

Criteria for National/International Competition

- 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 Provincial/ National/ International level.
 - be of amateur status.
 - qualified to represent their province/country (i.e. Ulster, N. Ireland, Ireland or Great Britain).
 - provide selection letter from Governing Body on official GB headed paper or official GB email statement.

(Individual application required)

- 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) (Individual application required)
- 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). (Club application required)
- 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) (Club application required)
- Club 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.** (Club application required)
- Assistance may be considered (in exceptional circumstances) towards the costs involved in attending National Governing Body Selection Training Squads. (Individual application required)
- Assistance may also be considered (in exceptional circumstance) from individuals who are residents of the Borough 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. (Individual application required)

Applications received without the accompanied supporting evidence stated on the application form **will not be assessed.**



Section 1 – Personal Details

Name	
Address	
	Postcode
Email	
Contact Number	

Sport	
Club	
Governing Body	

Name for correspondence	
	(Please complete if different than applicant)
Address for correspondence	
	Postcode

Section 2 – Event details

Event	
Date of event	
Venue/Location of event	
Representative level e.g Ulster, N. Ireland, Ireland, Great Britain	

Section 3 – Travel/ Accommodation Details

Detail travel methods, accommodation, and costs incurred	
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Ards and North Down Sports Forum Grant Programme

Individual Travel/ Accommodation Assistance



**Ards and
North Down**
Borough Council

Fuel Costs (Minimum of 50 miles travel) <i>Fuel costs only apply to travel within Island of Ireland</i>	Total miles:	Total cost (calculated at 45 pence per mile)
		£
Total Travel and Accommodation costs incurred		

Section 4 – Funding

Are you receiving funding assistance from any other source? (Please tick)		
Yes	No	
If yes, please provide information below		
Name of organisation/funding body providing assistance	Nature of Assistance e.g. amount of funding, facility use	Duration of Assistance E.g. one off payment, 3 year agreement

Section 5 – Document Checklist

Please ensure the following documents are attached to your application

Document required	Attached
Letter of selection/qualification from Governing Body on GB Headed paper or official GB email statement	

Section 6 – Declaration

<p>I declare to the best of my knowledge the information provided within this application is correct.</p> <p>I declare I am of amateur status and have qualified/been selected to represent my sport at a national/international level.</p> <p>I declare that I will complete a Grant Report Form after my event and will acknowledge the funders in all publicity.</p> <p>I declare that the Council will be notified immediately of any additional finding not declared in this application.</p> <p>It is understood that monies will only be paid out on the production of all receipts. Any grant funding deemed ineligible or not spent will be re-payable to Ards and North Down Borough Council.</p>

Signed: _____ Date: _____

(to be signed by parent/guardian for applicant under 18years)

Once completed, please send the application along with the required documentation to the following address:

Ards and North Down Sports Forum Grant Programme

Individual Travel/ Accommodation Assistance



**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

DATA PROTECTION

Ards and North Down Borough Council values your right to personal privacy. We at all times try to be open about the reasons why we collect, hold and use your personal information. We collect information about you in order to fulfil our statutory obligations and provide you and other people with services. Some of the information we gather may be used to help us provide you with improved services. We at all times aim to comply with the Data Protection Principles, ensuring that information is collected fairly and lawfully, is accurate, adequate, up to date and not held any longer than necessary. If your personal data needs to be used for purposes other than those mentioned, we will contact you to seek your consent. You have a right to see information held about you (with a few exceptions allowed for in the Data Protection Act 1998). If you wish to see any personal information held on you please put your request in writing, stating clearly who you are and what information you would like to see to the address below. A fee is chargeable up to £10.00 which covers the cost of gathering, copying and redacting the data.

Freedom of Information

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted "in confidence" and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.