

Table Tennis England Club Facility Funding Guidance 2015-16

Table Tennis England has a club focused capital facilities fund of £272,000 this financial year (2015/16). This document provides a summary of the facility schemes available and guidance for clubs wishing to apply.

This allocation has come from Sport England and is seen as an Investment to deliver Table Tennis England's key outcome of **increasing sustainable participation in table tennis**. This funding is expected to be matched across the **portfolio £ for £ i.e. a further £272,000 of partnership funding has to be levered to support the initial £272,000**.

This club funding has been allocated across 3 key areas of investment, which based on evidence, knowledge and a recent facilities audit, we believe will have greatest impact. This document focuses on the programmes aimed at table tennis clubs and the facilities they utilise.

Programme	Total Proposed Value of Table Tennis Investment
Club Table Scheme	£12,000
Club improvement Fund	£60,000
Dedicated multi table clubs/facilities	£200,000

Clearly this funding is not sufficient to meet demand. Project proposals will be prioritised to ensure that investment is directed to the areas where it is likely to have greatest impact on our objectives.

Where direct investment is not possible we may still provide design and funding application guidance, NGB endorsement and area team involvement.

Further capital funding will be available for projects during 2016-17 which is likely to be available for similar schemes. It has been indicated that this funding will be at the same level as this year, however it is dependent on a number of external factors beyond Table Tennis England's control.

Our Strategic Funding Priorities

The funding we have received is an investment to increase sustainable participation in young people and adults over the age of 14. Having completed some in depth research we have identified some key facility findings and challenges that, if overcome, will support Table Tennis develop and grow and increase participation through this capital investment.

	Key Finding & Challenge	Implication
1	<ul style="list-style-type: none"> Only 8% of clubs are based in dedicated table tennis facilities, 45% are in community halls and 16% in schools. 66% of the facilities are accessed by short term block bookings. 	<ul style="list-style-type: none"> Medium term to long term access to facilities is uncertain, this has been identified as a major risk in relation to retaining participants.
2	<ul style="list-style-type: none"> 73% of the clubs have a maximum of 20 users on the busiest night, 37% between 1 and 10 and 36% between 11 and 20. 	<ul style="list-style-type: none"> This indicates there is only a small number of clubs with a greater number of tables who are able to run

	<ul style="list-style-type: none"> 66% of clubs have 4 tables or fewer. 	<p>multiple sessions at once, such as junior coaching whilst adult social play takes place.</p> <ul style="list-style-type: none"> PremierClub research shows that 20 out of 51 clubs has fewer tables in the club than their venue can potentially hold.
3	<ul style="list-style-type: none"> 75% of clubs have the potential to expand their membership and have stated the numbers they could potentially increase by. 	<ul style="list-style-type: none"> These findings confirm that there are a significant number of clubs with the capacity to grow.
4	<ul style="list-style-type: none"> Lighting and to an extent flooring appears to be an issue. 	<ul style="list-style-type: none"> Addressing these issues could impact on participant satisfaction and to some extent health and safety. A fund to support this could enable an increase in the hours available to table tennis and provide a greater number of venues suitable for competition.
5	<ul style="list-style-type: none"> 17% of clubs use multiple venues due to their main venue not having the required table time. 	<ul style="list-style-type: none"> This leads to the club being fragmented and for some clubs limits growth.
6	<ul style="list-style-type: none"> Only 17% of clubs have access to their tables for 21 hours per week or more, which equates to 3 hours a day or more. 67.6% of clubs have access to their tables for 10 hours per week or less. 	<ul style="list-style-type: none"> Clubs with 21 hours plus allows a significant programme of activity, usually including junior and adult sessions, competitive matches and group specific activity (club interviews, 2014).

In order to respond to the implications of the above findings a number of funding initiatives have been created which will overcome identified barriers and increase participation.

Funding for facilities

The growth of table tennis club facilities is key to the sustainable growth of the sport, it was where sports development, coaching, competitions and training takes place.

Table Tennis England has three funds for to support club development and facilitate facility improvement:-

- Tables in established clubs £12,000
- The Club Improvement fund £60,000
- Dedicated multi table club fund £200,000

Table Tennis is played nationwide and facility development can be justified across the country, and such is the demand, Table Tennis England could spend the available funding 10 times over. However priority, not exclusivity, will be given to our priority zones where development work is being undertaken and can be linked to facilities. Any funding in these areas must be linked to ongoing Table Tennis England initiatives. Projects outside of these areas will be considered but must show significant impact against Table Tennis England priorities.

- Sheffield
- Liverpool
- Leeds
- Birmingham
- Leicester
- Nottingham
- Brighton
- Tower Hamlets

- Croydon & Sutton
- Chelmsford
- Plymouth
- Oxford
- Bristol

Tables in Established Clubs

Value £12,000

Expected number of Awards – 30

Partnership Funding – yes, £1 for £1

Project Detail – 40 tables @ c£600 = £24,000

What has become clear from the facilities work is that there is a propensity and willingness for clubs to grow if they had more tables – this fund is aimed at those forward thinking clubs that have a robust sports development plan that can demonstrate membership and participation growth through new tables.

The fund is designed to increase the number of tables in your club not replace existing tables.

Preparing Your Application

Plan your project

Grant applications are more likely to be successful if the project has been carefully thought out and this is clearly described within the application form.

More likely to be successful if:-

- Submit robust sports development plan that describes how the new table(s) will benefit the club and sustainably grow membership and participation. (Principally although not exclusively adults over the age of 14).
- You have a long term usage agreement for utilising your facility (5 years)
- You can confirm that you have suitable storage space for the table(s)
- You have engaged with your Table Tennis England area member of staff who supports your project (please note that this is no guarantee of funding as demand is likely to be greater than the supply of funds available). Details of your relevant area staff member can be found at:- <http://tabletennisengland.co.uk/wp-content/uploads/2009/06/Area-Contacts-April-2014-v2.pdf>
- The club or all its participants (if not an affiliated club) should be affiliated to Table Tennis England.
- Evidence of demand for the project from participants, or potential participants.

Essential Documentation

- Governing document/constitution
- Most recent accounts
- Last three bank statements

- Child protection policy
- Confirmation of partnership funding

Before applying

Make sure that:

- Your organisation is eligible for a grant
- Your project fits in with our strategy and funding
- Your project is well planned
- You can measure the results of the project to demonstrate its success/impact.

Assessment Process

The funding for club tables programme will remain open until the end of the financial year or whenever the funds are exhausted. Please be aware that we are expecting a larger demand for this programme than funds available.

The application will be assessed by a panel on the last Friday of every month by Table Tennis England staff, one of whom will be working in your geographical location and will understand your circumstances.

A decision letter will be sent to you by the Friday of the following week.

Tables

Table Tennis England have obtained a number of offers from suppliers for provision of club tables (you are not obliged to take advantage of this). If you wish to take advantage of these offers please indicate your preference on the application form. These are detailed below:-

JOOLA WORLD CUP 22 – (22mm table)

OFFER PRICE £399



BUTTERFLY NATIONAL LEAGUE 22 (22mm Table)

OFFER PRICE £276



DONIC DELHI 25 (25mm table)
OFFER PRICE £699



CORNILLEAU ITTF COMPETITION 740 TABLE (25mm table)
OFFER PRICE £650



Club Improvement Fund

Value £60,000

Expected number of Awards – 6

Partnership Funding – yes, £1 for £1

Table Tennis England maximum award - £10,000

Must be delivered by 31st March 2016

Grants are available up to £10,000 for any organisation eligible to receive public funding eg sports club, voluntary or community organisation, local authority, and education establishment such as school, college or university.

One of the key findings, and a major threat to the sport, is that 66% of facilities are accessed by short term (1 year or less) block bookings. The survey also highlighted that a number of clubs had been removed from the facility due to another activity offering increased income without any recourse due to the ad hoc nature of their booking.

The club improvement fund has been established to tackle three key issues with the sport:-

- 1) Upgrade tired table tennis facilities that can be described as not fit for proper table tennis use and make it harder for people to start or keep participating in table tennis
- 2) Secure increased hours and long term facility access
- 3) Increase the number of venues available for competitions, events and inclusive programmes

When you have decided that you would like to apply, please take the following steps:-

Plan your project

Grant applications are more likely to be successful if the project has been carefully thought out and this is clearly described within the application form.

More likely to be successful if:-

- You can fully detail and evidence the issues with the facility
- Submit robust sports development plan that describes how the improvements will both benefit the club and sustainably grow membership and participation (Principally although not exclusively adults over the age of 14).
 - Evidence of demand from participants or potential participants
 - You can explain how you will make your project happen post build, who will take part, have you sufficient coaches, when will new sessions take place, detail the lasting impact on table tennis participation
- Evidence how the funding will guarantee increased usage and long term access (min 5 years) to the facility (a new lease or formal agreement for example)
- Identification where partnership funding is coming from
- You have engaged with your Table Tennis England area member of staff who supports your project (please note that this is no guarantee of funding as demand is likely to be greater than the supply of funds available). Details of your area member of staff can be found at:-

<http://tabletennisengland.co.uk/wp-content/uploads/2009/06/Area-Contacts-April-2014-v2.pdf>

- The club is affiliated to Table Tennis England

Essential Documentation

- Governing document/constitution
- Most recent accounts
- Last three bank statements
- Child protection policy
- A project delivery plan
- Confirmation of partnership funding
- Copies of quotes from suppliers

Before applying

Make sure that:

- Your organisation is eligible for a grant
- Your project fits in with our strategy and funding
- Your project is well planned and you have a detailed budget
- You have spoken to, and worked with, a member of Table Tennis England staff
- You can measure the results of the project to demonstrate its success/impact
- The funds can be spent within this financial year

Assessment Process

The funding for Club Improvement Programme will be assessed across two rounds, with each round closing

- 1st August 2015
- 1st November 2015

A decision letter will be sent to you by 30th August 2015 and 30th November 2015 respectively.

Dedicated multi table clubs/facilities fund

Value £200,000

Expected number of Awards – 3

Partnership Funding – yes, £1 for £1

Table Tennis England maximum award - £100,000

Must be delivered by 31st March 2016

This fund is the largest and therefore the most demanding of our funding streams.

Grants are available from £20,000 to £100,000 (it would have to be an exceptional project to receive the upper end of the funding envelope) for any organisation eligible to receive public funding eg sports club, voluntary or community organisation, local authority, and education establishment such as school, college or university.

This programme has been established to support the larger table tennis clubs/facilities with long term access to their facility grow with some capital support.

Security of Tenure

To be eligible to apply you must either own the freehold interest or have sufficient leasehold interest in the land involved in your project. To demonstrate this you must supply a copy of your leasehold or freehold document with your application.

Grant Amount	Security of Tenure
£20,000 to £100,000	10 years

Criteria

- Whether you have a freehold or leasehold interest, the name registered at the Land Registry as the owner of the land affected by your project must reflect the name that appears on your governing documents. In some instances, a lease may be made to the trustees of your organisation in which case the trustees may well be the proper applicant, rather than the organisation itself;
- Schools should note that if the land belongs to the Local Authority then the Local Authority must be the applicant and not the school;
- Joint applications are not accepted. There must be a single eligible applicant body to account for any award made;
- Please be aware of the distinction between a lease and a licence. This programme requires that applicants have the ability to exclude all others from the land (even a freeholder) for the duration of the grant. A lease will achieve this, but a licence will not. Look in your documents for words to the effect that “the tenant will enjoy quiet enjoyment” or “exclusive possession” of the land. These words generally indicate a lease. The absence of such words may indicate a licence;
As set out above, the ability to exclude all others must remain for the duration of the grant. Sometimes leases contain what are known as “break clauses” which allow either the landlord or the tenant to terminate the lease for an agreed reason prior to the otherwise agreed end of the lease. Break clauses that allow a lease to be terminated before the end of the grant term fall foul of the Programme’s requirement and should therefore be removed prior to an application being made;

You are more likely to be successful if you:-

- Submit robust sports development plan that describes how the improvements will both benefit the club and sustainably grow membership and participation
 - Evidence of demand from participants, or potential participants that there is demand for the project (Principally although not exclusively adults over the age of 14).

- You can explain how you will make your project happen post build, who will take part, have you sufficient coaches, when will new sessions take place, detail the lasting impact on table tennis participation
- Identification where partnership funding is coming from
- You have engaged with your Table Tennis England area member of staff who supports your project (please note that this is no guarantee of funding as demand is likely to be greater than the supply of funds available). Details of your area member of staff can be found at:- <http://tabletennisengland.co.uk/wp-content/uploads/2009/06/Area-Contacts-April-2014-v2.pdf>
- The club is affiliated to Table Tennis England

Impact

Good applications will provide clear evidence of:

- Specific benefits of the project and quantify the impact
- A clearly articulated vision of not only what the project wants to achieve but also how and why.
- Links to local, regional and national priorities
- A clear contribution to the priorities identified within Table Tennis England's strategic plans in consultation with a Table Tennis England officer

Sustainability

Good applications will provide clear evidence of:

- A real need and demand for the facility and consideration given to sharing the site with other organisations and activities to drive a sustainable business plan.
- A sustainable business plan which combines capital, revenue, public and private resources to support the facility's sustainability including sports development initiatives and lifecycle costs.
- Agreements with key partners that show the necessary revenue to support sports development work and facility life-cycle costs is ring fenced in the long term.
- How value for money considerations such as multiuse of facilities by sports, co-location with other agencies or building on established facilities and or expertise has shaped the project.
- Established partnership working between the organisations involved which will last beyond the lifetime of this application.

Ability to Deliver

Good applications will provide clear evidence of:

- A detailed project plan for delivery of the facility from inception to completion with realistic milestones.
- Project and risk management structures in place that will mitigate risks to ensure successful delivery.
- Consideration of viability and risk factors associated with other sources of funding and, if awarded exchequer funding through this process, ability to draw down the grant in a specified financial year.

- Approvals where relevant, including planning permission, if already obtained.
- Architectural drawings already developed, ideally to RIBA Stage D or equivalent, if already obtained.
- Procurement strategy and delivery mechanism which use established routes where available – or have good reasons for not doing so.

Assessment Process

Because of the nature of exchequer funding (the award must be spent within the current financial and benefits of this spend received) the project must be in an advanced state of readiness (however not started) in order to meet conditions of this funding.

The application process for this fund is two stage.

1. An **initial expression of interest** should be submitted by the applicant to ensure that the project meets the basic delivery criteria – we do not want the applicant to complete a lengthy application form only to be unsuccessful.

Once submitted we will assess the expression of interest and provide feedback recommending that the applicant continues with the application, which we will then provide **within a week**, or that the project currently does not meet our priorities or criteria and is therefore unsuccessful with the submission. **Being invited to submit an application does not guarantee funding.**

In some cases the project submitted maybe a good one but requires too much work to deliver within the expected timelines or may require modifying in certain areas. It is anticipated that there will be further funding next year and a further submission would be welcomed at this point (this does not guarantee funding).

Expressions of interest can be submitted at any time up until 5pm 1st July 2015 and should be sent to:-

Jonathan Bruck
Table Tennis England
Norfolk House, 88 Saxon Gate West,
Milton Keynes,
Buckinghamshire, MK9 2DL

Or emailed to:-
Jonathan.bruck@tabletennisengland.co.uk

A response will be received within a week.

2. A **detailed application** to be submitted providing a more detailed description of the application along with budgets, sports development plans and confirmation of applicable formalities such as planning permission.

This needs to be submitted by 1st August

The application will be assessed by a panel who have the right to ask further questions and request confirmation of certain aspects, if applicable. This panel will sit when required but will expect to provide a funding decision by 1st September allowing 6 months for the project to move forward and be delivered.