# Club Emergency Fund – Application Form Template

All applications must be submitted online at [www.britishrowing.org/clubemergencyfund](http://www.britishrowing.org/clubemergencyfund) but this word document is designed to help you prepare your answers to then copy and paste into the online application form.

Please read the guidance available on the Club Emergency Fund page on our website before submitting your application.

The maximum length of any answer is 3000 characters (approximately 500 words) and we strongly encourage concise, bullet point responses.

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| Section A | Applicant contact details*(Please note that the applicant should be a member of the Club Committee and the application should be supported by the Club Chair).* |
| 1. | Name (first name and surname) |
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| 2. | Title |
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| 3. | Email address |
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| 4. | Daytime phone number |
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| 5. | Postal address  |
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| 6.  | Contact’s position within the Club |
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| 7. | Club Chair name and email address *(if different to applicant details above)* |
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| Section B | Club details |
| 8.  | Club name  |
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| 9. | Postal address  |
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| 10. | Club type  |
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| Section C | Funding |
| 11. | Please summarise the financial impact of Covid-19 on the Club. How much income do you estimate your Club has lost/will lose? Please indicate how this was calculated.  |
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| 12. | Please indicate the steps the Club has taken to reduce the financial impact. This should include a concise action plan with steps being taken, by whom and when, with intended impact.  |
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| 13. | If your Club has any reserves or savings, please tell us how much and detail whether and how these funds are being used to address current financial need. *You will not be penalised for having reserves but this will help with the overall assessment of the situation.*   |
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| 14. | Has your club applied for/ secured any Sport England Community Emergency Funding? If so, please indicate how much, what this covers and for what period of time.  |
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| 15. | Has your club applied for/ secured other Covid-19 related government financial support? If so, please indicate how much and what this covers.  |
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| 16. | Has the club agreed any other terms/ amendments/ variations to financial agreements with landlords and other stakeholders? If so, please indicate what this covers.  |
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| 17. | If your Club is not successful in securing this funding, what impact would this have on your financial position, the activities you deliver and the members you support?  |
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| 18. | Please set out the total amount you are requesting from British Rowing’s Club Emergency Fund. |
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| 19. | Please provide details of the unavoidable/ fixed costs this funding will be spent on and how the amount was calculated.  |
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| Section D | Supporting information |
| 20. | Please describe the nature of your club, the activities you provide, the make-up of your members/ participants and any work undertaken to promote the sport amongst under-represented groups.  |
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| 21.  | Please provide the last set of the clubs accounts, management information and, where appropriate, evidence of club reserves.  |
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| 22. | Please list below any other supporting information you are submitting with your application.  |
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