



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.
3. When we have received and logged your detailed application form and essential supporting documents, we will send an email acknowledgement.
4. The Cymru Football Foundation reserve the right to close the fund at any time.
5. 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 able to proceed.
 - ii. May be advised that your application would need to be modified if it is to be considered for future funding.
6. For successful applicants, our offer of grant/form of agreement and terms and conditions, coupled with the signed and completed application form, will constitute the grant contract.
7. Only eligible applications that meet all mandatory requirements will be assessed for funding.
8. **Please note that the Cymru Football Foundation operates multiple grant funding programmes, and this particular funding scheme has an ongoing window of support. If your organisation or project is not ready to progress, you are advised to wait either until a future funding window or until a time whereby it is ready. Details of future opportunities can be found at www.cff.cymru.**

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 round due to a limited remaining budget for 2025/26.**
- ❖ **Temporary items of equipment**, personal equipment, or small items 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 operate 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.

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.
- **Any projects supported in this Equipment Fund must be able to complete by the end of March 2026. Failing to start the project within that time will result in the grant offer being withdrawn.**
- Equipment projects should be commenced within one month of the Grant Offer Letter being awarded.

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 ten-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 must submit either:
 - Written agreement from the landlord that a storage facility can be placed on the site;
 - *In the case that the applicant claims planning permission is not needed:*
 - Clarification, in writing from the Local Authority, that planning permission is not required for the storage facility.

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.
 - **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.
- If you have not yet completed the pitch survey form, then please do so by using the following link:
<https://forms.office.com/e/rAWvj56F3m>

DISCLAIMER

Receipt of an RPA visit and/or subsequent report does not guarantee of 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.

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 focussed 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 is 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.

IMPORTANT FINANCIAL MATTERS

- **Partnership funding**
 - Minimum partnership funding will be at least 15%.
 - Any applications of which include 100% grant requests towards the overall project costs 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 projects 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.

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.
- For fencing projects, please ensure that all relevant checks have been made prior to applying for the Equipment fund i.e. Freeholder and planning permissions, specifications, etc.
- **You must have detailed design briefs/specifications** - for any onsite buildings, your application must include a full specification for the proposed works.
- **Open procurement** - applicants must secure quotations for the works, in the event that an award of grant is made (normally 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.
 - 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. Non-compliance may affect your ability to receive any approved grant aid.

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 projects’ facility is currently getting 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.

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 in 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 in 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 new item or an upgrade of 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 less 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 wrote in to 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.

3.2 PLANNING PERMISSION

Please indicate whether the project requires Planning Approval and also whether it has been received. It is highly recommended that for any projects that include permanent structures, the relevant Planning Authority are contacted to provide written consent.

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**.
- 4.2 **PROJECT COST & VAT:** Please tell us in 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 **GRANT REQUEST:** Tell us in 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 refers 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.
- 4.4 **PARTNERSHIP FUNDING:**
- TOTAL CONFIRMED CONTRIBUTION:** Tell us in 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 provide, please itemise any supporting documentation that needs to be submitted along with your application. You'll be then 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.