

Facilities

Facility Development Process Guide for Clubs

The purpose of this guide is to outline some of the key steps required when considering a facility development project.

Step One: Outline your club's vision

- What does your Club want to achieve and why?
- Who will lead and work on the project?

Step Two: Establish a need for your project

- Why is your project needed and how has this need arisen?
- What difference will your project make and to whom?
- Are there any other local alternatives to what you are offering?
- What are the potential consequences if your project doesn't happen?

Step Three: Decide the type of facility development and estimate the costs

- You may feel the best option is a new purpose built centre, however you could also convert or improve a current building/space, agree a long term lease on a suitable facility or look into asset transfer.
- Once the space/building is identified costs can be estimated. Table Tennis England and Sport England both provide costing guidance for developing new projects.
- If your project is less complex – look to obtain at least 3 quotes from local suppliers and providers to show you are looking for value for money.

Letters of support from organisations or partners involved in the project, as well as **waiting lists** or **feedback from your community** can be a great way of demonstrating the demand for your project.

Your [Active Partnership](#) may be able to provide you with **statistics on local health / physical activity data** to support your application.

Hints & Tips

Table Tennis England facility documents (can be found on the facilities pages of the [TTE website](#));

- **Basic Guide to Indoor Table Tennis**
- **4,6 & 9 Table Centre Design Brief, Lighting, Flooring & Decoration**
- **Playing Grades and Space Requirements**
- **Design and Cost Guidance**

If you are developing your own facility you may want to consider multi-sport options as a method of income generation.

Hints & Tips

Step Four: Create a development plan

The development plan can include a project timeline, as well as wider activity plans.

The development plan should include;

Need – see step 2

Impact – what difference will your project make? How will your project help the funder achieve their own desired outcomes?

Budget – see step 3

Delivery – What? How? When? Where? and Why? of project delivery – this can include delivery of the build and delivery of future activities planned once the build is complete.

Sustainability – How will the project sustain itself and its impacts in the longer term. E.g. participant fees / signposting.

Hints & Tips

Table Tennis England staff are available to advise on the creation of a development plan.

Sport England's **Club Matters** have developed a **funding guide** which covers the topics mentioned here.

Questions on each of these topics are asked in most funding applications; [see Running & Developing your facility](#)

Step Five: Work in Partnership

There are many local organisations and groups that can help with your project.

Speaking with those that will be affected by your project will also help ensure your project is supported.

Hints & Tips

Contact a Table Tennis England **Club Support Officer** ([see here](#)) and let them know about your project.

Contact your local **Active Partnership** ([see here](#)) as they may be able to help. For example, County Durham Sport run bi-monthly funding clinics to support Clubs with funding applications.

Step Six: Get Permissions

The local planning authority (LPA) is the key contact and source of information and advice on whether planning permission is required. The LPA will be the local borough or district council or national park authority.

Hints & Tips

Sport England have a [Facilities and Planning guide](#) which contains lots of useful information on reviewing your options, as well as preparing and submitting an application.



Step Seven: Find Funding

There are many organisations that have pots of funding that could help with developing your facility.

Hints & Tips

Take a look at Table Tennis England's **Funding & Subsidies** section of the website ([see here](#)).

Sport England have a helpful **funding guide**, although currently focused on funding to support returning to play following Covid, it is hoped more funding streams such as the **Community Asset Fund** will come back on line soon. For more information and to sign up for any updates [see here](#).

Active Partnerships may have small pots of funding that Clubs can access, and may also have knowledge of local pots that you can access, [see here](#).

Take a look at your local **Community Foundation** website for information and guidance on a variety of different funding streams and how to access them. Many of these are not 'sport specific' but may still be relevant. ([see here](#))

Step Eight: Be thorough in your applications

There are lots of organisations applying for funding and you are in competition with all of them.

Hints & Tips

Make sure that your application **covers all of the key elements** required, represent **good value for money, targets the key audience** and will have a **long-term legacy**.



Facility Development Toolkits & Guides

There are a variety of tool kits to assist clubs considering a facility development. Three helpful websites to visit are:

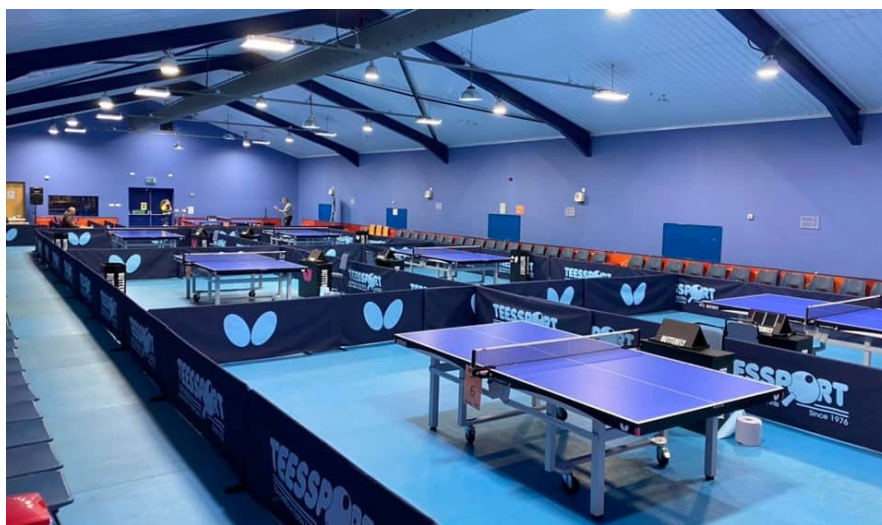
- Table Tennis England (see 'facilities & equipment' and 'funding & subsidies' sections under 'organisers and venues') www.tabletennisengland.co.uk
- Sport England (see the 'our funds' and 'facilities and planning' sections under 'how we can help') www.sportengland.org
- Sport England Club Matters (see 'facility development' under 'learning' and 'workshops' for workshops on financial sustainability and legal structures for clubs www.sportenglandclubmatters.com

The types of resources that are accessible through these sites include:

- Funding guides
- Design and cost guides
- A community asset transfer guide
- Case studies

Contacts

To speak to someone at Table Tennis England about a facility development project you can contact a [Club Support Officer](#) at help@tabletennisengland.co.uk or 01908 208860



St. Neots Table Tennis Club, Cambridgeshire



Bradwell Road,
Loughton Lodge
Milton Keynes, MK8 9LA
T 01908 208860

E help@tabletennisengland.co.uk
tabletennisengland.co.uk