

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.**

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

**Section 1 - Organisational Details**

Name of Club/ Organisation	
Contact Name	
Role/Position within Club/ Organisation	
Address for correspondence	
Contact telephone number	
Contact Email address	
Year Club established	
Ards and North Down Sports Forum Reference Number	

Sport	
Governing Body	
<b>Clubmark Status</b> <i>Please note this is essential for all Sports Club applications and that documentation is required as proof of this information.</i>	Achieved                      Yes/No                      Date Achieved:
	Working Towards                      Yes/No                      Date Registered:
	Not achieved or registered <input type="checkbox"/> If no would you like information on how to begin the process? <input type="checkbox"/>
<b>Club Status</b>	Is your Club a Registered Charity? Yes/No/Working Towards Date Achieved/Started Process:
	Is your Club a Registered CASC? Yes/No/Working Towards Date Achieved/Started Process:
	Is your Club Exempt from Registering as a Charity/CASC? Yes/No

***Please Note: For club applications, evidence of Clubmark status is now essential criteria and must be provided.***

**Section 2 – Equipment**

Please tick what the equipment will be used for	Enhance physical literacy for Junior sections	
	Support the development of new sections	
	Equipment to help host events	
	Training equipment	
	High performance equipment	
Outline equipment to be sourced and reasons for need.		
Demonstrate how the equipment will benefit the club and its members.		

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North Down**  
Borough Council

Will the equipment create new opportunities for people to take part in sport?		
How will this equipment help sustain participation within your club?		
How many members/participants will benefit from new equipment?		
Where will the equipment be stored?		
Do you have permission to store this equipment?  <b>If 'YES' please include evidence of permission</b>	YES	NO

**Section 3 - Funding Details**

Financial breakdown of equipment	
Where will the balance of funding come from if total costs cannot be funded?	

**Section 4 – Any additional information**

Please provide any additional information which you feel is relevant to your application.

**Section 5 – Document Checklist**

Please ensure the following documents are attached to your application

<b>Document required</b>		<b>Attached</b>
Club/Organisation Constitution	<b>Essential</b>	
Club/Organisation Safeguarding Children and/ or Vulnerable Adult Policy	<b>Essential</b>	
Confirmation of Clubmark status	<b>If Applicable (Essential for all Sports Clubs Applications)</b>	
Confirmation of CASC/Charity status or proof of exemption	<b>If Applicable (Desirable for all Sports Clubs Applications)</b>	
Copy of Public Liability Insurance	<b>Essential</b>	
Permission of Storage	<b>Essential</b>	
<b>Please noted that all essential documents must be submitted with your application.</b>		

**Section 6 – Declaration**

This must be signed by the Chairperson of the organisation alongside another Club Member and dated accordingly.

I declare that the information provided is correct to the best of my knowledge.  
 I agree to promote equality and good relations in all our activities involving the use of Council funding in accordance with Section 75 of the Northern Ireland Act 1998.  
 I declare that I will complete a Grant Report Form after my event and will acknowledge the funders in all publicity.  
 I declare that the Council will be notified immediately of any additional findings not declared in this application.  
 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.

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	Chairperson	Club Member
Signed		
Name (please print)		
Position in Organisation		
Date		

Once completed, please 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](mailto: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 1<sup>st</sup> 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

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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.