



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

**Grant Programme
2020 -2021
Guidance Notes**

Ards and North Down Sports Forum Grant Programme

Applications to the Ards and North Down Sports Forum Grant Programme should be completed in line with the guidance below.

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 affiliated sports clubs and organisations within the Ards and North Down Borough which have a sporting remit / section to seek financial assistance.

The Council has set aside £10,000 for 2020/21 financial year and therefore there is funding available for the following grant categories:

1. **Coaching**
2. **Equipment**

Application Process

The Ards and North Down Sports Forum Grant Guidance and Application Forms are available on:

- 1) Ards and North Down Borough Council Website:
<https://www.leisureardsandnorthdown.com/sports-development/sports-forum>
or by emailing
- 2) sportsdevelopment@ardsandnorthdown.gov.uk

The **closing date** for applications is **12 Noon on 11th December 2020**.

Completed and signed Application form (in PDF format) along with mandatory supporting documentation must be submitted to sportsdevelopment@ardsandnorthdown.gov.uk no later than the closing date/time above.

Late or incomplete applications will not be considered.

All Coaching / equipment projects must be completed, expenditure incurred and claim documentation submitted prior to 31st March 2021.

Should you have any queries when completing your Application please contact the Sports Development Team for further assistance.

General Guidelines for Applicants

- All applications must be completed in full, signed and submitted with all mandatory supporting information. Incomplete and/or late applications will not be considered. Please ensure the correct application form is completed for the category you are applying for.
- Applications will be considered in line with the guidance outlined below.
- Coaching/Equipment projects must be completed, expenditure incurred, and all claim documentation submitted no later than 31st March 2021. Failure to submit proof of payment will result in funding being withdrawn.
- Retrospective funding will not be considered.
- Sports Clubs must:
 - Be formally constituted
 - Have a Safeguarding Children and/or Vulnerable Adult Policy in place
 - Have an Equality Policy in place
 - Either have received Clubmark certification or be registered with either National Governing Body or SNI for accreditation scheme
 - Have adequate public liability insurance in place; and
 - Have permission to store equipment in facility (for equipment applications only)
- 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.
- Sports Clubs must have affiliated to the Ards and North Down Sports Forum during 2019/2020 and/or 2020/2021. Please note, there is a three month wait before newly affiliated members can apply for funding.

2020 -2021 Sports Forum Guidance Notes

What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating (not open to all sections of community)
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy
- Applications shall not be considered for personal equipment and clothing such as team kits
- Applications shall not be considered for fundamental equipment associated with any given sport such as balls, bats, racquets, sticks etc.
- Retrospective funding or costs that will be incurred after the communicated grant period.
- Costs incurred before successful Letter of Offer issued
- Activities promoting religious or political beliefs.
- Costs that are deemed to be unreasonable e.g. excessive goods/services
- Access NI registration fees
- Insurance for public liability or personal injury
- Affiliation, entry fees to competitions or membership fees
- Routine running costs
- Computer, software packages or websites (unless High Performance Analysis Equipment)
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Existing activities already in place e.g. current training sessions, etc.
- 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.
- 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.
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing
- Strategic planning/development e.g. consultancy fees
- 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.
- Secondary, further or higher education e.g. A Levels, Degrees, etc.
- Curriculum time school programmes

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.

Category 1: Coaching

Eligible projects

- Affiliated sports clubs and organisations which have a sporting remit / section can apply for financial assistance towards the cost of coaches obtaining sports specific coaching qualifications. The sport **MUST** be listed by Sport NI / Sport Ireland 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 official qualifications. The sport **MUST** be listed by Sport NI / Sport Ireland 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 can apply for costs towards (club officers/ qualified trainers) delivering training to coaches/ volunteers on their safe return to sport (Club application required). For a list of costs not eligible for funding please consider above section on 'What we will not fund' or alternatively speak to a member of the Sports Development team.
- Affiliated sports clubs who are working towards the development of their Club, can apply for financial assistance with costs involved in delivering specific club development training/workshops for example:
 - Sport Northern Ireland Safeguarding Young People and Children Workshop.
 - Sport Specific First Aid
 - Disability Inclusion Awareness Workshop.

Please note that training must be delivered by a recognised training provider and funding will not be provided where relevant courses have been provided in the Borough's Sports Education programme or where courses are taking place outside the Borough. (Club application required).

2020 -2021 Sports Forum Guidance Notes

Funding Limits

- 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) Official qualification courses – up to a maximum of £75.00
- 4) Coach/ Volunteer training (Safe Return to Sport) – up to 75% of eligible costs and a maximum of £150.00
- 5) Training/ Workshops
 - Organising club development training/workshops (eg 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

The maximum funding per club for Coaching/Training Grants is £500. This maximum limit is subject to available funds.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied across all applications.

Category 2: Equipment

Sports equipment that is eligible for funding includes:

- Equipment to support the safe return to sport e.g. signage/ disinfectant wipes/hand sanitiser
- 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 within the Borough
- 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 / organisations must have been established for a minimum period of one year.

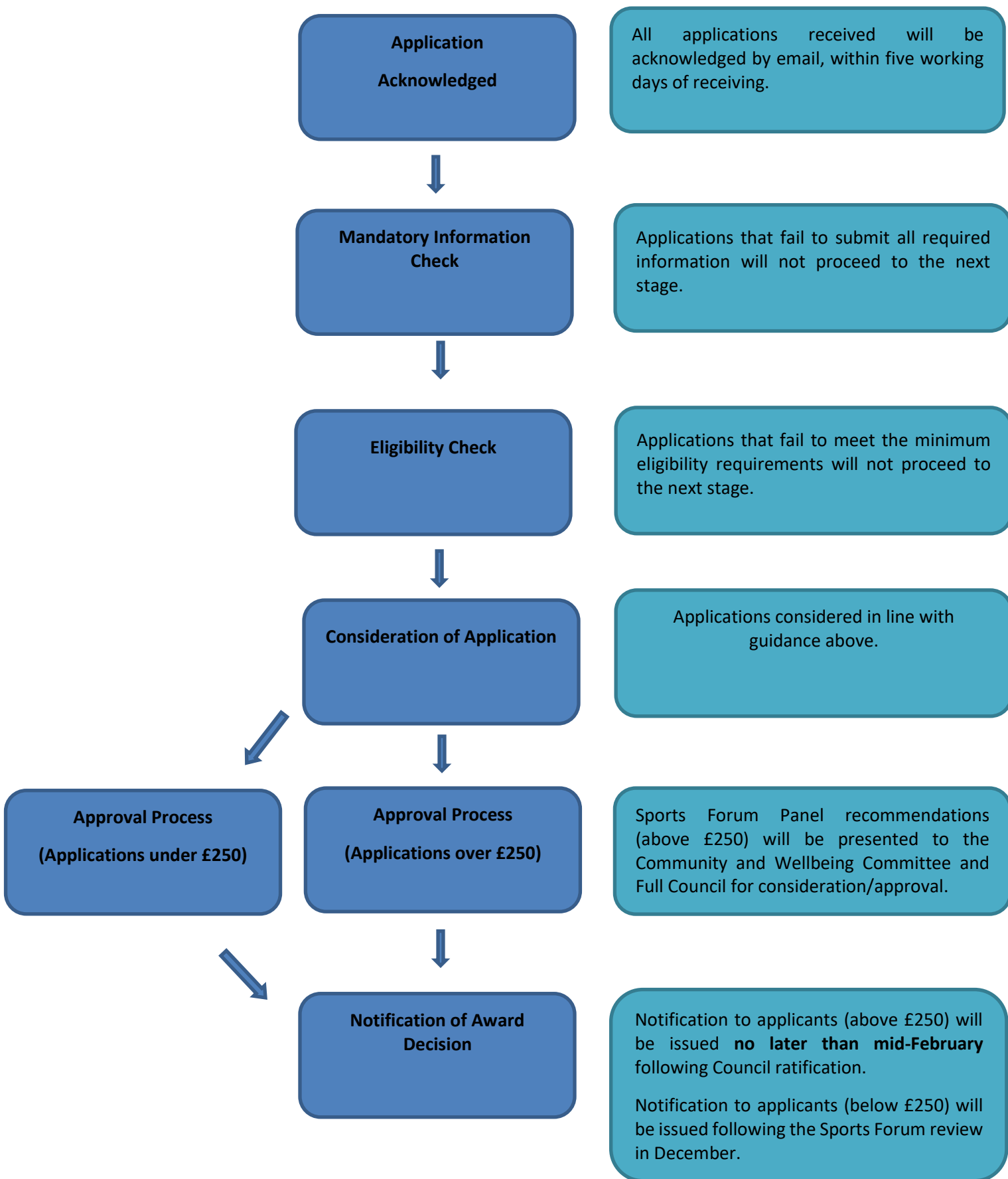
Funding Limits

An equipment grant of up to a maximum of £1,000 per club is available subject to available funding.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied across all applications.

Process

Following submission of applications, the following process will be completed:



2020 -2021 Sports Forum Guidance Notes

For further information or any grant queries, please contact the Sports Development Team on:

Emma Hingston, Sports and Recreation Development Officer
Tel: 07920187819

Craig Connor, Assistant Sports and Recreation Development Officer
Tel: 0774898389

Email: sportsdevelopment@ardsandnorthdown.gov.uk