



Ards and  
North Down  
Borough Council



Ards and North Down  
**SPORTS FORUM**

**2021 - 2022**  
**Anniversary**  
**Application Form**



## Section 1 - Organisational Details

|   |  |
|---|--|
| Name of Club/<br>Organisation                           |  |
| Sport   |  |
| Governing Body  |  |
| Contact Name  |  |
| Role/Position within<br>Club/ Organisation              |  |
| Address for<br>correspondence                           |  |
| Contact telephone<br>number                             |  |
| Contact Email address                                   |  |
| Ards and North Down<br>Sports Forum<br>Reference number |  |

## Section 2 – Event Details

|   |  |
|---|--|
| Name of Event   |  |
| Date of Event   |  |
| Location of Event   |  |
| Please briefly outline<br>Event details, including<br>anticipated numbers of<br>participants. |  |
| Please demonstrate the<br>need for the Event  |  |
| What outcomes do you<br>expect from the delivery<br>of this Event?                            |  |
| Please outline any<br>partnership approach,<br>how and who will you be<br>working with?       |  |



## Section 3 - Funding Details

Grants may be awarded towards a shortfall, up to a maximum of £750

| Project breakdown  | Net Costs<br>(excluding<br>VAT) | VAT Costs | Total<br>project<br>costs | Amount<br>requested<br>from funding |
|--------------------|---------------------------------|-----------|---------------------------|-------------------------------------|
|                    | £                               | £         | £                         | £                                   |
|                    | £                               | £         | £                         | £                                   |
|                    | £                               | £         | £                         | £                                   |
|                    | £                               | £         | £                         | £                                   |
|                    | £                               | £         | £                         | £                                   |
| <b>Total Costs</b> | <b>£</b>                        | <b>£</b>  | <b>£</b>                  | <b>£</b>                            |

## 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

| Document required  |                  | Attached |
|--|------------------|----------|
| Club Constitution/Set of Rules   | <b>Essential</b> |          |
| Most recent club/organisation bank statement   | <b>Essential</b> |          |
| Copy of Office Bearers, names and positions  | <b>Essential</b> |          |
| Event proposal/business plan   | <b>Essential</b> |          |
| Full copy Safeguarding Children and/or Vulnerable Adults Policy                          | <b>Essential</b> |          |
| Copy of Public Liability Insurance   | <b>Essential</b> |          |
| Copy of Club/Organisation Equality Policy  | <b>Essential</b> |          |
| <b>Please note that all essential documents must be submitted with your application.</b> |                  |          |

## Section 6 – Declaration

## 2021-2022 Anniversary Application Form

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.

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

|                          |  |  |
|--------------------------|--|--|
| Signed                   |  |  |
| Name<br>(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.

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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.