

SPACE FOR SPORT AND THE ARTS

Frequently Asked Questions

*Regular updates will be posted during the application process on the DCMS web site: www.culture.gov.uk. To access the FAQs click on either **Sport** or **Creative Media & Arts** then **Forms & Documents** at the bottom of the page and you will see the “**Space for Sport and Arts**” Prospectus & FAQs*

Q. What is the definition of a primary school?

A. For the purposes of this scheme, the term primary school includes infant schools, junior schools, primary schools, middle schools deemed primary schools (DfEE definition) and special schools with primary-aged pupils. In fact any school which caters for primary age groups (referred to as Reception, Key Stage 1 and Key Stage 2 in the National Curriculum).

Q. Are Diocesan schools eligible?

A. Yes - LEAs are free to discuss the creation of projects on Diocesan schools (which are deemed Primary - DfEE definition) and delivering the national curriculum at Key Stages 1 & 2, provided the school meets the eligibility criteria.

Q. Are there restrictions on where developments linked to primary schools can be built?

A. Within the maintained sector freehold or leasehold interest in land and buildings may be owned by the LEA, individual governing bodies, a charitable foundation (in the case of foundation schools and voluntary aided schools) and trustees (in the case of voluntary aided and voluntary controlled schools). Projects may be developed on existing school premises. Projects may also be developed on other land owned by the LEA which is not currently used by the school which the project will serve.

Q. Can the LEA put forward any number of projects for support?

A. No. LEAs in each scoring band are allocated a maximum number of projects to put forward. It will be for the LEA to decide the criteria for putting forward proposals in their areas, but examples could be schools which do not have any current or planned provision for sport and the arts and projects which could serve a cluster of schools.

Q. Is there a minimum/maximum cost for each project?

A. The scheme initially has £130m to invest and the intention is to create 250-300 projects in England. Contribution from this scheme for development of a single school facility will not normally exceed £300/500k, although larger projects, serving clusters of schools, may involve significantly greater cost. Very large projects, costing several million, are likely to be few and far between and will need to demonstrate that overall costs are being met by other funders.

Q. Will Local Education Authorities automatically receive all the funding allocated to them in their covering letters?

A. The allocation of funding is provisional, and depends upon the quality of bids submitted by each authority. Where an authority does not submit sufficient bids which fulfil the criteria, they may not receive their full allocation. In such cases, extra money would be made available to other authorities which have submitted more high quality bids than the sum provisionally allocated to them could fund.

Q. How can projects demonstrate that they provide value for money?

A. Many LEAs may have established design and procurement procedures for capital development programmes, and in relation to those this scheme encourages innovative approaches to the design and development of the physical facilities required to deliver sports and arts activities. Each project will be reviewed with due regard for its particular site, context, planning and resource issues. As a guide, industry indices show that development or refurbishment costs for small-scale community centres of village halls range from £1,000-£1,200 per/m² (as at Autumn 2000), although these indices fluctuate according to industry trends. However, it may not be the case that the cheapest development option necessarily proves to be the best to deliver the project proposal. Quality of design, fitness for purpose, accessibility and durability will be key principles in reviewing projects.

Q. Will it be possible to get 100% funding for projects?

A. Yes it will. This is not a matched funding scheme. However, LEAs should note that they cannot make retrospective claims for work previously undertaken on project sites. LEAs also need to bear in mind that this is a capital programme, and that running costs cannot be funded from the scheme. In assessing applications the viability of projects is a key issue, and we will wish to ensure that facilities will be well and widely used by the communities they are designed to serve. For this reason LEAs should show evidence of commitment to planning for community use, including appropriate training for staff running and managing centres and for those delivering activity programmes.

Q. What information is available on sources of potential revenue support?

A. General information on potential funding sources for supporting community activities will be available with the second stage application pack and early next year during workshops that will provide advice on arts and sports development planning.

Q. What other sources of funding are there to help LEAs to meet running costs?

A. Delegated school budgets will cover the curricular use of facilities. There are a number of programmes available to help fund community use and details will be available with the second stage application pack.

Q. How does the scheme link in with EAZs?

A. Many, but not all, of the LEAs targeted by the scheme will contain or overlap with one or more EAZs. The scheme aims to help those in the most deprived areas of the country who often live within EAZs. It would make sense for local project co-ordinators to ensure that their plans are in line with EAZ priorities to maximise match to identified pupils needs.

Q, How will the commissioning and design costs of LEAs be met?

A. LEA's will be expected to meet these expenses which they can build in to their costings. In the case of successful project application costs will be funded in full. LEAs will be expected to bear the costs of project applications which are not given final approval.

Q Where can LEAs find guidance on design?

A. Initial guidance was offered at the October workshops. Guidance on the practical implications of dual use is available in the DfEE publication "*Raising Standards: Opening Doors*"; Sport England's "*Open All Hours*" and Arts guidance can be obtained via the Voluntary Arts Network's '*Educational Establishments*' also the Arts Council's '*Education and Training Establishments*' guidance note. Specific design guidance for the SSA Scheme will be available with the second stage application pack.

Q. What is meant by community use?

A. Facilities funded under the scheme will be open outside school hours - in the evenings, at weekends and during school holidays - for use by individuals, sport and arts clubs, and Local Authority sponsored groups. Community use can range from informal and occasional bookings to planned, professional and regionally co-ordinated activity. There are no minimum requirements for community use- the extent will depend on local conditions and needs. We are looking for exciting and imaginative projects which make best use of spaces that are attractive and vibrant places both for primary school pupils and community users to enjoy. We would like to see projects making provision for childcare and early years activities, and the creation of spaces which will engage and involve the elderly and members of the community with special needs. Of particular interest will be projects which aim to provide a resource for groups who tend not to use existing provision in the area. We would expect the projects to sustain community use by introducing low charges as well as by approaching other sources of funding.

Q. What advice is there on providing disabled and special needs access?

A. The SSA design guidance will give specific guidance in due course but is likely to refer to Building Bulletin 91, Access for Disabled people to School Buildings and to Part III of the Disability Discrimination Act (DDA) 1995.

Q. What does 'dual use' mean?

A. Dual use means that the space is fit for both school and **community use** in ways outlined above. Projects which offer facilities for sport and arts activities should serve both a school or cluster of schools and the community. Plans submitted by LEAs should wherever possible have a dual use element. Guidance on planning and design aspects of dual use can be found in the DfEE guidance note *Raising Standards Opening Doors* at www.dfes.gov.uk/opendoor.

Q. What is the arts/sport funding split? Should projects give equal consideration to sport and the arts?

A. The £130m funding is split £75m sport/£55m arts, so we are looking for LEAs to put forward a portfolio of projects on that basis where possible. Some facilities may be arts-based, and others sports-based, but the total of all LEA bid portfolios should where possible contain a proportion of sports *and* arts provision as pre the funding split above. Also Sport and arts facilities need not be given equal emphasis. For example, a project may create

a space which is principally designed to offer sports facilities and will also be suitable for arts activities by schools and/or communities, and vice versa.

Q. If Sport England are administering the application process, how will LEAs be able to access advice on Arts aspects of their bids?

A. Regional Arts Boards were represented at the pre-application workshops and many LEAs made initial contacts. Since the workshops, many regions have organised joint seminars to support LEAs through the first stage application process. A list of useful contacts is available on the DCMS website www.culture.gov.uk

Q. Do projects which are put forward by LEAs have to be within their LEAs or other Area Based Initiatives (ABI) if there already exists good sports or arts facilities?

A. We are seeking to keep the SSA Scheme as flexible as possible and thus funding is not only for facilities in EAZs and the other Area Based Initiatives described in the prospectus - we will consider bids from all geographical areas within the LEA. However, LEAs have been given an indicative and maximum number of projects to put forward based on our estimated costs of projects ranging from £300k-£500k. We will need to rank each LEA's portfolio of projects and greater weight will be given to those which are needed within the identified zones. However, LEAs should consider how facilities within existing ABIs are used for sport or arts and what arts/sport provision is needed - can these sports facilities be adapted for arts use for example and vice versa? It will be for LEAs to make the case for the locations put forward and be able to demonstrate that they link with Education, Sports and Arts development plans and that they will be sustainable and have in place (funded) plans to maximise community use.

Q. Do all projects have to be new build or can some be modernisation?

A. They can be both new build and modernisation of existing facilities.

Q. What do I do if the proposed new facility is on an existing school playing field?

A. In order for you to proceed you will need to gain two types of permission.

Firstly local authorities wishing to dispose or change the use of school playing fields need to obtain the consent of the Secretary of State for Education under Section 77 of the School Standards and Framework Act 1998 which seeks to protect school playing fields. Further guidance is given in DfEE School Standards and Framework Act 1998

Any development also requires planning permission. In order to protect playing fields from development, the Government has introduced legislation in 1996 and 1998. As part of this process, Sport England is a statutory consultee on any planning application that affects playing fields. Sport England gives guidance on its position on playing fields in its 1997 Planning Policy Statement *A Sporting Future for the Playing Fields of England*. In general, Sport England will oppose the redevelopment of playing fields except in specific circumstances. Exception E5 will be relevant to your application, and under this exception you must prove that the proposed indoor or outdoor sports facility is of a sufficient benefit to sport as to outweigh the detriment caused by the loss of the playing field.

Q. What do we mean by 80m²?

A. The 80m² referred to in the OfSTED reports is a figure they felt was adequate for dance and drama in many primary schools. However, although guidelines are available from DfEE there

are no statutory requirements in relation to the amount of space for various activities. This scheme is therefore targeted at those schools which either have insufficient or unsuitable space for sport and arts.

Q. What is the definition of capital?

A. We will provide details of what items are eligible for capital funding within the stage 2 application pack, available in January. However, major fixed items - such as lighting rigs, equipment stores, fixed staging, ICT cabling, etc are eligible, whereas smaller non-fixed loose equipment - eg bats, balls, mats, musical equipment etc are not.

Q. Can we spend £1m if the facility serves two schools - £1.5m if it serves three etc?

A. You are able to combine bids from eligible schools to provide a larger amount - however, should one school be ineligible, the project as a whole may fall.

Q. Can we spend less money on more than the maximum number of projects indicated in the DCMS letter of 6 October.?

A. The maximum number of projects indicated is not a fixed figure, however, it is not the intention of the SSA to support what might be considered deferred maintenance on playgrounds/playing fields etc - it is about new build and modernisation. What we want is for each LEA to modestly overbid the allocation to ensure full take up of their capital allocation. From the £130m available we are seeking to create around 250-300 facilities for schools and the local community in deprived areas and hence the minimum £300K bid value guidance. However, we do recognise that rural areas, for example, may not be able to sustain larger projects and LEAs will need to consider the scale which may best meet the needs of both the curriculum and local community.

Q. Is there a bar on secondary schools using these facilities?

A. No - however, the project is targeted at primary schools and the local community they serve and we would expect these groups to be the majority users.

Q. Can we fund the modernisation of a swimming pool that can be used by several primary schools if it is on a secondary/primary school site.

A. We will only consider applications for swimming pools in exceptional circumstances - ie where can it be demonstrated that this is the type of facility that is most needed by the school(s) and community - such as to provide essential training/employment needs or life skills specific to communities located in remote rural/coastal areas.

Q. What are considered reasonable development costs?

A. Full professional fees including where appropriate architects, Quantity Surveyors, engineers, planning supervisors etc can be claimed back as part of the detailed stage 2 application. We would envisage fees not normally exceeding 14% for new build and, say, 8% for a simple, outdoor multi-use sports/arts facility. We would also encourage economies of scale to be found by LEAs when developing their bid portfolio.

Q. Will we fund consultants to manage the LEAs portfolio of projects?

A. No. While we accept that finding resources to develop projects may not be easy, we feel this is an acceptable demand to place upon LEAs given that we are both targeting authorities and that they have been given a specific capital allocation. It is important to note that these costs of strategic portfolio management relate to the delivery of this scheme and not

necessarily incurred on specific project development.

Q. Can we buy land upon which to build new facilities?

A. Yes, provided that the facilities could not be built otherwise. However, the SSA is not designed for purchasing land specifically for new playing fields - separate funding for this will be available under the New Opportunities Fund Green Spaces Initiative and other sources such as the new Football Foundation. However, if LEAs wish to create and outdoor facilities which included playing fields and outdoor performance venues as part of an overall project, that case would need to be demonstrated as essential to that school's sports and arts delivery in relation to this scheme.

Q. Can we build on other local council/authority owned land?

A. Only where the appropriate security of tenure can be guaranteed, although we would prefer that land upon which facilities are built is under LEA control.

Q. What security of tenure is required for projects?

A. A minimum of 21 years.

Q. Do projects have to include childcare and Information Communication Technology (ICT) provision?

A. No - the prospectus indicates that this can be included if appropriate, but it is not a requirement.

Q. Can we use funding to purchase computers if we create an ICT suite as part of the project?

A. No - only major fixed capital equipment is eligible. Therefore stand alone PCs are ineligible, but the necessary building features to provide future ICT capacity (such as cabling infrastructure/internet hookups etc) could be included in the SSA project costs.

Q. How will projects be monitored and against what will they be evaluated?

A. Full details of the monitoring process will be given within the stage 2 application pack and will include appropriate indicators. This will enable the funding partners to measure the success of individual projects as well as the SSA scheme as a whole.

Q. Can schools seek special dispensation from existing regulations where the creation of a new facility impacts on capacity?

A. New regulations are likely to be introduced next year for capacity assessments. These will contain greater flexibility for discounting facilities, such as those for dual use, from the overall capacity assessment than current regulations.

Q. How will you prioritise outline proposals?

A. We look firstly at whether they fall within one of the four main existing area based initiatives - EAZ, EiC, Health Action Zones and Sports Action Zones. Then we will look at the local level of deprivation using ward level DETR information, and then at the level of sports and

arts facility provision.

Q. What level of technical detail will be expected at stage 2?

A. The basic principle is that you will have to demonstrate that the project can be delivered against a justifiable budget. As the LEA will be accepting liability for any increase in costs, it will be in your own interests that this issue is properly resolved in the second stage application process. It may also be worth setting aside a specific contingency fund within your capital programme, given the short timescale available for development.

We will require drawings and documentation developed fully to RIBA Stage D (see information below). **Full Planning Permission or confirmation of permitted development is also required.** Where schemes are not primary buildings, an equivalent level of detail will be required to that noted above, should the lead consultant not be an architect. LEAs are encouraged to develop schemes as comprehensively as practical, as appropriate fees are integral with the bid.

Mandatory Information

- Detailed design to RIBA Stage D
- Full Planning Permission
- Project Brief
- Outline Business Case
- Site investigations, condition survey
- Asset Management Plan
- Location Plan
- Plans (1/200 min)
- Sections (1/200 min)
- Elevations (1/200 min)
- Design Specification
- Accommodation Schedule
- Structural Design
- Services Strategy
- Elemental Cost Plan (inc Fees etc)
- Building Regs/Fire Officer Consultation
- Statutory providers

Q. Will you accept projects at stage 2 where planning permission has been granted with reserved matters?

A. We will accept projects with minor reserved matters - although, for example, if one of these was subject to a Traffic Impact Assessment, this would not be acceptable.

Q. Is the £130m additional to the £750m announced as part of the 3rd round of New Opportunities Fund?

A. £105m is additional. Subject to consultation, it is proposed £25m will be provided from NOF Round 3. The recently launched consultation paper on NOF 3rd round provides details of the SSA Scheme and other funding for school sport facilities and can be found at www.culture.gov.uk/lottery

Q. What is meant by 'funding must be committed by March 2002'?

A. Funding provided by Her Majesty's Treasury under the Capital Modernisation Fund requires

a firm commitment from DCMS/DfEE by March 2002 that the sums in question will be spent. We have therefore asked that stage 2 applications are submitted by the end of October 2001. This will enable assessment (including any time needed for further information to be sought or discussions with the LEAs), and recommendations to go to a Project Board consisting of representatives from each of the funding partners for decision. At the latest, therefore, LEAs will be notified by March 2002 that they can proceed with projects.