



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

**Ards and North Down
Sports Forum
Grant Guidelines
2018 - 2019**

Ards and North Down Sports Forum Grant Guidelines

Ards and North Down Sports Forum, which is supported by Ards and North Down Borough Council, is a voluntary organisation made up of affiliated sports clubs and organisations from within the Borough.

The aim of the Grant Programme is to promote and encourage life-long involvement in sport and to create, nurture and develop the sporting community within the Ards and North Down Borough. This will be achieved through funding from the Sports Forum to support talented athletes and the development of quality coaches and sustainable clubs within the Borough.

The Grant Programme provides the opportunity for individuals in the Ards and North Down Borough and affiliated sports clubs and organisations which have a sporting remit/ section to seek financial assistance under the following grant categories.

The Council reserves the right to fund/not fund any project which is deemed suitable/unsuitable for the Ards and North Down Sports Forum grant scheme.

Please note, there is a three month wait before newly affiliated members can apply for funding.

Coaching

- ▶ Affiliated sports clubs can apply for financial assistance towards the cost of coaches obtaining sports specific coaching qualifications. The sport **MUST** be recognised by Sport NI and the course **must** be recognised by their Governing Body of Sport. [Club application required].
- ▶ Affiliated sports clubs can apply for financial assistance with costs involved in obtaining sports related officials qualifications. The sport **MUST** be recognised by Sport NI and the course **must** be recognised by their Governing Body of Sport. [Club application required].
- ▶ Affiliated Sports Clubs can apply for financial assistance with costs for specialist/ high performance coaching to a sports club and/or an organisation within the Borough. An external coach must have suitable Governing and/or Awarding Body qualifications. [Club application required].
- ▶ Affiliated Sports Clubs can apply on behalf of members for financial assistance with costs for attending Continuing Professional Development [CPD]/Specialist coaching conferences/workshops in order to advance their knowledge of their chosen sport. Any specialist speaker/coach must have suitable Governing Body and/or Awarding Body qualifications. [Club application required].
- ▶ Affiliated sports clubs who are working towards their ClubMark status can apply for financial assistance with costs involved in delivering essential Clubmark workshops for example:
 - Sport Northern Ireland Safeguarding Young People and Children Workshop.
 - Sport Specific First Aid
 - Disability Inclusion Awareness Workshop.

Please note that funding will not be provided where relevant courses have been provided in the Borough's Coach Education Programme. Clubs who are seeking financial assistance for ClubMark workshops will not be funded if they are working in isolation. A partnership approach must be demonstrated. Clubs will be required to submit evidence of appropriate registration. [Club application required].

Equipment

Sports equipment that is eligible for funding includes:

- ▶ equipment that will enhance the delivery of physical literacy for junior (under 18) clubs.
- ▶ support of the development of new organisations, or new sections of existing organisations.
- ▶ Equipment to support the hosting of sports events.
- ▶ Training equipment such as SAQ equipment, bibs, cones, time keeping devices etc
- ▶ High performance equipment – heart rate monitors, video analysis equipment etc. [Safeguarding evidence/qualifications must be provided in relation to video/photographic analysis equipment applications]

The sport club or organisation must demonstrate:

- ▶ the need for the equipment and the purpose of the equipment.
- ▶ how it will benefit the sport / youth organisation and its members.
- ▶ how the equipment will create new opportunities for people to take part in sport and or physical recreation within the Borough.
- ▶ how the equipment will contribute to sustained participation in sport and physical recreation within the Borough.
- ▶ the impact of the equipment within the sports club or youth organisation.

Clubs must have been established for a minimum period of one year. Sport clubs can only make one successful Equipment application (to the sum of £1,000) per financial year.

Events

Please note that sports clubs and organisations will not be funded for sports events if they are working in isolation. A partnership approach must be demonstrated. Applications are also welcomed from Governing Bodies (GB's) and Associations based outside the borough, who are planning on organising/delivering events within the borough.

The sport club or organisation must demonstrate:

- ▶ the need for the event and how it will benefit the local community.
- ▶ how the event is creating new opportunities for people to take part in sport and or physical recreation within the Borough.
- ▶ how the event will contribute to sustained participation in sport and physical recreation within the Borough.
- ▶ detail the expected outcomes and impact of the event on the sports club and wider community.
- ▶ how many people the club anticipates participating in the event.

**WE DO NOT FUND PROFIT MAKING EVENTS (I.E. Income MUST go back into club)
Sport clubs can only make one successful Event application (to the sum of £1,000) per financial year.**

Gold Card – Use of Leisure Facilities by Elite Athletes

Individuals who are training for a specific event and/or competition can apply for concessionary use of leisure facilities within the Ards and North Down Borough. The facilities include those at Ards, Comber, Portaferry, Londonderry Park, Bangor Aurora Aquatic and Leisure Complex, Bangor Sportsplex and Queen's Leisure Complex, Holywood. Individuals will be able to avail of swimming pool, gym, sports hall and pitches. Usage of facilities will be subject to availability at the time. No advanced booking will be authorised.

All applicants must:

- ▶ be a resident in the Ards and North Down Borough Council area.
- ▶ take part in a sport recognised by Sport Northern Ireland through the UK Sports Council's recognition policy and be affiliated to a recognised Governing Body.
- ▶ be of amateur status.
- ▶ be a member of a sports club in Northern Ireland
- ▶ be a member of a recognised elite squad or be ranked within the top 10 in Northern Ireland. (Elite squad/panel eg Ulster, Northern Ireland, Ireland, Great Britain, European and above). This will cover Junior and Senior athletes and be inclusive of those with a disability.
- ▶ not be in receipt of lottery or any other grant that would cover the facility element of training costs
- ▶ provide selection letter from the relevant SNI recognised Governing Body on official GB headed paper or official GB email statement..

Please note that successful applicants may be requested by the Council to attend the promotion of specific sports events/ schemes during the lifespan of the gold card.

Seeding

The Ards and North Down Sports Forum supports the development of new sports clubs and new sections of existing clubs. The following conditions apply in respect of the funding.

- ▶ The club must affiliate to the Ards and North Down Sports Forum and must be affiliated for a minimum of three months before an application can be made for financial support.
- ▶ The club must have been established for a minimum period of three months and a maximum of one year.
- ▶ The club must have a Constitution or Set of Rules before an application can be made.
- ▶ The club must have a UK bank or building society account.
- ▶ The club must be able to provide projected income and expenditure for the first year of the organisation.

Sports Club Anniversary

Financial assistance is available to sports clubs celebrating special anniversaries such as 25th, 50th, 75th, 100th and beyond that in multiples of 50 years.

To qualify:

- ▶ the club must be based in the Borough and be affiliated to the Ards and North Down Sports Forum.
- ▶ the club must be voluntary and of amateur status.
- ▶ the club must be providing a service which is complementary to that provided by the Council.
- ▶ the club request for a grant should be made six months prior to the anniversary year being commemorated. Only events such as tournaments, galas and special dinners will be considered.
- ▶ the club must provide a plan of how the grant would be spent and this should be submitted along with the request.
- ▶ **the Council expects clubs to undertake their own fund raising activities to cover expenses and the Council will only consider a grant contribution towards any short fall in costs that arises.**

Travel / Accommodation Assistance

- ▶ Assistance will be available for individuals who are representing their sport at Provincial/National/International level. Applicants must:
 - be a resident of Ards and North Down Borough
 - take part in a sport recognised by SNI through the UK Sports Council's recognition Policy and be affiliated to its recognised Governing Body
 - represent their sport at a National/International level.
 - be of amateur status.
 - qualified to represent their province/country [ie Ulster, N. Ireland, Ireland or Great Britain].
 - provide selection letter from Governing Body on official GB headed paper or official GB email statement.
- ▶ Assistance towards the Travel & Accommodation cost involved in obtaining a GB sports specific coaching /officials qualification. Please note that assistance will only be considered if location is a minimum of 50miles. [Travel calculated at 45pence per mile]
- ▶ Assistance for continuous professional development [CPD] for athletes, coaches and officials who are involved with a local sports club and who reside within the Borough. Please note assistance will only be considered if courses are provided by GB and for CPD opportunities that will benefit the local club. Please note that assistance will only be considered if location of course is a minimum of 50miles. [Travel calculated at 45pence per mile]

- ▶ Clubs can apply on behalf of individuals who reside or who are active members of an affiliated sports club within the Borough, to participate at club level Competition, , that provides a stepping stone to the next level of competition. Please note that assistance will only be considered if location of course is a minimum of 50miles. [Travel calculated at 45pence per mile]
- ▶ Clubs can apply on behalf of teams for travel assistance towards a specific competition or event, for example, where there is progression to a higher level in a competition or event which involves travel beyond normal limits. **Please note that routine costs to away games and training in normal competitions will not be considered.**
- ▶ Assistance may be considered [in exceptional circumstances] towards the costs involved in attending National Governing Body Selection Training Squads.
- ▶ Assistance may also be considered [in exceptional circumstances] from individuals who are residents of the Borough and who have been selected as part of a squad to compete at a high Standard competition/tournament. **This will be at the discretion of the Forum and subject to available funds.**

What we will NOT fund

- ▶ Sports or projects for sports not recognised by Sport Northern Ireland
- ▶ Organisations that do not have a safeguarding children and vulnerable adults policy, if applicable.
- ▶ Routine running costs.
- ▶ Applications shall not be considered for personal equipment and clothing such as team kits.
- ▶ More than two travel assistance grants from affiliated sport clubs [within one financial year].
- ▶ More than one successful Event application within one financial year (to the sum of £1,000)
- ▶ More than one successful Equipment application within one financial year (to the sum of £1,000)
- ▶ More than £500 for individual travel grants within any one financial year. (Please note this maximum limit is subject to available funds).
- ▶ Profit making events.
- ▶ Retrospective funding.
- ▶ Activities promoting religious or political beliefs.
- ▶ Access NI registration fees.
- ▶ Insurance for public liability or personal injury.
- ▶ Affiliation, entry fees to competitions or membership fees.
- ▶ Computer, software packages or websites.
- ▶ Capital works costs or any equipment that would incur cost and resource to install and remove e.g. Standalone scoreboard with its own foundations and mains electrics supply
- ▶ Office equipment, furniture, maintenance equipment and maintenance costs.
- ▶ Salary costs, loan repayments and endowments and volunteer costs.
- ▶ Entertainment costs, food and beverages [Unless Anniversary Application].
- ▶ Items which only benefit individuals (e.g. prizes; scholarships; bursaries; personal clothing; personal equipment; event tickets; shin guards; boots, kits; etc.) and non-essential items e.g. water bottles.
- ▶ Secondary, further or higher education e.g. A Levels, Degrees, etc.
- ▶ VAT that can be recovered from HM Revenue and Customs.
- ▶ Retrospective funding or costs that will be incurred after the communicated grant period.
- ▶ Donations/fundraising events or activities.
- ▶ Costs incurred before successful Letter of Offer issued.
- ▶ Organisation's own facility hire – groups cannot be paid for use of own venue.
- ▶ Sporting activities not recognised by Sport Northern Ireland.

- ▶ Curriculum time school programmes.
- ▶ Publications, marketing.
- ▶ Strategic planning/development e.g. consultancy fees.
- ▶ Livestock.
- ▶ First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.
- ▶ Non-inclusive fitness initiative (IFI) gym equipment e.g. treadmills, rowers, bikes, etc.
- ▶ Costs that are deemed to be unreasonable e.g. excessive goods/services.
- ▶ Existing activities already in place e.g. current training sessions, etc.

The list above is not exhaustive. The Council reserves the right to fund/not fund any project which is deemed suitable/unsuitable for the Ards and North Down Sports Forum grant scheme.

General Conditions

- ▶ **All applications must be completed in full, and submitted with all necessary supporting information. Incomplete and/or late applications will not be considered.**
- ▶ **Retrospective applications will not be considered.**
- ▶ **Assessment of applications will be made using a system that measures and scores each of the criteria listed above and weighting may apply.**
- ▶ **Successful applicants must agree any changes to the project applied for and its funding arrangements with the Sports Forum, before implementation.**
- ▶ **Successful applicants must notify the Sports Forum of any additional funding secured after submission of the application.**
- ▶ **Successful applicants must submit a completed report form with original receipts and original bank statements to the Ards and North Down Sports Forum within 6 weeks from the date of the event.**
- ▶ **Please note that the Council decision making process, from the Sports Forum's recommendations, may take up to eight weeks. This timeline must be taken into account along with the application/event timeline.**

Funding Limits

Ards and North Down Borough Council has allocated a budget of £25,000 for 2018 - 2019 financial year, to the Ards and North Down Sports Forum, to deliver the grant programme. All cash limits detailed below are the maximum figures within which the Ards and North Down Sports Forum will make awards.

All funding is subject to available budget.

Coaching

- 1) Specialist coaching provided by an external qualified coach – up to 75% and a maximum of £150.00.
- 2) Governing body sports coach qualification – up to 75% of costs up to a maximum of £300.
- 3) Officials qualification courses – up to a maximum of £75.00.
- 4) Workshops
 - Organising Clubmark NI workshops (SNI Safeguarding young people and children, Sport Specific First Aid, disability inclusion training by Disability Sport NI) - up to 50% of costs up to a maximum of £200.
 - Attending CPD Workshops – up to 50% of registration fee up to a maximum of £200.

Equipment

Equipment Grants to sport clubs within Ards and North Down Borough – up to a maximum of £1,000.

Events

Financial assistance towards the costs of a sporting event taking place within the Ards and North Down Borough – up to a maximum £1,000.

Seeding Grants

Financial assistance for newly established sports clubs and or new sections of existing sports clubs, who are affiliated to the Ards and North Down Sports Forum – up to a maximum of £250.

Sports Club Anniversary

Financial assistance towards a short fall in respect of Sport Clubs Anniversaries - up to a maximum of £750.

Travel / Accommodation Assistance

- 1) Assistance for individuals representing their sport at club, Provincial/National and International level at a specific event/competition- up to a maximum N. Ireland (minimum 50 miles) - £50, Ireland - £50, Great Britain - £100, Mainland Europe - £120 and outside of Europe - £150.
- 2) Assistance to obtain GB Sport Specific Coaching/ Official qualification. Up to 75% of costs - up to a maximum of £100. If within N. Ireland - Travel must be minimum 50 miles.
- 3) Assistance for CPD –up to 50% of costs, up to a maximum of £50
- 4) Assistance for teams participating in a specific event/competition – up to a maximum N. Ireland (minimum 50 miles) - £50, Ireland - £150, Great Britain - £200, Mainland Europe £250 and outside of Europe £300.
- 5) Assistance towards costs involved in attending National Governing Body Selection Training Squads. – up to 50% of costs, up to a maximum of £50.

How to Apply

The Ards and North Down Sports Forum Grant Programme Guidelines and application forms are available through:

- 1) Ards and North Down Borough Council Website:
www.ardsandnorthdown.gov.uk/resident/leisure-activities-and-centres/sports-forum
- 2) email: sportsdevelopment@ardsandnorthdown.gov.uk
- 3) telephone: Sports Development on **0300 013 3333**

Once completed, the club/organisation must send the application along with the required documentation to the following address:

**Ards and North Down Sports Forum
Sports Development
Ards and North Down Borough Council
Londonderry Park
Portaferry Road
BT23 8SG**

Or by email: sportsdevelopment@ardsandnorthdown.gov.uk

If any questions need answered or advice sought then please contact a member of the sports development team on 0300 013 3333 or by emailing: sportsdevelopment@ardsandnorthdown.gov.uk

After application

Receipt of application forms will be notified within five working days. **If an application is not complete it will not be assessed.**

It will be aimed to let applicants know the decision within eight weeks of submission of an application. A decision letter will be issued to applicants.

The Report Form along with receipts and /or bank statements must reach the Council no later than 6 weeks after the date of the event.