



**Ards and
North Down**
Borough Council

**Sports Development Capital Grants
Scheme**

2019/2020

Guidance Notes

Sports Development Capital Grant Scheme

Ards and North Down Borough Council recognises the need for Capital Investment into our Sports Clubs and Facilities, in order to improve the quality of provision and sporting experiences for people living within the Borough.

The Sports Development Capital Scheme is available for capital expenditure, i.e. facilities and/or equipment. 'Capital Expenditure' is defined as expenditure for technical assistance and/or purchase, improvement, restoration and construction of an asset directly related to the applicant organisation. The Council has set aside £50,000 for 2019/2020 financial year and can award up to 50% of eligible capital costs with a maximum award of £5,000 in respect of any one project.

The application process for a Capital Grant will be open in two tranches of £25,000.

Tranche 1

Monday 1st April 2019 – Friday 26th April 2019 at 4pm

Applications will be assessed week beginning Monday 29th April 2019. Notification to sports clubs will be in June following Council ratification.

Please note that if there is an underspend in Tranche 1, funds will roll into tranche 2, and the Council may consider awarding grants of more than £5,000

Tranche 2

Monday 5th August 2019 – Friday 30th August 2019 at 4pm

Applications will be assessed week beginning Monday 2nd September 2019.

Notification to sports clubs will be in October following Council ratification.

If there is an underspend and funds are not allocated during the above tranches, the Council may wish to call for additional applications through public notices and Council website.

Please note that all projects and all spend including submission of receipts including bank statement/report etc. must be completed and returned no later than Friday 13th March 2019. Failure to submit proof of payment may result in funding withdrawn.

Points to consider

It is recommended that the club follows these guidelines:

1. Clubs may contact the Sports Development team if they have a concern regarding their application.
2. The club attend a funding information evening.
3. The club may wish to meet or have a conversation with the sports development team regarding the essential document checklist.

Project Criteria

Applicants must be able to demonstrate within the application how their project meets **at least three** of the following criteria;

1. Demonstrate the benefits to the club/organisation and the local community
2. Demonstrate anticipated outcomes of the project.
3. Increase participation numbers within the club
4. Targeting priority groups (women, disability, over 50's and socially disadvantaged areas/ groups)
5. Improving and sustaining activities within the club
6. Improving the Health and Wellbeing of individuals/ communities.

Applicant Eligibility

- The Sports Club is based within the Ards and North Down Borough.
- The applicant (sport club/organisation) must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Council's recognition policy and be affiliated to a recognised governing body.
- The Sports Club is engaged at amateur level.

- The Sports Club (providing they meet the eligibility criteria to become a Charity I.E Be of amateur status and Be for public benefit) must be able to provide evidence that they have either:
 - a. Registered as a Charity/ CASC **OR**
 - b. Have completed an “Expression of Intent” form with the Charity Commission **OR**
 - c. Commenced Registration as a CASC **OR**
 - d. Provide evidence of Exemption.
- The Sports Club must be able to provide evidence that they are Clubmark registered/working towards
- The Sports Club **must be** currently affiliated to the Ards and North Down Sports Forum.
- Sports Clubs must be properly constituted and be able to forward details of committee members, annual reports and audited accounts or records of income and expenditure.
- Sports Clubs are required to provide a copy of their club development plan which should be a minimum of three years, and be able to demonstrate the contribution which the grant would make towards the development of the club and/or wider community activity.
- Applicants are required to provide evidence of good governance structures such as equality and safeguarding policies.
- Applicants must be able to demonstrate that they are encouraging the promotion of equality of opportunity as identified under Section 75 of the Northern Ireland Act 1998.
- Applicants applying for equipment must demonstrate and will only be considered if the equipment to be purchased has a permanent base, and will remain in use for at least 5 years. It is not to be used by an individual for personal use.
- Where other sources of grant aid are available applicants must be able to demonstrate that they have approached the other relevant source(s) and indicate the status of that application.

General Guidelines for applicants:

- Retrospective funding will not be considered.
- All applications must be; completed in full, submitted with all necessary supporting information. Incomplete and/or late applications will not be assessed. Applications must be signed prior to submission.
- Applications will be assessed against the criteria outlined within the application and guidance notes. Scoring may apply.
- If applicable, it is essential that a planning permission certificate / approved building control drawings/plans are included on submission.
- Successful applicants must agree any changes to the project and its funding arrangements with the Council, before implementation.
- Successful applicants must notify the Council of any additional funding secured after the submission of the application.
- Successful applicants may only be considered **once** in any financial year for grant assistance. The financial year runs from 1st April to the 31st March.
- It is a prime responsibility of Council to be accountable for public monies. To this end, successful applicants will be required to provide relevant supporting information when claiming funding e.g. original receipts, original invoices and bank statements.
- The Council reserves the right to inspect the equipment/ project funded through this scheme.

Purchasing:

- The Club must adhere to the Council's Procurement Control Limits from 1 April 2015:

Up to £3,000	No quotation necessary
£3,000 - £15,000	Seek three written quotations
£15,001 - £30,000	Seek four written quotations
Over £30,000	Public Tender

Quotes must be submitted with the completed application.

What we do NOT fund:

- If work has started or a contract is signed before the applicant is notified of Ards and North Down Borough Council's decision on funding;
- Routine maintenance, repairs and renewals (i.e. no renewals on projects funded within the last 5 years);
- Routine running costs
- Personal sports equipment and clothing;
- Purely social or spectator accommodation;
- Applications for car parking, access roads, perimeter and site boundary fencing, unless specified by the National Governing Body.
- Land purchase or property for long term development;
- Proposed projects, which are likely to cause displacement of users from existing project.

This list above is not exhaustive. The Council reserves the right not to fund any project which is deemed unsuitable for the Capital Grants Scheme.

1.0 Terms and Conditions of the Grant

- 1.1 Where an application for grant assistance has been approved by Council, a letter of offer will be issued outlining the specific terms and conditions which apply to that specific application.
- 1.2 The terms and conditions shall apply from the date of grant payment and expire on the 5th anniversary of the grant payment date for equipment and the 10th anniversary of the grant payment date for property.
- 1.3 The grant will be released retrospectively on submission of original invoice and proof of payment i.e. bank statements.
- 1.4 Evidence of detailed planning permission and any other statutory approvals required in connection with the project must be submitted to Council.
- 1.5 Satisfactory evidence must be supplied to Council that the applicant owns or leases the land on which the project development will take place. The lease should be valid for the period of the grant.

- 1.6 Verifications should be furnished to Council of a Building Control Completion Certificate, where applicable.
- 1.7 Notwithstanding the payment of any financial assistance (or any interim payment thereof) Council does not accept responsibility for structural defects or quality of building construction and services.
- 1.8 The applicant shall maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets of every kind owned or used by the applicant in connection with the project.
- 1.9 The applicant shall fully insure and keep insured, its assets against all risks appropriate to the type of business including public liability. Such insurance shall include the full reinstatement value of the property. Satisfactory written evidence that all such insurance cover has been affected shall be supplied to Council as and when required by Council.
- 1.10 The applicant shall ensure that all facilities used in the project are open to the general public and the facilities are advertised on that basis.
- 1.11 The applicant will use the Council's logo on all marketing and publicity of the Capital investment.
- 1.12 The applicant shall make club facilities available to Ards and North Down Borough Council for the purposes of sports development activities up to a maximum of 30 hours per year for a period of five years from grant payment date. The times of use shall be agreed between Council and the club, at no cost to Council.
- 1.13 The applicant shall undertake and agree to indemnify the Council against all action, proceedings, costs, claims, demands and liabilities howsoever arising from all or any activities of the project
- 1.14 The applicant shall repay all the grant (or all monies received on account of the grant if all of the grant has not been paid) if;
 - 1.14(a) Any information about the project given to Council by or on behalf of the applicant is found to be false or misleading or there has been a failure to disclose any material fact which might have had a bearing on the letter of offer or on the response of Council to any application for payment or grant or
 - 1.14(b) The applicant fails to comply with any of the terms and conditions of the letter of offer or does not remedy such failure to the satisfaction of Council within 28 days of request in writing by Council to do so.
- 1.15 The applicant shall repay all the grant or part of it in accordance with paragraph 1.13 if;

- 1.15(a) The applicant fails to comply with any of the terms and conditions contained in the letter of offer and its appendices and (where capable of remedy) does not remedy such failure to the satisfaction of the Council within 28 days of request in writing by the Council to do so.
- 1.15(b) The applicant ceases, whether voluntarily or otherwise, to operate the facility.
- 1.15(c) The applicant serves written notice of termination of this agreement on the Council.
- 1.16 If events referred to in paragraph 1.12 are not facilitated at Council's request within 2 years following the date of payment of the financial assistance, all of the payment shall be repaid.
- 1.17 In the event of any disposal of all or part of the equipment or the occurrence of any of the events specified at **paragraph 1.15 above** during the period of five years commencing on the date of acceptance of this Letter of Offer ("the Control Period"), the Committee shall (by way of repayment of the grant) pay to the Council on demand the amount of the grant calculated as follows:
- (a) 100% of the amount of the grant if the event occurs in the first year of the Control Period;
 - (b) 80% of the amount of the grant if the event occurs in the second year of the Control Period;
 - (c) 60% of the amount of the grant if the event occurs in the third year of the Control Period;
 - (d) 40% of the amount of the grant if the event occurs in the fourth year of the Control Period;
 - (e) 20 % of the amount of the grant if the event occurs in the fifth year of the Control Period;
- 1.18 In the event of any disposal of all or part of the Property or the occurrence of any of the events specified at **paragraph 1.15 above** during the period of ten years commencing on the date of acceptance of this Letter of Offer ("the Control Period"), the Committee shall (by way of repayment of the grant) pay to the Council on demand the amount of the grant calculated as follows:
- (a) 100% of the amount of the grant if the event occurs in the first year of the Control Period;
 - (b) 90% of the amount of the grant if the event occurs in the second year of the Control Period;
 - (c) 80% of the amount of the grant if the event occurs in the third year of the Control Period;

- (d) 70% of the amount of the grant if the event occurs in the fourth year of the Control Period;
- (e) 60 % of the amount of the grant if the event occurs in the fifth year of the Control Period;
- (f) 50% of the amount of the grant if the event occurs in the sixth year of the Control Period;
- (g) 40% of the amount of the grant if the event occurs in the seventh year of the Control Period;
- (h) 30% of the amount of the grant if the event occurs in the eighth year of the Control Period;
- (i) 20% of the amount of the grant if the event occurs in the ninth year of the Control Period; and
- (j) 10% of the amount of the grant if the event occurs in the tenth year of the Control Period.

For further information or any grant queries, please contact the Sports Development team on 03000133333 Ext 40326 or by emailing sportsdevelopment@ardsandnorthdown.gov.uk.

Useful Contact Details

Sports Development

Tel: – 03000133333 Ext 40326

Email: sportsdevelopment@ardsandnorthdown.gov.uk

Planning –

Tel: 0300 013 3333

Email: planning@ardsandnorthdown.gov.uk

Building Control –

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