



HM Government

SAMPLE



Introduction

This workbook is used to assess Local Authority submissions for funding requests from Sport England. Please enter the relevant data in all cells formatted with yellow-shaded fill. No other cells should be overwritten or edited, nor should any sheets, rows or columns be added or deleted from this workbook. All income entries should be entered as positive whole numbers. All expenditure entries should be entered as negative whole numbers.

The workbook is formatted to support user readability, as follows:

User input
Hyperlinked text
Actual period
Forecast period
Total
Calculation

Administration

Please provide the following information:

Local authority name

Leisure provider name

[Notional Funding Allocation \(NFA\) \(£'000\)](#)

This sheet provides explanatory text to support users' understanding of the input requirements when populating this workbook.

Hyperlinks to the relevant definitions below are included throughout the following sheets and identified with underlined blue text. Clicking this text will automatically navigate users to the relevant definition or explanation. Users can easily navigate back to the hyperlinked cell by pressing F5+ENTER.

Sites and facility type	
Notional Funding Allocation	<p>To help ensure an equitable distribution of the fund, a Notional Funding Allocation (NFA) has been calculated for each eligible local authority and funding awards will only be made in excess of the NFA in the most exceptional circumstances.</p> <p>The purpose of the NFA allocation is to maximise the impact of the fund and provide financial assistance for as many local authorities and their leisure providers as possible.</p> <p>The basis of the NFA is a per capita allocation based on population. This has then been adjusted to take into consideration: physical activity levels, number of facilities and health outcome indicators.</p> <p>The NFA provides Sport England with a control to ensure funds are distributed equitably and not exhausted prematurely – however eligible authorities are still required to demonstrate the need for funding and that the proposed recovery plan presents a sustainable model that can achieve the desired outcomes and objectives.</p> <p>All applicants to the fund will receive an application form, elements of which will be pre-populated with historic operational data, and their respective NFA. The NFA is a guide for applicants in determining how much to apply for i.e. the Funding Request (FR). All applicants should ensure that the overall portfolio of facilities and activities proposed for re-opening in their application remains valid for an Actual Funding Allocation (AFA) from the fund that is (+/-) 10% of the FR (ie if you were to have an AFA of 6% less than your FR then you would still be able to open all the facilities and operate all the activities detailed in your recovery plan).</p> <p>It is important that we are able to assess the contribution that any funding will make to the overall cost of a sustainable recovery plan. If a Funding Request is made that is materially beyond the level of the NFA then there is a risk that the recovery plan cannot be assessed as sustainable given the availability of funding. This could delay the award process as you may be required to submit a revised recovery plan in order for an appropriate assessment to be made.</p> <p>Please note this is indicative only and each applicant should consider their specific local circumstances when submitting their application for funding. Individual funding awards will be dependent upon the assessment of the application against the defined fund assessment criteria.</p>
Sites and facility type	
Capacity	<p>Capacity is defined as the availability of the facilities and programme when compared to pre-Covid levels. Pre-Covid levels of capacity are assumed to equate to 100% of capacity</p> <p>Information must be provided across two time periods; i) Between the two national lockdowns and ii) fund period of 1 December 2020 to 31 March 2021. Capacity during these periods should be presented as a percentage of the pre-Covid capacity (ie - if the swimming programme across lane swimming, swimming lessons and club use will be running at 50% of the pre-Covid levels then the capacity is 50%).</p> <p>Where there has been/proposed to be a phased reopening of facilities and activities please indicate the maximum capacity reached within that period.</p>
Opening Hours (average weekly opening hours)	<p>Please provide the average weekly opening hours per facility type. For example, if a leisure facility has a Health and Fitness Suite that is operational from 6am to 10pm 7 days per week and a Swimming Pool that is operational from 9am to 5pm then the Health and Fitness Suite has average weekly opening hours of 112 hours per week and the Swimming Pool has average weekly opening hours of 56 hours per week.</p>
Type of facility	<p>Primary activity areas have been defined as follows:</p> <ul style="list-style-type: none"> - Swimming Pool - Health and Fitness Suite - Studio - Sports Hall - Artificial Grass Pitch <p>All other types of facilities have been classified as 'secondary facilities' for the purpose of fund assessment and will not form a core part of the assessment of applications.</p>
Income and Expenditure	
Monthly average staff hours	<p>Please detail the monthly average of staff hours worked. This should EXCLUDE the hours of any employees that were/are proposed to be placed on furlough.</p>

Health and Fitness	Please input income as positive values. Fitness income to include: all direct debit fitness membership income. Include all concession, off peak and corporate, joint and family membership income. Include joining/activation fees, pro rata payments, annual membership income, 3 month/6 month membership income, casual gym and personal training income. If membership income is for all inclusive memberships for example swim, gym and classes, and you do not split this income per activity; then include all the membership income here. Please include all casual workout class income here.
Swimming - Lessons	Total lesson income from the pools including adult and junior swimming lessons direct debit memberships, courses, one to one lessons, diving lessons, rookie lifeguards and any other such sessions
Swimming - other	Total income from all pools in the facility including swim memberships and casual swims, Fitness classes/sessions, Schools swimming income, clubs, schools, galas, events, parties and any other private hire income
Other indoor activities	Total income from the indoor sport and physical activities, including main hall if not used for health and fitness, including casual income, clubs, block bookings, courses, parties, community sessions, schools, holiday programmes, functions and all sporting and non-sporting one off events
Outdoor activities	Total income from outdoor facilities including casual, schools, courses and block bookings
Other income	Multi-purpose rooms hire Creche Gross sales from shop, cafe and other facilities (excluding VAT) Where a part of the facility is leased or franchised (e.g. catering), include the lease/franchise fee only and not the sale of goods, etc. by the lessee/franchisee. Include any other income, i.e. from sponsorship, gifts and fund-raising, except where the centre is run under a joint use management arrangement and this income relates to schools' use.
Staffing	Please input expenditure as negative values. Salaries & Wages, National Insurance, Pensions, Staff Training, Uniform, Travel Expenses, Retained costs of any furloughed workers, self-employed workers
Utilities	Please input expenditure as negative values. Electricity Gas Water Any other costs associated with alternative sources of energy
Repairs and Maintenance	Please input expenditure as negative values. Include expenditure on planned, routine, cyclical maintenance and on general repair in response to problems. Include all on-costs, contract work, and materials and other non-staff maintenance and repair costs, paid from revenue budgets. Include maintenance and repair costs for the centre paid by the local authority as well as those paid by the centre. Exclude the costs of any of your own staff that undertake maintenance and repair duties as part of their work as this cost will already be accounted for in your response to Q18. Exclude expenditure on capital refurbishment, replacements or improvements. Also exclude the value of repairs where costs are reimbursed by an insurance company.
Equipment	Please input expenditure as negative values. Maintenance & Servicing Equipment Rental Replacement Equipment (excl depreciation)
Management Costs	Please input expenditure as negative values. Advertising & Marketing, Telephones, Insurance, ICT, Licences & Subscriptions, Bank Charges & Interest, Legal & Audit, Postage, Stationary & Printing, NNDR, Irrecoverable VAT, Photocopier Lease Rental, Membership Cards
Cost of Sales	Please input expenditure as negative values. Café Retail Vending
Other expenditure	Please input expenditure as negative values. All other expenditure that is not classified in the above categories.

Central Services Recharges	<p>Please input expenditure as negative values. Include all annual re-charges made by central departments and authority/company-wide administration charges, e.g. for central personnel, legal, and financial services. Include any charges levied against the facility through internal departmental charges and other services paid for through Service Level Agreements.</p> <p>Exclude on-site administration costs, depreciation charges and other capital costs. Enter the actual recharges, even if they are zero.</p> <p>If the central establishment costs actually charged are zero, please use the following procedure to estimate an appropriate allowance.</p> <p>Calculate the gross operating expenditure of the centre as a % of the gross expenditure of the relevant department/section. Apply this % to the cost of central establishment charges charged to the leisure department. For example, total costs of the centre are 25% of the total costs of the department, and the central establishment charges charged to the department are £80,000, then enter £20,000.</p>
Management Fee payment from local authority to leisure provider	<p>Please enter this payment from the local authority to the leisure provider as a positive figure.</p> <p>This figure represents any payment from the local authority to the leisure provider to support the provision of leisure services. This should reflect the actual, agreed position between the local authority and its provider. This should exclude any additional financial support a local authority as given to its leisure provider to address the impact of Covid-19 on income and expenditure (additional support provided should be disclosed against 'Additional local authority funding to leisure provider').</p>
(Surplus) payment to local authority from leisure provider	<p>Please enter a payment to the local authority as a negative figure.</p> <p>This figure represents any surplus payment made to the local authority from the leisure provider based on the performance of leisure facilities. In the period from March 2020 if this has been waived by the local authority then please enter the figure of zero and provide further detail in the response to narrative question 1. In the period from 1 December 2020 if an agreement to waive this payment has not been reached then please enter the anticipated payment to the local authority and provide detail in the response to narrative question 1.</p>
PPP/PFI contract payments	<p>Please enter a payment to the leisure provider from the local authority as a positive figure and a payment from the leisure provider to the local authority as a negative figure. Please include here the net financial impact of any payments to/from the leisure provider in relation to a PPP/PFI scheme for leisure facilities</p>
Additional local authority funding to leisure provider	<p>Please enter any additional funding to the leisure provider from the local authority as a positive figure. Please include here any additional funding that the local authority has provided the operator with. Please also include any agreed additional funding over the period December 2020 to March 2021 and 2021/22 financial year. This should represent any additional financial support a local authority has given to its leisure provider to address the impact of Covid-19 on income and expenditure. If additional financial support over these periods is currently under discussion but yet to be formalised, please make a local decision on whether to include it or not and provide further detail in the response to the first narrative question.</p>
Funding Request	<p>Enter funding request from the National Leisure Relief Fund to cover the period Dec-20 to Mar-21 as one positive figure in cell AU48.</p>
Visits	
Fitness (Gym) activities	<p>Junior/Youth Gym = Under 18's usage of the gym</p> <p>General Gym = Use of a gym by adults (18+)</p>
Group Workout	<p>20/20/20 Classes 30/30 Classes Aerobics Armageddon Bleep Test Body AttackBody Balance Body Blast Body Blitz Body Combat Body ConditioningBody Fusion Body Jam Body Konga Body Max Body Pump Body Sculpt Body Step Body Vive Body Works Bokwa Bootcamp Box Fit Boxercise Cardio Classes Circuit Combat Classes Core and Abs Classes CXWORX Dance Classes Dance Fitness Fitball FitSteps Grit Classes Health Classes Health Classes Health Tests HIIT Indoor Cycling Insanity Junior/Youth Classess Kettlebell Kickboxing Legs, Bums and Tums Metafit Personal Training PilatesPiloxing PIYO Powerplate Pump FX Rebounding Sh`bam Shape-up Spinning Step Classes Stretch Classes Tabata Tone Classes TRX Suspension VIPR Vitality. Virtual Classes Virtual Cycling Weight Management Yoga Zumba</p>

Swimming - lessons	<p>Adult and child swimming lessons</p> <p>Adult swimming lessons</p> <p>Schools swimming lessons</p> <p>Children's swimming lessons 1-2-1, 1-2-2, learn to swim, learn to swim framework, ducks, stage 1-8, etc.</p> <p>Learn to Swim -General</p>
Swimming activities	<p>All swimming activities apart from swimming lessons including Adult-only swimming, Aqua classes Club swimming, Disability-specific swimming, Family swimming, Fun sessions, Inflatables etc., Gender-specific swimming, Men only/ women only, General swimming, Health-/GP-referral swimming, Lane swimming, Lifesaving, Pool parties, Relaxation, Sub-aqua, Swimming coaching sessions, Swimming fitness</p>
Sports Hall activities	<p>Only include traditional sports and activities taking place in Sports Hall and not the repurposed used of the facility for gym / group ex activities. These should go into relevant activity boxes above.</p>
Outdoor activities	<p>Included but not limited to:</p> <ul style="list-style-type: none"> - American Football - Archery - Athletics - Baseball - Outdoor bowls - Outdoor cricket - Cycling - Outdoor football - Hockey - Lacrosse - Outdoor netball - Rounders - Rugby - Outdoor tennis - Walking - Water sports - Softball - Winter sports - Outdoor adventure activities - Running
Other activities	<p>Other activities including commercial e.g. clip n climb, ice etc. Please include subscription visitors here where applicable.</p>

Local Authority	-
Leisure Provider	-

Please input any additional, relevant information regarding the facility data input in the box below. Please keep any comments brief.

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[illegible]

SAMPLE

[illegible]

Local Authority	-
Leisure Provider	-
Site Name/ID	

[illegible]