

Sports Survival Package: Repayable Finance

Webform Questions & Document Guidance

Version 1: August 2024



Department
for Culture,
Media & Sport



Contents

Webform Guidance	Information Request Overview	3
	Your Organisation	5
	Financial Position	6
	Financial Return	10
	Reportable Events	11
	Contact Information	12
	Ownership, Management & Operations	13
	Wider Challenges	16
	Declarations / Financial Declarations	17
Documents Guidance	Required Documents	19

Information Request Overview (1 of 2)

 Your Repayable Finance Agreement contains all the information that is required to be submitted to Sports England, and when this should be provided. All information will need to be provided through the Borrower Portal, which can be accessed by this link: <https://manage-culture-loan.dcms.gov.uk/>

The below table sets out the type and timing of specific web-form and document information requested from you via the Borrower Portal on a regular basis. We have added further guidance to some of these sections on the following pages to provide additional information over and above what is detailed within the borrower portal to help you complete the webform questions.

Materiality: Where there are references to materiality, this is for each borrower organisation to judge such materiality to determine where disclosure is appropriate under various webform questions.

Start of Period: References to a period should be the earlier of: i) start of the financial year; or ii) the last time such a webform question was completed in the borrower portal

If you have any questions, please email the SSP team: sportsurvival@sportengland.org

Timing	Webform Information Sections in the Borrower Portal	Documents to be uploaded in the Borrower Portal
Quarterly <i>(periodically, we will request information to be submitted on a quarterly basis)</i>	Webforms to complete in the borrower portal: <ul style="list-style-type: none"> - Your Organisation - Financial Position - Financial Return - Reportable Events - Contact Information - Declarations 	Quarterly Management Accounts

Continued on the next page

Information Request Overview (2 of 2)

Timing	Webform Information Sections in the Borrower Portal	Documents to be uploaded in the Borrower Portal
Bi-Annually <i>(all borrowers)</i>	As per Quarterly above, in addition to: <ul style="list-style-type: none"> - Ownership, Management & Operations - Financial Declarations - Wider Challenges 	1-Year Finance Template Document: 6 month actual + 6 month forecast <i>(provided by SE)</i> . KYC Consent Form (optional, if applicable)
Annually <i>(all borrowers)</i>	As per Bi-Annually above.	As per Bi-Annually above, in addition to: Annual Financial Statements

Quarterly Webform Questions: *Your Organisation*



Webform Section: <i>Your Organisation</i>		Guidance / Requirement
	Organisation Name URN	For the first time completing this question, please insert / complete any missing information.
1	Legal Entity Name Registered Address Company Number	For each subsequent time these details are required, review the details held and shown in the borrower portal in this section, and to detail any changes to the information shown by clicking Yes in response to this question.
2	Latest Year End Date	
	Insert your organisation's last financial year end date	

Quarterly Webform Questions: *Financial Position (1 of 4)*



	Webform Section: Financial Position	Guidance / Requirement
1	Does your organisation have any overdue debts owed to HMRC and/or material overdue debts to trade creditors?	Where applicable, details of material overdue debts to be provided (such as any HMRC Time To Pay arrangements), including details of total debt outstanding and any repayment plans in place (together with the agreed or expected repayment date).
2	If your organisation is forecasting to be unable to make any payments on time and in full during the next 6 months?	Where applicable, details of material payments that are forecast not to be met over the next 6 months to be provided, to include payment type (staff salaries, HMRC payments, supplier payments, lender / loan repayments, one-off payments, legal costs, extraordinary / unforeseen payments, other), amount, and expected date payment unable to be met.
3	Does your organisation consider any forecast income to be uncertain and at risk of a bad debt arising over the next 6 months?	Where applicable, input any material income that is considered to be uncertain and at risk of resulting in a bad debt arising, to include: income type (free text), amount, and date income currently forecast to be uncertain.
4	Are your organisation's annual Financial Statements audited by an external accountant?	If your annual Financial Statements are audited by an external accountant, confirmation of any material uncertainty relating to going concern, emphasis of matter, or modified audit opinion to be provided.

Quarterly Webform Questions: *Financial Position (2 of 4)*



Webform Section: Financial Position		Guidance / Requirement
5	Based on your cashflow position, if a cash deficit is forecasted as and at end of the period, please state how this deficit will be managed.	<p>In the event there is a deficit in forecast cashflow, provide details on how this will be addressed.</p> <p><i>Should there be no deficit, please confirm "No deficit forecast over the period to [insert end date of forecasts]".</i></p>
6	Which best describes your organisation's financial position for the next 6 months:	<p>From the options presented (highlighted below), select the most appropriate option that applies to your organisation:</p> <p>A - There are doubts that the organisation is able to meet its forecast financial obligations</p> <p>B - Limited headroom in financial forecasts submitted that may include reliance on forecast income from an uncertain source, or other areas forecast that are out of the organisations control</p> <p>C - Management are confident that the organisation is able to meet its financial obligations as they fall due.</p> <p><i>If A or B is selected, please provide further details as to the rationale of this selection</i></p>

Quarterly Webform Questions: *Financial Position (3 of 4)*



	Webform Section: Financial Position	Guidance / Requirement
7	Since the start of the period, have you received any new investment or financial support from shareholders, directors, ultimate beneficial owners or commercial lenders?	<p>Where applicable, provide the following details relating to amounts received from any new investment or financial support from shareholders, directors, or beneficial owners:</p> <ul style="list-style-type: none"> - Total amount received. - Date support was received. - Terms of the support (ie repayment term, interest rates, any other material terms) - Name of the individual, organisation, lender or company providing the investment
8	Since the start of the period, have you received any extraordinary income?	<p>Where applicable, provide details of any unexpected or one-off income received that would be classed as extraordinary income, to include total amount received, when income was received, and the source of income.</p>
9	Since the start of the period, have you repaid any new investment or financial support from shareholders, directors, ultimate beneficial owners or commercial lenders?	<p>Where applicable, provide details of the total amount repaid to shareholders, directors, owners or commercial lenders, to include when the repayment was made, the name of the individual, organisation or company that was repaid, and whether consent was sought to make these repayments under the terms of your agreement with DCMS.</p>

Quarterly Webform Questions: *Financial Position (4 of 4)*



Webform Section: Financial Position		Guidance / Requirement
9	Do you have an overdraft, or similar facility to manage cashflow?	Where applicable, confirm the provider, total facility available, key terms, and facility end date (or review date) of any overdraft facility (or similar 3rd party borrowing facility) used by or made available to your organisation.
10	Please confirm the organisation's average revenue and operating profit / loss over the last 2 years	<p>Please confirm the latest and prior financial year revenue and profit / loss as per your organisations annual financial statements.</p> <p><i>Please use a “-” (minus) sign to reflect a negative number if applicable.</i></p>

Quarterly Webform Questions: *Financial Return*



Webform Section: Financial Return		Guidance / Requirement
1	<p>Please provide the following information regarding your financial performance for the year:</p> <ul style="list-style-type: none"> -Revenue -EBITDA -Net Profit/(Loss) or Surplus/(Deficit) -Closing Balance Sheet Cash -Net Assets 	<p>Provide the information (in total GBP) for the latest available year-to-date (YTD) Actual position.</p> <p><i>Please use a “-” (minus) sign to reflect a negative number if applicable.</i></p>
2	<p>Please provide the following information regarding your updated forecast financial performance:</p> <ul style="list-style-type: none"> -Revenue -EBITDA -Net Profit/(Loss) or Surplus/(Deficit) -Closing Balance Sheet Cash -Net Assets 	<p>Optional: Where available please provide your updated YTD forecast or budget information (ie if a reforecast or budget was completed since providing your annual forecast via the borrower portal).</p> <p><i>The forecast / budget period should match the period provided in response to question 1 above (therefore actuals in question 1, and re-forecast / budget in question 2 should relate to the same period).</i></p> <p><i>Please use a “-” (minus) sign to reflect a negative number if applicable.</i></p>

Quarterly Webform Questions: *Reportable Events*



Webform Section:
Reportable Events

Guidance / Requirement

As specified in the Facility Agreement held between your organisation and the Department for Culture, Media and Sport (DCMS), your organisation is obliged to:

(i) Report the occurrence of certain events to us, including but not limited to, events listed under **Information Covenants**; and

(ii) Ensure they comply with all terms, restrictions and conditions of the Facility Agreement.

Since your last submission, have any reportable events as per (i) and (ii) above occurred?

Where applicable, provide any new Reportable Events that have occurred since the last time such a question was answered in the borrower portal (including what the Reportable Event was and providing a description).

Quarterly Webform Questions: *Contact Information*



Webform Section:
Contact Information

**Provide (or check where applicable) the details held
1 for Lead Contact for Reporting, and a Secondary
Contact for Reporting at your organisation**

Guidance / Requirement

For the **first time** completing this question, please insert the main and secondary contact at your organisation for reporting purposes. *The secondary contact is optional.*

Once completed, please check the details in future information submissions when prompted to do so within the borrower portal, advising of any changes where applicable.

Quarterly Webform Questions: *Ownership, Management & Operations* (1 of 3)



Webform Section:
Ownership, Management & Operations

Guidance / Requirement

1 **Confirm your company's shareholders with a greater than 10% holding**

Insert all shareholders with a total shareholding of >10%.

Legal Entity Within Your Group: this should be the organisation that holds the CRF Repayable Finance loan. *If this is a wholly owned subsidiary, the parent organisation should be entered.*

% Shareholding within your Organisation: total % shareholding ownership held by a Shareholder (for all shareholders > 10% share).

Directors and Shareholders: name of shareholder that owns the corresponding % share entered above.

For each shareholder, a New Shareholder should be added using the New Shareholder button.

If your organisation does not have any shareholders, there is no requirement to add individuals in this section.

Insert individuals who may influence or control the actions of directors or shareholders (such as Trustees or any other individuals) when prompted in the Borrower Portal.

2 **Please confirm if there are any individuals at your organisation who have significant control**

Quarterly Webform Questions: *Ownership, Management & Operations* (2 of 3)



Webform Section: Ownership, Management & Operations		Guidance / Requirement
3	Do you anticipate there being any changes within the next 6 months to the organisation ownership, management, shareholders (with a >10% holding) or operations?	<p>All anticipated changes under the following to be provided:</p> <ol style="list-style-type: none"> 1. The ownership (shareholders) of your organisation; 2. Key management (CEO, CFO, Directors, Trustees where applicable); 3. Material operational changes (such as entering new / exiting existing markets, divesting or acquiring any businesses, any restructuring or similar activities).
4	Has there been any material changes regarding your key assets since your last submission?	<p>Provide details of material changes relating to assets regarded as being key to your organisations operations (such as key acquisitions or disposals).</p>
5	Since the last submission, has there been any material capital purchases and if so how were they funded?	<p>Material capital purchases defined as those which do not fall into day-to-day operational purchases required for your organisation.</p> <p>What was the purchase, value (purchase value) and asset type (property, vehicles, operational assets) to be provided.</p> <p>How they were funded to be provided under the categories listed within the borrower portal.</p>

Quarterly Webform Questions: *Ownership, Management & Operations* (3 of 3)



Webform Section: Ownership, Management & Operations		Guidance / Requirement
6	Does your organisation have other material non-sport operations?	Confirm if your organisation has any other material non-sport operations (Yes / No answer required).
7	Has there been any material changes to non-sport operations since your last submission?	If the answer to question 6 above is “Yes”, provide details of the changes to your non-sport operations.
8	Has the club been promoted, relegated or been subject to any other material change to sporting performance since your last submission?	If applicable, provide details of the change in sporting performance since the last submission provided to SE.
9	Since the last submission, has the organisation made any material changes to your community activities?	If applicable, provide details of the changes to your organisation’s community activities since the last submission provided to SE.

Quarterly Webform Questions: *Wider Challenges*



Webform Section: Wider Challenges	Guidance / Requirement
1 Are you aware of any key risks your organisation is facing?	<p>Provide details of material key risks facing your organisation and mitigating actions being taken.</p> <p><i>Only additional / new risks since the prior completion of this question should be added (and any existing risks previously entered amended / removed if applicable).</i></p> <p><i>Whilst your organisation may face a variety of risks, borrowers should apply a materiality judgement when adding key risks and mitigations in this section.</i></p>

Quarterly Webform Questions: *Financial Declarations*



	Webform Section: <i>Financial Declarations</i>	Guidance / Requirement
1	<p>Has your organisation, or any affiliated individuals or entities, been subject to a winding-up order, insolvency proceedings or administration since your last submission?</p>	<p>Where applicable, provide details of any winding up order, insolvency proceedings or administration to include the individual / entity subject to such order / proceedings, type of proceedings they are subject to, and date proceedings began.</p>
2	<p>Is your organisation currently, or since the last submission, been subject to any of the following events:</p> <ul style="list-style-type: none"> - Material Litigation and Disputes - Criminal, Tax or other similar investigations by any UK or worldwide authorities - Breaches of Regulations - Creditor legal or other action such as creditor disputes, CVAs, CCJs, Winding Up Orders 	<p>Where applicable, provide details under each heading within the borrower portal, adding “n/a” for any that do not apply.</p>

Quarterly Webform Questions: *Declarations*



Webform Section:
Declarations

Guidance / Requirement

By proceeding with the submission of this reporting information you are confirming on behalf of your organisation that you have the authority to make the following declarations:

1

- **Do you have the authority to submit information on behalf of the organisation?**
- **Are you aware of the Terms and Conditions which form part of the legal agreement entered into with the Department of Culture, Media & Sport?**
- **Have you requested all new directors and beneficial owners (since contracting / last 6 months) to give their consent to the appropriate Know Your Customer checks?**
- **Have all subsequent conditions been completed?**

Confirm each declaration as set out in the borrower portal, followed by confirming the individual making the declarations, their position in the organisation, and date the monitoring report is being submitted to SE.

Quarterly Webform Questions: *Required Documents (1 of 2)*



Webform Section: Required Documents		Guidance / Requirement
There will be a requirement to submit various documents as required through the borrower portal, some of which will be optional and others mandatory.		
1	Quarterly Management Accounts	Quarterly management accounts completed by your organisation
2	KYC Consent Form	As outlined on page 13, there may be a requirement to provide additional information to us in order to complete periodic or event-driven Know-Your-Customer checks. <i>We will advise you of the information to upload as and when this may be required.</i>
3	1-Year Finance Template Document: 6 month actual + 6 month forecast (provided by SE)	We will provide a finance template for you to complete and upload your 6 month actual / 6 month financial forecasts to us, as outlined in your Loan Facility Agreement
4	Annual Financial Statements	Annual Financial Statements (audited where applicable)
5	Other Documents	From time to time, we may request other documents are submitted. <i>We will advise of any information as and when this may be required.</i>

Continued on the next page