place at the facility.
- Where an applicant is nearing the end of their current lease term, we will accept written evidence confirming a commitment to extend the lease. However, this evidence must demonstrate that the applicant will have a minimum of 10 years' security of tenure following the extension.
- Where the land used by a football club is owned or managed by a sports association, a formal letter of commitment from the association must be provided. This letter should confirm the security of tenure for the land, including whether it is held on a freehold basis or, if leasehold, the number of years remaining on the lease.
- In addition, a separate letter must be submitted confirming that the football club will have continued use of the land for a minimum period of 10 years.
- Please refer to our Security of Tenure Guidance Document for further information on the types of tenure arrangements that we would consider eligible for support. As well as the additional information that needs to be provided to support some security of tenures.
- Please note that this list is not exhaustive, and we will assess other security of tenure arrangements on a case-by-case basis that are not outlined in this document.

Construction projects, i.e. in the case of storage facilities, you must have ownership, or a legal agreement to occupy the site

- Evidence of your legal title/use of the area to be developed, for at least ten years, must be submitted with the application. Or a letter showing that the Freeholder will enter a no less than 10-year secure agreement.
- In the case that ownership sits with another organisation (school, community council, etc.), then the application should be made from the host organisation.
- Applicants are required to provide, by the stated deadline, evidence that planning permission has been secured or formal confirmation that it is not required, together with written evidence of landlord consent for the placement of the storage container at the facility; failure to do so will result in the automatic rejection of the application.

GRASS PITCH ASSESSMENT

- The CFF's new partnership with the Ground Management Association ("GMA") will provide Organisations with a pitch advisory service. A Regional Pitch Advisor ("RPA") will provide a pitch assessment and performance quality standards grade alongside bespoke recommendations on how to enhance pitch quality and what type of equipment is required
- No applications for Grass Pitch Maintenance Equipment will be considered until an Applicant has received a report containing the above information following a visit from an RPA.

o Any applications that are submitted to the CFF prior to an RPA visit having taken place will be automatically rejected

- The recommendations made by the RPA must form the basis of the application for these items.
- It is a condition of any grant of this type that at least two members/volunteers at an applicant club or organisation have achieved a Level 1 GMA certificate

DISCLAIMER

Receipt of an RPA visit and/or subsequent report does not guarantee investment by the Cymru Football Foundation (“CFF”).

All investments made by the CFF are awarded following careful consideration of all factors, including need, budget and proposed impact, by a grant funding panel. It is important to note that having received a visit from the GMA is not a guarantee that funding will be awarded.

Grounds Maintenance Equipment

- Applicants will be offered a single opportunity to receive funding support for grass pitch maintenance equipment. It is therefore essential that clubs give comprehensive consideration to all recommended items—particularly those identified by the Regional Pitch Advisor (RPA)—when determining the equipment included within their application.
- For example, where a club has been advised to procure a tractor, mowing attachment, deep slitter, and turf grooming tool, but elects to apply only for a tractor, mowing attachment, and deep slitter, any subsequent application for the remaining turf grooming tool will not be considered.
- Applicants are strongly encouraged to obtain quotations from reputable suppliers. These suppliers can provide additional support, including warranties, installation services, and guidance on the appropriate use and maintenance of equipment. This approach promotes the procurement of high-quality equipment and supports a sustainable, long-term solution for pitch maintenance.

CFF PRIORITISATION MEASURES

- **Increasing participation** in sport, improving the mental and physical wellbeing of participants.
- Increasing the number of **multi-sport facilities to boost participation in non-football sports**, achieving wider community engagement (in addition to football, and on a regular and sustainable basis).
- Improve experiences and environments enabling participation, growth and retention through quality facilities meeting wider community needs and tackling inequalities.
- Develop stronger and sustainable community-focused clubs, with more players across all ages and backgrounds.
- Doubling the number of women and girls through inspirational and fit-for-purpose facilities.

Specific additional priority measures

- Projects that are **located in/benefit geographical areas** where there are high levels of Multiple Deprivation.
- Projects where there is **evidence of demand/facility shortfall** and where improving the quality of existing facilities can significantly impact positively on current provision.
- Applicants with a **track record of delivering** development and growth with their existing and available facilities.
- Applicants who **demonstrate how the project will be managed to secure the desired outputs** and with strong partnerships in place.
- Applicants who demonstrate how they, as an organisation, and the project are contributing to the FAW's Sustainability Strategy.
- Applicants who demonstrate how the current equipment will be disposed of in an environmentally friendly manner or recycled
- The project demonstrates a clear potential to improve the club's sustainability.
- The Pitch Quality standard score/s of the impacted pitches.
- The number of teams and participants that the project will directly impact.
- The number of grass pitches that will be impacted through funding.

IMPORTANT FINANCIAL MATTERS

- **Partnership funding**
 - Minimum partnership funding will be at least 15%.
 - Any applications that include 100% grant requests towards the overall project costs or request over an 85% contribution will be automatically rejected.
 - Should you have any questions regarding partnership funding, or are having issues accessing support, then please get in touch with your Club Developer and/or Local Authority as they may be able to assist.

Project costs

- In the cases where the applicant is not VAT registered and is unable to recover VAT, the VAT costs will form part of the supported project cost and the total figure for the grant claim will include a contribution to the VAT costs to be incurred.
- Where project costs increase, the CFF may not be in a position to increase the grant award.
- Where project costs reduce, the CFF grant will be reduced by the corresponding amount, with the applicant contribution expected to remain as approved at Panel and reflected in the offer letter.
- Applicants should only apply with confirmed partnership funding in place. A submitted application without confirmed partnership funding may be rejected.

GENERAL PROJECT DEVELOPMENT GUIDANCE

- All project proposals should demonstrate clear, measurable impact outcomes – showing who will benefit the most from the project and how the benefits will be achieved. We can only assess the information that is provided within the application; therefore, ensure you have clearly filled out each section.
- For all storage container projects, please ensure that all relevant checks have been made before applying for the Equipment Fund, i.e. Freeholder and planning permissions, specifications, etc.
Failure to provide evidence of this will result in your application being rejected.
- **Open procurement** - applicants must secure quotations for the works, in the event that an award of grant is made (this is a minimum of two tenders/quotes). Where the supplier of materials or equipment is connected with the organisation as a member or officer, the procurement and project management process must be separately managed in an open and transparent way; they must demonstrate value for money through the required procurement process and measured against a clear specification.
- **No retrospective costs can be sought – the work cannot have already started.**
- Applicants must not have purchased any of the equipment that the organisation is requesting grant funding for.
 - o In the event that your application is successful, **you must not commence the work/make purchases or place orders until 'permission to proceed' has been given by the CFF.** Noncompliance may affect your ability to receive any approved grant aid.
 - o **Failure to comply with this will result in the grant offer being withdrawn, and the applicant will receive no funding from CFF towards the project.**

FINAL CHECKLIST

Checkbox	Items for ALL Applications
	Security of tenure – Evidence of current Leasehold / Freehold that is in place to include boundaries/perimeters. We require a minimum of ten years for any Construction projects
	Two Separate quotes for each item of equipment – Please upload two quotes for each item of equipment, and in your application state which you've selected and why.
	Buildings and Contents Insurance documents
	Public Liability Insurance documents
	Letters from confirmed funders – If applicable, please send across letters of confirmation from the other funders to give proper evidence of partner funding.

Checkbox	Additional Items, if applicable
	Freeholder and Planning consent - A copy of your full planning consent must be submitted with the application, or a letter from the Planning Authority confirming the date when your proposals will be determined
	Letters of intended use – Letters from Community Groups or Organisations that will benefit from the project. This should include intended use on a weekly basis, including how many weeks over the year and preparedness to pay the facility rates
	Usage plans – Please detail how the project's facility is currently being used

APPLICATION WALKTHROUGH

The following tips are provided as a guide to completing the application form. They are provided as indicative examples and should not be seen as prescriptive.

Please note that applications can only be assessed based on the information provided. Applicants should ensure all sections are fully completed, with clear and detailed information included throughout.

1. ABOUT THE APPLICANT

1.1 OFFICIAL NAME OF APPLICANT ORGANISATION: Please detail the Legal / Official name of the organisation

1.2 LEGAL STATUS OF APPLICANT ORGANISATION: Please tell us the Legal Status of your Organisation, select from one of the options available – If you could select multiple answers (i.e. Company Limited by Guarantee and have CASC status), then please select the company structure from the list and then inform us of the additional status when you send the application form in.

1.3 ORGANISATION REPRESENTATIVES: Please provide details of the two organisational representatives who will be leading on this application. Please note that the two signatories must not be involved in any of the contractor/supplier work that follows this application.

1.4 CLUB INSIGHT (CLUB APPLICANTS ONLY): Please input the number of TEAMS in the top two rows, and the number of PLAYERS in the following five rows. The first column is the total number of each that are formally registered by the association, whilst the second column is the number that participate at the facility that will receive the funding. *For example, a Club may have 400 registered Players across 25 teams, but only 50 Players and 3 teams might participate on the grass pitch that maintenance equipment is being sought for.*

1.5 ABOUT YOUR ORGANISATION:

Organisation's Governance Structure: Please tell us here how you are currently governed. How is the organisation and provision of activities/facilities managed? In the case of clubs, do you have one committee looking after the whole club, or multiple committees governing different aspects of the club? Please also detail female, youth and under-represented group representation within your governance structures.

Activities Offered by the Organisation: Explain the footballing activities delivered by or taking place at your organisation, including any women and girls, disability or recreational football provision. Please also include other sporting activities and community (off-pitch) offerings provided or taking place at your organisation.

Number of Volunteers/Paid Employees and their Roles: Tell us briefly how many different roles you have within your organisation. This might include *volunteer or paid coaches, teachers, administrators, communications manager, facilities and maintenance managers, etc.*

Please provide a brief overview of the ‘Big Picture’ aspirations for your Organisation, commenting on the Organisation’s vision for development, alongside the facilities needed to deliver the vision:

Tell us here what your organisation’s main short-term and longer-term aims. This could include more players (if so, which groups, i.e. girls), more volunteers, developing community partnerships or upgrading club facilities (if so, what facilities).

2. ABOUT THE PROJECT

2.1 TYPE OF PROJECT: Tell us here whether you’re looking at a new item or an upgrade of a previous. If the item is only a single item, then only fill in the one section. If there are more than two items, then these can be detailed in your 2.2 Project description section.

2.2 PROJECT DESCRIPTION: Tell us here what specific items you are looking to include within the project and briefly what they are for. This section should be limited to a maximum of 50 words and should also be kept as concise as possible. There is ample opportunity to detail the project impact later.

2.3 PROJECT LOCATION: This is the location of the project

2.4 ASSESSMENT OF NEED: THE CASE FOR THE PROJECT: Use the prompts provided to help you build a narrative in support of your application. Please ensure you tell us why the project is required, what the impact of your project will be and how this will be achieved. For example, “a new set of goalposts for our newly created two junior girls teams will ensure the right equipment to support our new players and allow for our junior teams to play.” Finally, please detail how this project aligns with your short and long term aims outlined in 1.5.

2.5 PROJECT TARGETS:

Please utilise the table to quantify how a successful project will impact on the organisation. For grass pitch maintenance projects, please refer where possible to the report received from the GMA’s Regional Pitch Advisor, which may provide useful information to assist with quantifying additional matches and fewer postponements

3. LEGAL MATTERS

3.1 SECURITY OF TENURE

3.1.1 Please detail what current Tenure you have in place, at the facility which you are looking to base the project at. Please detail the form of security (Leasehold, Freehold, etc.), how long you currently have left on the Tenure agreement (if applicable), any current restriction written into the

agreement, particularly anything that would impact the project moving forward and if required, the Freeholder's/Landlord's Consent for the project to go ahead.

3.1.2 Please tell us how the equipment purchased through this project will be stored and provide a photograph of this storage solution as part of your supporting documents.

3.1.3 If your club is part of, or operates under, a sports association or trust, please provide details of the trust's security of tenure. You must also submit evidence of a written commitment from the trust confirming tenure for a minimum period of 10 years as part of your supporting documentation.

3.2 PLANNING PERMISSION

Please indicate whether the project requires Planning Approval and also whether it has been received. Any project requesting a storage container must provide evidence of approved planning permission or written evidence from your local authority that planning permission is not required for your project. Failure to provide these documents by the funding window deadline will result in an automatic rejection of the application.

4. FINANCE AND FUNDING

4.1 DETAILED BREAKDOWN OF COSTS:

Using the table provided, please itemise each aspect that you're looking to purchase as part of this project. For a preferred provider, you will still need to provide the three quotes/tenders in the supporting documentation section. Costs should be shown **EXCLUDING VAT**.

- Please ensure that you detail each specific item you are requesting alongside the name of the preferred supplier, and that these are listed within the breakdown of project costs. This is key to ensure we can see the breakdown in funding and items being requested.

4.2 PROJECT COST & VAT:

Please tell us here the VAT Liability on this project, i.e. the amount of VAT that you will be unable to recover. If you are VAT registered, please include your VAT registration number and a VAT Management Statement as requested using the prompts provided. Could you then include a total cost of the project **INCLUSIVE OF VAT**.

4.3 PROJECT COST & VAT:

Please tell us here the VAT Liability on this project, i.e. the amount of VAT that you will be unable to recover. If you are VAT registered, please include your VAT registration number and a VAT Management Statement as requested using the prompts provided. Could you then include a total cost of the project **INCLUSIVE OF VAT**.

The VAT Registration section should only be completed by clubs or organisations that are registered for VAT and eligible to reclaim VAT. If your organisation is not able to reclaim VAT, please indicate this by entering "**N/A**" in the relevant section.

4.4 GRANT REQUEST:

Tell us here what Grant request you are making to the Cymru Football Foundation. Please be mindful of the sections at the start of this Guidance Document which refer to the aim of partnership funding. Please also note, if your application is successful, the approved level of grant will be based on an assessment of financial need.

4.5 PARTNERSHIP FUNDING:

TOTAL CONFIRMED CONTRIBUTION: Tell us here what funding (including club funds) have been sourced, where they have been sourced from and the amount that they total. For example, if the Club has own funds of £1,000 and the Club officials make donations of £2,000 towards the project, these can be captured under CLUB CONTRIBUTION of £3,000.

- 5. DECLARATION:** Please use this space for the two signatories on this application to sign or use digital signatures.
- 6. SUPPORTING DOCUMENTATION:** Using the table provided, please itemise any supporting documentation that needs to be submitted along with your application. You'll then be able to attach these documents to any email or posted application, as attachments. This should include the two quotes for any items requested, any relevant planning permissions, insurance documents, etc.