

Officer's Report: Community Grant Application — Broadclyst FC

Committee:	Full Council	Date:	13 April 2026
Report prepared by:	Angie Hurren, Clerk and RFO	Ref:	26/047v
Applicant:	Broadclyst FC	Type:	Large Grant
Amount requested:	£2,000	Policy:	Community Grants Policy

1. Purpose of this Report

This report presents the Officer's assessment of a Large Grant application received from Broadclyst FC for the 2026/27 grant round. It sets out the extent to which the application meets the criteria and documentation requirements of the Council's Discretionary Community Grants Policy (last reviewed Dec 2025 and March 26) and makes a recommendation to the Finance & Governance Committee.

2. Background and Context

Broadclyst FC is a community football club operating within the parish. The club serves over 200 children and adults and is supported by approximately 50 volunteers. The club has previously received grant funding from the Council.

The application is submitted in response to changes mandated by the Football Association (FA), operating under its Future Fit development programme, which require all Under-6 and Under-7 football to transition from a 5-versus-5 format to a 3-versus-3 format with effect from July 2026. This structural change necessitates the acquisition of new, smaller goals suitable for the revised format.

The application was submitted by Steven Matthews, who is authorised by the club to apply for grant funding, and was initially dated 18 February 2026.

3. Project Description

The club is seeking a grant of £2,000 towards the purchase of 20 x 3-versus-3 goals to support the mandatory transition in format for its U6 and U7 age groups. The supporting information submitted alongside the application form indicates that the total estimated cost of fully implementing the changes required by the FA is approximately £5,000, broken down as follows:

Item	Estimated Cost
Goals and associated equipment	£4,000
DBS checks, safeguarding, and first aid courses	£1,000
Total estimated investment	£5,000
Amount applied for from this Fund	£2,000

Officers note that whilst the application form (Section C) does not itemise the full £5,000 cost breakdown, this information is provided within the supporting information document submitted alongside the form. The application form itself references quotes obtained, which are stated to be included in the supporting documentation. Officers draw this discrepancy to the Committee's attention; it does not, in the Officers' view, render the application invalid, but Members may wish to seek further clarification from the applicant regarding specific itemised quotations for the goals prior to determining the application.

The club states that it has previously received a Football Foundation grant for aluminium 7-versus-7 goals within the last 12 months, and that no further Football Foundation funding is currently available for this purchase. The club has confirmed it has exhausted other grant options for this specific purchase. Any shortfall beyond the

amount awarded would be met through a combination of club reserves and, if necessary, increased membership fees.

The proposed timing for the project is March to May 2026, with the club noting it has already piloted two 3-versus-3 goals for its U8 age group with positive feedback from coaches.

4. Eligibility Assessment

Officers have assessed the application against the eligibility criteria set out in the Council's Discretionary Community Grants Policy.

4.1 Fundamental Eligibility

Eligibility Criterion	Met?	Notes
Applicant is a voluntary/community group	YES	Community football club run by volunteers
Application benefits residents of Broadclyst	YES	Over 200 local children and adults
Application made in name of organisation	YES	Broadclyst Football Club
Applicant is not an individual, business, commercial organisation, religious group or political party	YES	Community football club
Project is not the statutory responsibility of another authority	YES	Equipment purchase — not statutory
Applicant does not have an outstanding loan with or financial debt to the Council	YES	No known debt
Grant does not involve purchase of alcohol	YES	Goals and equipment only
Only one application submitted this year	YES	Single application received
Project costs not already incurred	YES	Spend planned March–May 2026
Large grant form used (£501–£2,000)	YES	Correct form submitted

4.2 Documentation Requirements — Large Grant (Policy s.2.3)

Required Document	Received?	Notes
Written statement of how the grant is to be used (Section B of form)	YES	Provided in application form
Written set of rules, constitution, or governing document (current and properly authorised)	YES	Confirmed submitted
Bank account details in name of organisation (min. two signatories)	YES	Halifax — Broadclyst Football Club;

		sort code and account provided
Accounts for one financial year prior to application (income, expenditure, assets, liabilities)	YES	Final accounts year ending 24 June 2025 submitted
Latest annual accounts / bank statement / balance sheet	YES	Accounts to June 2025 provided
Equality and/or Equal Opportunities policy	YES	Confirmed submitted
Public Liability Insurance (minimum £1 million)	YES	Confirmed submitted
Safeguarding policy (children/vulnerable adults)	YES	Confirmed submitted; club references DBS and welfare officers
Details of how effectiveness of activity/project will be evaluated	YES	Section D completed — parental feedback and U6 recruitment monitoring
Itemised quotations for the goals	PARTIAL	Supporting info references quotes obtained; no formal written quotes submitted to Officers

Officers note that the application form in Section C states that a full breakdown including quotes obtained has been provided in the supporting information. However, the supporting information document received by Officers does not contain copies of supplier quotations. The Committee may wish to request that the applicant provide formal written quotations prior to any award being made, or alternatively condition any award upon sight of such quotations. This is noted under section 5 below.

5. Scoring Assessment (Policy s.4.1)

The following scoring assessment has been prepared by Officers in accordance with the criteria set out at section 4.1 of the Community Grants Policy. One point is allocated for each criterion met.

Scoring Criterion	Score	Max
a. Applicants have met the documentation requirements	1*	1
b. Applicants have specified how the grant will be used	1	1
c. Who will benefit from the grant within the community	1	1
d. The applicant is a voluntary or community group	1	1
e. Benefits to the requesting organisation	1	1

f. Value for money	1	1
g. Existing Parish Council priorities	1	1
h. The grant promoting Broadclyst Parish	1	1
i. The grant contributing to something not previously funded by Broadclyst Parish Council for the same purpose	1	1
TOTAL	9*	9

* A score of 1 has been provisionally awarded against criterion (a) on the basis that the supporting documentation submitted confirms the existence of all required documents. The Committee may wish to make any award conditional upon receipt of formal supplier quotations (see section 4.2 above), in which case the score against criterion (a) and criterion (f) may require reconsideration if quotations cannot be provided.

6. Financial Analysis

The club's final accounts for the year ending 24 June 2025 show that the club recorded a net deficit of £1,692.32 in the year to June 2025, prior to grants received. Total funds held across current and reserve accounts are £6,230.05. Given the total estimated project cost of approximately £5,000, the award of a £2,000 grant would represent a material contribution to a project which the club indicates it could not fully self-fund without recourse to reserves and potential fee increases. The financial position demonstrates that the club is an active and functioning organisation but that the scale of the FA-mandated changes creates genuine financial pressure.

The club's largest expenditure categories in 2024/25 were pitch hire (23.7%), equipment (19.2%), and kit (17.4%). The proposed capital purchase of goals is consistent with the club's existing expenditure profile.

7. Specific Policy Compliance Considerations

There are the following specific policy considerations:

Repeat Applications (Policy s.1.9 and Guidance Notes April 2026):

The Council's updated Guidance Notes, effective from 1 April 2026, provide that no more than two consecutive annual grants will be awarded for the same purpose. Officers have reviewed previous grant awards made to Broadclyst FC. To the extent that this application is for a specific capital purchase (3v3 goals) mandated by an external body, it represents a non-recurring project rather than an ongoing revenue need, and should not be considered as a repeat application for the same purpose as any prior award. Members should satisfy themselves on this point in light of the club's grant history.

Sustainability (Policy s.1 and Guidance Notes):

The grant is sought for a capital purchase. The goals, once purchased, will serve the club for a sustained period. This is consistent with the policy requirement for funded projects to be sustainable. No ongoing Council funding is implied or expected.

Exceptional Award above £2,000 (Policy s.2.1):

The amount applied for is £2,000, which falls within the standard large grant threshold. No exceptional consideration under policy s.2.1 is required. The broader project cost of approximately £5,000 is noted; Council is being asked to contribute £2,000 and is not being asked to meet the full cost.

Quotations (Policy s.2.3 and Good Practice):

The application references quotes obtained but these have not been submitted to Officers. This is addressed further in the recommendation below.

8. Officer Assessment

The application scores 9 out of 9 against the policy scoring criteria, subject to the caveat regarding quotations noted above. The project has a clear and legitimate purpose driven by a mandatory change in the national regulatory framework for youth football. The club is well-established, demonstrates strong community benefit with over 200 participants, and is supported by approximately 50 volunteers. The project aligns with the Council's priorities of promoting an active, vibrant, and inclusive community.

The financial position of the club is broadly satisfactory but reflects the financial pressure of funding a growing youth sports organisation. The deficit recorded in 2024/25, whilst a concern, is relatively modest and the reserve balance provides a degree of resilience. Grant support at this level is proportionate and appropriate.

The principal outstanding matter is the absence of formal supplier quotations. Officers recommend that the Committee consider making any award conditional upon submission of at least one written quotation (and ideally two) for the 3v3 goals, so as to provide assurance of value for money in the use of public funds.

9. Recommendation

The Council is recommended to:

- Approve a Large Grant award to Broadclyst FC of up to £2,000, subject to:
- (i) receipt of at least one formal written supplier quotation for the 3-versus-3 goals, to be submitted to the Clerk prior to payment being authorised; and
- (ii) the standard conditions of grant as set out in the Council's Discretionary Community Grants Policy, including the requirement to return any unspent grant monies to the Council, acknowledgement of the Council's support in the club's publicity, and completion of the evaluation report within the required timescale.

Should the Council resolve to award the grant, Officers will arrange for the grant to be paid by BACS to the Broadclyst Football Club account (details held in office) upon receipt of the required quotation.

Angie Hurren

Clerk and Responsible Financial Officer

Broadclyst Parish Council

13 April 2026