

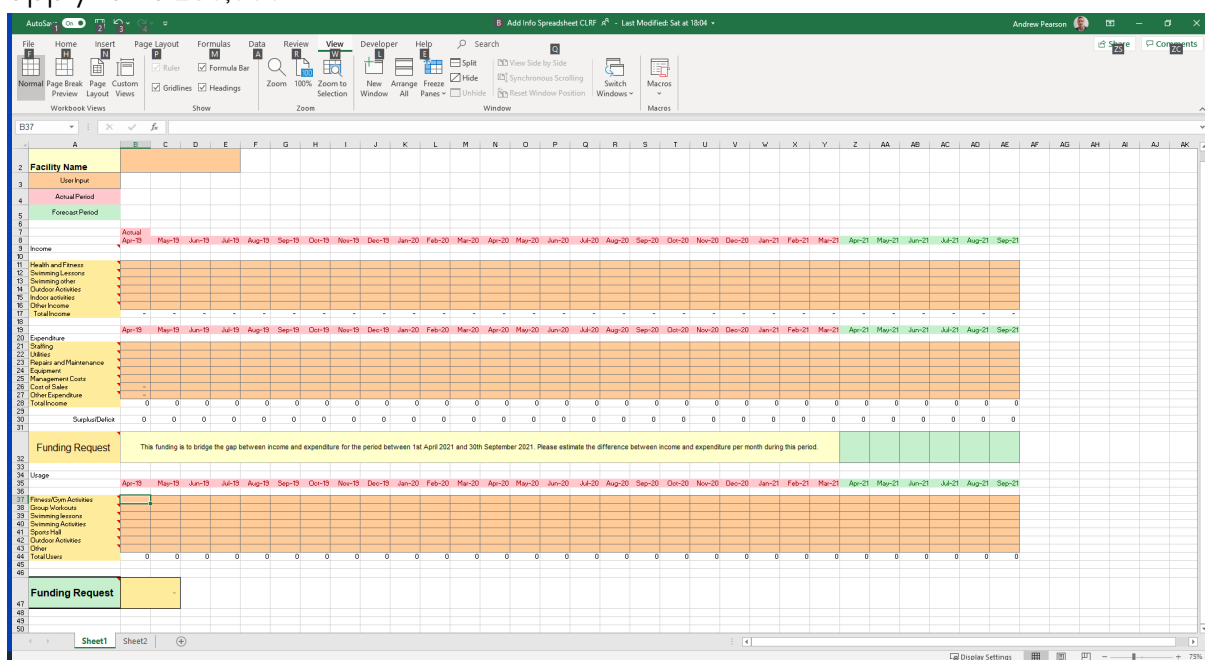
Community Leisure Recovery Fund – notes for applicant

Applicants who are eligible will be sent an excel spreadsheet to complete. This will look like the example below.

To assess your application for funding we'll require some basic financial usage information from both a normal year (pre-coronavirus) and the year up to March 2021, where business has been impacted by lockdowns and tiered restrictions. We also require a forecast of usage and income/expenditure from the period of April 2021-September 2021, to assess the financial need.

We appreciate everyone will have different means of capturing financial and usage data and not everyone will be able to complete this form with the level of information we're requesting. We can discuss this with you. If you have this information already under a different format, we can review this to see if this provides the information we require. There's no need to submit this as part of the initial application, but we'll require this information once we've determined your eligibility for the fund.

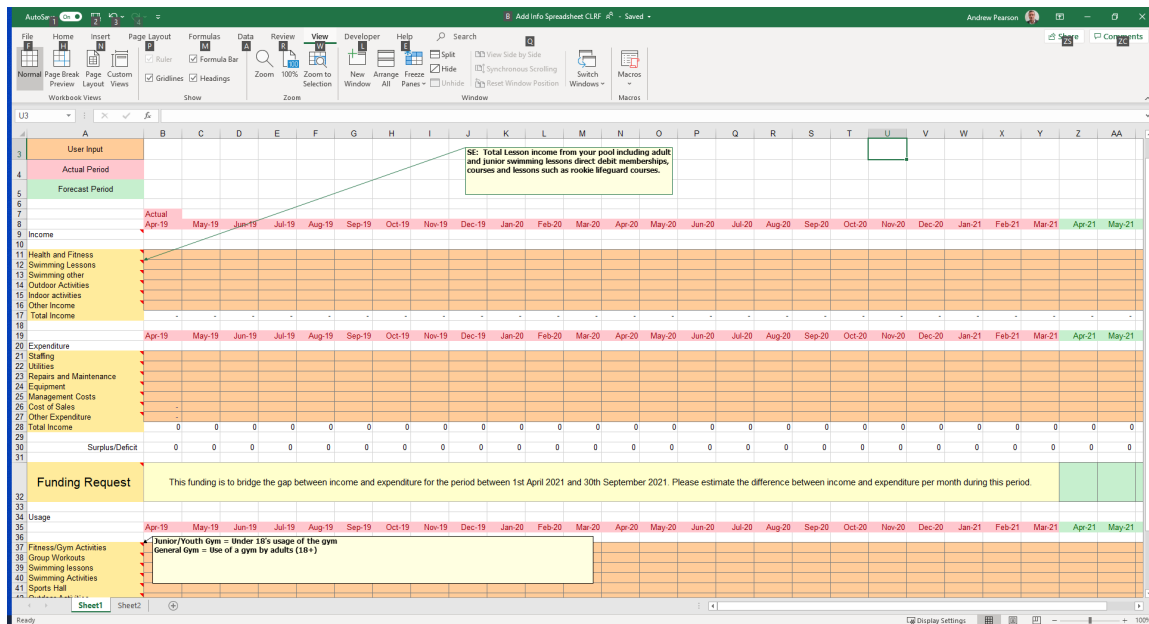
At application stage we're asking you to provide an approximate amount of funding you think may be required. When we assess your application, we'll ask for this financial and usage information to verify your request. You'll be able to adjust this amount based on these calculations but please note, the maximum you can apply for is £50,000.



	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
Facility Name																															
User Input																															
Actual Period																															
Forecast Period																															
Income																															
Health and Fitness																															
Swimming Lessons																															
Swimming pools																															
Outdoor Activities																															
Indoor activities																															
Other Income																															
Total Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expenditure																															
Staffing																															
Utilities																															
Repairs and Maintenance																															
Equipment																															
Management Costs																															
Cost of Sales																															
Other Expenditure																															
Total Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Surplus/Deficit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Funding Request	This funding is to bridge the gap between income and expenditure for the period between 1st April 2021 and 30th September 2021. Please estimate the difference between income and expenditure per month during this period.																														
Usage																															
Fitness/Gym Activities																															
Group Activities																															
Swimming Lessons																															
Swimming Pools																															
Sports Hall																															
Outdoor Activities																															
Other																															
Total Users	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Funding Request																															

The information we require will include the following:

- Income and expenditure split into key categories from March 2019–March 2021, which will cover periods of normal operation and operation during periods of lockdown or tiered restrictions.
- Projected income and expenditure from April 2021–September 2021. This will be based on the capacity of the spaces being made available and a best estimation of income based on projected numbers attending the centre during this recovery phase.
- Numbers of people attending the facility between March 2019 and March 2021 split into key category areas. A note has been provided at each line to provide a definition.



The spreadsheet will automatically calculate the difference between income and expenditure to identify the “shortfall. An example is provided below:

1	Applicant Name							
2	Facility Name							
3	User Input							
4	Actual Period							
5	Forecast Period							
6								
7								
8		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
9	Income							
10								
11	Health and Fitness	6,000	6,000	6,000	6,000	6,250	6,000	
12	Swimming Lessons	4,270	4,270	4,500	1,000	1,000	10,000	
13	Swimming other	3,259	3,250	3,250	3,250	4,500	3,500	
14	Outdoor Activities	1,250	1,250	1,250	2,000	2,500	1,500	
15	Indoor activities	1,500	1,500	1,500	1,500	1,000	2,000	
16	Other Income	3,000	3,000	3,200	3,200	3,500	3,000	
17	Total Income	19,279	19,270	19,700	16,950	18,750	28,000	
18								
19		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
20	Expenditure							
21	Staffing	19,345	19,599	19,500	21,000	21,000	22,750	
22	Utilities	1,000	1,000	1,000	1,000	1,200	1,200	
23	Repairs and Maintenance	300	300	300	300	300	300	
24	Equipment	100	100	100	100	100	150	
25	Management Costs	750	750	750	750	750	750	
26	Cost of Sales	2,000	2,000	2,000	2,000	2,000	2,000	
27	Other Expenditure	300	300	300	300	300	300	
28	Total Expenditure	22,795	24,049	23,950	25,450	25,650	27,450	
29								
30	Surplus/Deficit	-3516	-4779	-4250	-8500	-6900	550	
31		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
32	Funding Request	3,500	4,500	4,000	8,500	6,500	-	27,000
33								
34	Usage	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	
35								
36								
37	Fitness/Gym Activities							
38	Group Workouts							
39	Swimming lessons							
40	Swimming Activities							
41	Sports Hall							
42	Outdoor Activities							
43	Other							
44	Total Users	0	0	0	0	0	0	

These boxes are for you to tell us what support you need. It'll auto populate the overall request, which should be no more than £50,000.

Definitions

These explanatory notes will help you to understand what we mean in the financial and usage sections:

Income

Health and fitness	Fitness income includes all direct debit membership income, concessions, off peak and corporate income. Where a membership includes other elements such as swimming, include all membership income here.
Swimming lessons	Total Lesson income from your pool, including adult and junior swimming lessons, direct debit memberships, courses and lessons, such as rookie lifeguard courses.
Swimming other	Total income from all pools in the facility, including swim memberships and casual swims, fitness classes/sessions, school swimming income, clubs, schools, galas, events, parties and any other private hire income.
Outdoor activities	Total income from outdoor facilities, including casual, schools, courses and block bookings.
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.
Other 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.
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 fundraising. You should also include here any forms of support from the National Leisure Recovery Form or other forms of support, such as the National Lottery.

Expenditure

Staffing	Salaries and wages, National Insurance, pensions, staff training, uniform, travel expenses, retained costs of any furloughed workers, self-employed workers.
Utilities	Electricity, gas, water. Any other costs associated with alternative sources of energy.
Repairs and maintenance	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 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 the staffing section. Exclude expenditure on capital refurbishment, replacements or improvements. Also exclude the value of repairs where costs are reimbursed by an insurance company.
Equipment	Maintenance and servicing Equipment rental Replacement equipment (excluding depreciation)

Management Costs	Advertising and marketing, telephones, insurance, ICT, licences and subscriptions, bank charges and interest, legal and audit, postage, stationery and printing, NNDR, irrecoverable VAT, photocopier lease rental, membership cards.
Cost of Sales	Café, retail and vending
Other Expenditure	All other expenditure that isn't classified in the above categories. This should include any loan repayments.

Usage categories

Fitness/gym activities	Junior/youth gym=under-18s usage of the gym General gym=use of a gym by adults (18+)
Group workouts	All classes and studio fitness, i.e. yoga, Zumba, aerobics etc.
Swimming lessons	Adult and child swimming lessons Adult swimming lessons School swimming lessons Children's swimming lessons 1-2-1, 1-2-2, learn to swim, learn to swim framework, ducks, stage 1-8 etc.
Swimming activities	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.
Sports hall	Only include traditional sports and activities taking place in sports hall and not the repurposed use of the facility for gym/group exercise activities. These should go into relevant activity boxes above.
Outdoor activities	Included but not limited to: <ul style="list-style-type: none"> • American football • archery • athletics • baseball • outdoor bowls • outdoor cricket • cycling • outdoor football • hockey • lacrosse

	<ul style="list-style-type: none">• outdoor netball• rounders• rugby• outdoor tennis• walking• water sports• softball• winter sports• outdoor adventure activities
Other	Other activities including commercial e.g. clip 'n' climb, ice etc. Please include subscription visitors here, where applicable.