

Appendix 1 - Eligibility criteria

The Buildbase £50 Community Club Award eligibility criteria and guidance notes

- Applications will only be accepted from Football Clubs participating in The Buildbase FA Trophy and The Buildbase FA Vase in the 2020/21 season.
- Club Product Bursary will not be provided retrospectively, i.e. where a project has commenced or has been completed such projects shall be ineligible for entry to the Competition.
- If a Club does not own the freehold of their ground then a lease, license or agreement for use of the ground should be in place for a minimum unexpired period of at least 2 years.
- It is the responsibility of any Club wishing to enter the Competition to ensure that no restrictions or legal agreements that would prevent them from accepting a Club Product Bursary or participating in publicity or otherwise entering the Competition (for example, any financing arrangements, sponsorship arrangements or building merchants interests)

What documentation should be submitted with the application form?

All applications should be accompanied by a business plan which shall include the following:-

- Quotation(s) for the proposed project (based on the project design/specification);
- Materials/Product quotation for the proposed project from a Buildbase branch;
- An outline project design/specification;
- A copy of any relevant planning permission;
- Evidence of other funding offers (if applicable);
- A copy of the Club's most recent annual accounts and balance sheet;
- If Club funds are being used for the project and these are not shown in the Club accounts, provide a copy of a bank statement as evidence that these funds are in place; and
- A five year income and expenditure forecast relating to the project.