

AIM

In 2012 Scottish Golf launched the Scottish Golf Club Development Fund in order to further support clubs by part-funding projects aimed at generating sustainable benefits with the overall aim of increasing golf club membership. This fund has been generated from Scottish Golf Reserves, and may be used for the eligible projects shown below, with the aim of supporting our clubs.

PRINCIPLES

1. Proposed projects must align to Strategic aims of Scottish Golf, namely:
 - Increasing Participation
 - **Supporting Clubs**
 - Improving Performance
 - Developing Partnerships
2. With reference to the strategic goals above, priority will be given to projects where outcomes are aligned to supporting clubs and growing club membership.
3. Only projects aimed at generating sustainable benefits will be eligible.
4. Awards will not be made where the sole outcome is a reduction in ongoing revenue costs.
5. Clubs submitting applications must meet all Primary criteria outlined below and ideally, also meet Secondary criteria.
6. Awards will be made to a maximum of 50% of the total project cost.
7. Awards up to a maximum of **£500** will be made (where VAT can be reclaimed, VAT must be excluded from the amount claimed).
8. Scottish Golf reserves the right to fund less than 50% of the total project cost and/or less than **£500**.
9. Value in Kind will only be considered as part of the overall cost in exceptional circumstances of a project (e.g. supply of materials and associated labour costs).
10. Applications can be submitted for more than one project at a time, up to a maximum total of **£500**.
11. Subsequent applications will be reviewed in the light of previous awards.
12. Scottish Golf will assess applications in accordance with the principles outlined above and the criteria outlined below. Scottish Golf reserves the right to accept or reject applications at its sole discretion and must be submitted in the first instance through your regional Scottish Golf Club Development Officer, who will assist you with this application.
13. Applications for funding may not be made for costs already incurred on a project.
14. Applications will only be considered for projects that start within 6 months of this application.
15. Any offer of funding will remain valid for up to 3 months of your estimated invoice date.

PROJECTS

The following is a non-exhaustive list of projects that are eligible:

- Computerisation/Internet Equipment (e.g. a club's first computer/laptop or broadband installation)
- Education (attendance at Scottish Golf endorsed club educational workshops & training days for paid staff and volunteers, excluding events already subsidised by Scottish Golf)
- Marketing (e.g. targeted marketing campaigns (with measurable outcomes) to grow membership, including flexible membership and/or visitor business)
- On-line tee time booking system, to assist with visitor bookings or managing flexible membership products (includes support from Scottish Enterprise)
- Get into Golf (Equipment and Marketing)



Note 1: All requests for on-line tee time booking systems will also be considered for support from Scottish Enterprise (SE) who, in support of the development of Golf Tourism, will contribute 25% of start up and development costs to booking systems up to a maximum of £500, subject to eligibility criteria

Note 2: Scottish Golf is very keen to ensure that this development fund stimulates maximum benefit to clubs. Accordingly, projects that are eligible for other sources of funding (e.g. Management Development Programme L1, L2 & MDP Golf Management, Facility Development, Development Centres, Coach Education) will not be considered for additional funding.

PROCESS

- Clubs are required to complete the application form below.
- Clubs must satisfy their local Development Officer that the project sits within the club's overall strategy by providing the relevant page from a business plan. If you need help to create this documentation your local Development Officer is there to help.
- Applications must bear the names of 2 Club/Facility representatives and submitted, preferably electronically, to their Scottish Golf Club Development Officer for verification.
- Clubs in receipt of funding must afford appropriate acknowledgement to Scottish Golf and SE as appropriate through any press releases, web sites and printed material.
- 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.
- Funds will be paid to the main bank account of the club (and not to individuals). Payments will be via BACS wherever possible and if not, by cheque. Payments will be made upon production of a completed evaluation (forms will be provided) and copies of relevant receipts.

CRITERIA

The following are lists of criteria against which applications will be assessed. Primary criteria must be met and Secondary criteria are desirable.

Primary criteria (essential requirements):

- The Club must be affiliated to SGU and/or SLGA and be up-to-date with payment of affiliation fees
- The Club must be live on the Central Database of Handicaps (CDH) (**Exception: where a club is applying for IT equipment to enable achievement of this criterion**)
- The Club must have provided up-to-date information to SGU & SLGA on the number of junior members at the club
- The Club must provide a copy of its Constitution/Articles and a copy of the most recent audited accounts to Scottish Golf
- The Club must self-declare that it meets the following criteria (*please tick all that apply*):
 - The Club has an up-to-date constitution
 - The Club has a Junior Section, Junior Convenor and Child Protection Officer and Policy
 - The Club welcomes children at any age and to join the club by at latest 9 years of age
 - The Club provides competitive opportunity to junior members
 - The Club is compliant with The Equality Act 2010
 - The Club is financially solvent
 - The Club has an up-to-date disciplinary procedure in place
 - The Club utilises XactAdvice, some similar service (Health & Safety and Employment Law) or has the appropriate procedures in place
 - The Club utilises Scottish Golf Intelligence (**Exception: where a club is applying for IT equipment to enable achievement of this criterion**)
 - The Club forwards the Scottish Golf monthly Club e-bulletin to the Club Committee, and makes reference to this at the monthly committee meeting

Secondary Criteria (against which an application will also be assessed) (*please tick all that apply*):

- The Club is engaged with the SGU/SLGA Club Business Planning Review Process
- The Club accepts the Scottish Golf Card and/or offers special rates exclusively to members of other clubs
- The Club utilises other relevant SGU/SLGA services (e.g. Scottish Golf Environment Group, Membership Marketing etc)
- The Club delivers the ClubGolf programme
- The Club delivers Scottish Golf Get into Golf Initiative
- The Club participates in the Scottish Golf Club Management Development Programme

Application Form

(Please complete for each project and PRINT clearly)

Contact Name _____
Name of Golf Club _____
Address _____
_____ Postcode _____
Telephone _____
E-mail _____

Transfer of funds *(NB must be bank account for the Club/Facility)*

BACS transfer

Name of Bank _____
Account Name _____
Sort Code _____
Account Number _____

OR

Cheque made payable to _____

Check List of Supporting Documents & Acknowledgement (this information may be shared with SE when funding is requested for internet tee time booking)

Most recent audited accounts enclosed

Club Constitution/ Articles enclosed

The Club agrees to complete a brief evaluation form and provide appropriate acknowledgement to Scottish Golf/SE where such opportunity arises

Relevant page of the clubs business plan

Please indicate which of the following categories your application falls within

Computerisation/Internet Equipment

On-line tee time booking system

Education

Joint Working

Marketing, including promotion of flexible membership.

Get into Golf Initiative

Scottish Golf Club Development Fund



Please provide a brief description of the project using the following headers

1. Project Aims & how this contributes to your business strategy	
2. Project description & why this funding is required – (If your application is for tee time booking software please also complete supplementary question 5.)	
3. Detail all project costs including contribution from other sources, VAT (if applicable) and value in kind.	
3.1. Expected start date:	3.2. Expected completion date
3.3. Expected invoice submission date:	
3.4. Have you applied for or received any other sources of government funding for this project? If yes, please give details Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. What are the outcomes of this investment and how will the project be evaluated?	
5. For applications for On Line tee time booking software only.	
5.1. Are you participating in the "On The Tee" Business Support programme with Scottish Enterprise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2. Are you participating in any regional golf development groups? If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3. Do you participate in Visit Scotland's Visiting Golfers Welcome scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.4. Are you participating in any other existing Golf Tourism initiatives? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5. Are you a member of Golf Tourism Scotland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.6. Are you part of a local golf pass?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.7. Annual green fee income £	5.8. Weekday visitor green fee £
5.9. Visitor income as a % of total income %	
5.10. Do you have significant spare tee time capacity for visitors	Yes <input type="checkbox"/> No <input type="checkbox"/>

Scottish Golf Club Development Fund



We hereby declare that all information supplied is accurate to the best of our knowledge and agree to the principles outlined (2 names are required)

Full Name (print) _____

Position at Club _____

Date _____

Full Name (print) _____

Position at Club _____

Date _____

Verified by:

Name of Scottish Golf Club Development Officer _____

For Office Use Only*

Approved 1 _____ (Signature)
_____ (Print Name)

Approved 2 _____ (Signature)
_____ (Print Name)

Evaluation received _____

Date Approved _____

Eligible costs	
Scottish Golf/SE contribution to costs	
Scottish Golf/SE % Grant contribution	
Club contribution	