

Are you ready for facility funding?

When applying for funding, it is important to have your governance arrangements in order to enable you to successfully gain funding for your project. The following questions aim to help your club ensure everything is in place to ensure your governance doesn't prevent you accessing RFU funding. The areas raised in this health check will also be applicable to many other funders, although each funder's criteria will be different.

The club has security of tenure - a freehold or lease covering the number of years required to access the funding requirements over the land & buildings.

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> We do not have a freehold or lease over the land and buildings | 0 | Your club will need to secure a lease or freehold over land or building to access funding. |
| <input type="checkbox"/> We have a lease hold for 5 years | 1 | Your club will be restricted on the funds you can access. For RFU/RFF Funds the limit would be = £1k-5k. Aim to negotiate a longer lease term to access further funding opportunities. |
| <input type="checkbox"/> We have a lease hold for 7 years | 2 | Your club will be restricted on the funds you can access. For RFU/RFF Funds the limit would be = £15k-£49,999k. Aim to negotiate a longer lease term to access further funding opportunities. |
| <input type="checkbox"/> We have a lease hold for 21+ years or a freehold | 3 | No restrictions on applying for facility funding |

4 choices

The Landlord is not able to bring the lease to an end before the grant clawback/asset liability period expires.

| Choices | Score | Advice |
|--|-------|--|
| <input type="checkbox"/> The landlord is able to bring the lease to an end before the grant clawback/asset liability period expires. | 0 | Renegotiate the lease to ensure the lease covers the funding period. |
| <input type="checkbox"/> The landlord is not able to bring the lease to an end before the grant clawback/asset liability period expires. | 1 | No restrictions on applying for facility funding |

2 choices

The club has partnership funding to support the project.

| Choices | Score | Advice |
|--|-------|---|
| <input type="checkbox"/> The club has no partnership funding. | 0 | The club will need to raise partnership funds to access funding. Generally funders only fund up to 50% of a total project cost. |
| <input type="checkbox"/> The club has some partnership funding and a plan to raise further funds to meet the funding requirements. | 1 | The club should apply and continue to raise partnership funding to enable the project meet the funding requirements. |
| <input type="checkbox"/> The club has partnership funding available. | 2 | No restrictions on applying for facility funding |

3 choices

The club has achieved RFU Club Accreditation

| Choices | Score | Advice |
|---|-------|--|
| <input type="checkbox"/> The club has not achieved RFU Club Accreditation | 0 | The club should achieve RFU Club Accreditation to be able to access funding opportunities. |
| <input type="checkbox"/> The club has achieved RFU Club Accreditation | 1 | No restrictions on applying for facility funding |

2 choices

The club run a secure financial operation. - What is the clubs liquidity ratio, i.e. how much cash (current assets) is available to pay off current liabilities?

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> The club has a negative working capital. It has more current liabilities than current assets. The club doesn't have enough cash to meet its current needs and obligations. | 0 | The clubs needs to get itself on a more secure financial footing before applying for funding. |
| <input type="checkbox"/> The club has positive working capital. It has more current assets than current liabilities and in the event of an emergency, the club can pay off its short term debts. | 1 | No restrictions on applying for facility funding |

2 choices

Club has a current constitution that is open and has been recently reviewed

| Choices | Score | Advice |
|--|-------|---|
| <input type="checkbox"/> We do not have a constitution | 0 | The committee will need to produce an RFU compliant constitution as soon as possible |
| <input type="checkbox"/> We have a constitution but have not reviewed it in the last 3 years | 1 | The committee should review their constitution in line with the current RFU advice and guidance and should document said review |
| <input type="checkbox"/> We have a constitution and have reviewed it in the last 3 years | 2 | The committee should continue to monitor advice and guidance from the RFU |

3 choices

The committee has produced a business plan to enable the club to grow which is reviewed at least quarterly.

| Choices | Score | Advice |
|--|-------|---|
| <input type="checkbox"/> The club does not have a business plan | 0 | The committee should consider the benefits of establishing an annual business plan for the club in order to provide a structured framework for club planning |
| <input type="checkbox"/> The club has a business plan but it is not used at each committee meeting | 1 | The committee should consider the benefits of using/updating the business plan at each committee meeting, particularly for assessing required actions and reviews |
| <input type="checkbox"/> The club has a business plan that is used at each committee meeting | 2 | |

3 choices

The following sections will now focus on key governance arrangements we recommend you consider or have in place as a club to ensure your club is able to demonstrate it has good governance practices.

Unincorporated Association

Committee is aware of the potential personal liability for committee members of an unincorporated association

| Choices | Score | Advice |
|---|-------|--|
| <input type="checkbox"/> We are not aware of personal liability | 0 | Committee need to urgently review the advantages/disadvantages of being unincorporated and consider the other options available |
| <input type="checkbox"/> We are aware of personal liability and of the RFU recommendation to clubs to incorporate | 1 | Committee should ensure that they minimise any potential risk to the club/committee members by identifying any risks and ensuring that all precautionary steps have been taken |
| <input type="checkbox"/> We are aware of personal liability and have assessed the risks involved in a risk register within the last 12 months | 2 | Committee should ensure that the risks are continued to be reviewed at least annually and that legal advice is sought when doing so |

3 choices

For further information on incorporation please visit:

www.englandrugby.com/governance/legal-and-admin/constitution-guidelines/

Legal & Tax Status options

Committee knows the club's legal status and the advantages and disadvantages of said status

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> We do not know the club's legal status | 0 | The committee should review what legal status means and the options available to the club, together with the advantages and disadvantages of each option |
| <input type="checkbox"/> We know the club's legal status but not its advantages and disadvantages | 1 | Committee should review the advantages and disadvantages of their current status and to find out about the other options available |
| <input type="checkbox"/> We know the club's legal status and its advantages and disadvantages | 2 | Committee should establish an annual review of legal status, ideally by a sub-group or committee that reports back with recommendations to the management committee |
| <input type="checkbox"/> We know the club's legal status and its advantages and disadvantages and we review its suitability at least annually | 3 | Committee should ensure that the review is well documented and that external legal guidance is sought to review the decisions made |

4 choices

Committee has considered the options available to the club of becoming a charity or a community amateur sports club (CASC)

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> We have not considered the options available | 0 | The committee should review the options open to it as soon as possible |
| <input type="checkbox"/> We have considered the options available and have already registered as a CASC but are not aware of the changes made to the scheme in 2015 | 1 | The committee should review the changes to the CASC scheme that came into force in April 2015 as soon as possible |
| <input type="checkbox"/> We have already registered as a CASC and are fully aware of the changes made to the scheme in 2015 | 2 | The club should ensure that it continues to review and monitor for any future changes to the scheme |
| <input type="checkbox"/> We have already registered as a charity | 2 | The committee should ensure it reviews and monitors the tax benefits available to a charity on at least an annual basis |
| <input type="checkbox"/> We have considered CASC and charity status and it is not right for our club. | 2 | |

5 choices

For further information on CASC please visit:

www.englandrugby.com/governance/legal-and-admin/community-amateur-sports-clubs/

Financial & Procedures

The management committee are provided with management accounts at each committee meeting which are clear and easily understood

| Choices | Score | Advice |
|---|-------|--|
| <input type="checkbox"/> No management accounts are produced | 0 | Management accounts enable a committee to assess the financial situation of the club at each meeting and should include an indicator of any outstanding liabilities |
| <input type="checkbox"/> Management accounts are produced as described and given to committee at meeting | 1 | The management accounts should ideally be sent to each committee member in good time before the date of a meeting to enable the members to digest and review the details |
| <input type="checkbox"/> Management accounts are produced as described and sent to committee members in advance of each meeting | 2 | |

3 choices

The committee has an internal verification process in place to check key financial figures and processes

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> We have no internal verification process in place | 0 | It is vital for the committee to ensure there are verification processes in place to confirm the key facts and figures relating to the financial position of the club and to ensure that due diligence is being practised |
| <input type="checkbox"/> We have an internal verification process in place for day to day finance but not for annual accounting | 1 | The annual accounts prepared by the Treasurer should be independently verified by another member of the committee |
| <input type="checkbox"/> We have an internal verification process in place for day to day finance and for annual accounting | 2 | |

3 choices

The annual accounts are independently verified/audited by an external independent qualified accountant

| Choices | Score | Advice |
|--|-------|--|
| <input type="checkbox"/> Accounts are NOT independently verified/audited | 0 | The annual accounts should be independently verified by an external qualified accountant and a statement to that effect made available to the members at the AGM |
| <input type="checkbox"/> The accounts are independently verified/audited by an external independent qualified accountant | 1 | A member of the committee/club other than the treasurer should verify the external examiner statement |
| <input type="checkbox"/> The accounts are independently verified/audited by an external independent qualified accountant AND a member of the club other than the treasurer confirms this with the accountant | 2 | |

3 choices

An annual income & expenditure statement and simplified balance sheet are submitted for inspection and approval at the AGM

| Choices | Score | Advice |
|---|-------|--|
| <input type="checkbox"/> Annual statements are not produced for the AGM | 0 | It is important for members of the club to be given the opportunity to review and approve the annual accounts of the club which should be presented in a simplified format |
| <input type="checkbox"/> Annual Statements are produced for the AGM but not sent to members in advance of the meeting | 1 | Members should be given the opportunity to scrutinise the accounts in advance of the meeting in order to be given the opportunity to prepare any questions for the AGM |
| <input type="checkbox"/> Annual Statements are produced for the AGM and sent to members in advance of the meeting | 2 | |

3 choices

Conflicts of interest are recognised and managed effectively.

| Choices | Score | Advice |
|--|-------|--|
| <input type="checkbox"/> Conflicts of interest are not managed, with no clear policy. | 0 | Create a register of interests and ensure the chair manages conflicts of interest e.g. if there is a conflict of interest, they will exclude the relevant member from the decision making, |
| <input type="checkbox"/> The club has a register of interests but does not actively manage conflicts of interest. | 1 | Manage conflicts of interest e.g. if there is a conflict of interest, exclude the relevant member from decision making, |
| <input type="checkbox"/> The club has a conflict of interest policy and manages conflicts of interest when they arise. | 2 | |

3 choices

Risk Assessments

The committee has Health and Safety risk assessments in place.

| Choices | Score | Advice |
|---|-------|---|
| <input type="checkbox"/> We do not have risk assessments in place. | 0 | The committee should carry out risk assessments to minimise the risk of any insurance claim being rejected because of the absence/quality of the required risk assessments |
| <input type="checkbox"/> We have carried out risk assessments previously but they have not been reviewed and updated in the last 12 months. | 1 | The committee must ensure that relevant risk assessments are actioned without delay - this will minimise the risk of any insurance claim being rejected because of the absence/quality of the required risk assessments |
| <input type="checkbox"/> We have required risk assessments in place and these are reviewed at least annually | 2 | |

3 choices

To help clubs to assess the risks within your premises the RFU has created an online risk assessment tool. Here you will find a number of simple, easy to manage, risk assessments, each designed to help you through the process with guidance on what risks you need to consider and how you can best manage them. To access the tool visit: www.englandrugbyinsurance.co.uk/risk-assessment-tool