



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2021-2022

Individual

Travel / Accommodation

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 £30,000 for 2021/22 financial year and therefore, there is funding available for: **Anniversary, Coaching, Equipment, Events, Goldcard, Seeding, Travel/Accommodation.**

Application Process

Individual travel/accommodation grants are available throughout the financial year (rolling) however, given the timeframes involved in the application process, the closing date for individual travel/accommodation applications is **12 Noon on 31st January 2022.**

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 travel and accommodation must be completed, expenditure incurred and claim documentation submitted by 16th March 2022

Applicant Eligibility

Assistance will be available for individuals who are representing their sport at a specific event at Provincial/ National/ International level. Applicants must:

- Be a resident of Ards and North Down Borough
- Take part in a sport listed by Sport NI / Sport Ireland through the UK Sports Council's recognition policy / Sport Ireland's Recognition Policy and be affiliated to its recognised Governing Body.

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- Represent their sport at a Provincial/ National/ International level.
- Be of amateur status.
- Qualified and selected to represent their province/country (ie Ulster, N. Ireland, Ireland or Great Britain).
- Provide specific event selection letter (confirming selection) from Governing Body on official Governing Body headed paper or official Governing Body email statement.

Assistance may be considered (in exceptional circumstances) towards the costs involved in attending National Governing Body Selection Training Squads.

Assistance may also be considered (in exceptional circumstances) from individuals who are residents of the Borough and 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.

Funding Limits

- 1) Assistance for individuals representing their sport at club, Provincial/National and International level at a specific event/competition- up to a maximum N. Ireland (minimum 50 miles) - £50, Ireland - £50, Great Britain - £100, Mainland Europe - £120 and outside of Europe - £150.
- 2) Assistance towards costs involved in attending National Governing Body Selection Training Squads. – up to 50% of costs, up to a maximum of £50.

Please note:

Assistance will only be considered if location is a minimum of 50miles. Travel Mileage calculated at 45pence per mile.

Applicants may apply numerous times however, there is a £500 maximum limit per athlete, per financial year.

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

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.
- Travel / Accommodation projects must be completed, expenditure incurred, and all claim documentation submitted no later than **16th March 2022**. Failure to submit proof of payment will result in funding being withdrawn.

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- 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.
- Successful applicants must submit a completed report form with original receipts and original bank statements to the Ards and North Down Sports Forum by the deadline stated on their Letter Of Offer.
- Please note that the Council decision making process, from the Sports Forum's recommendations, may take up to eight weeks from date of assessment. This timeline must be taken into account along with the application/event timeline.

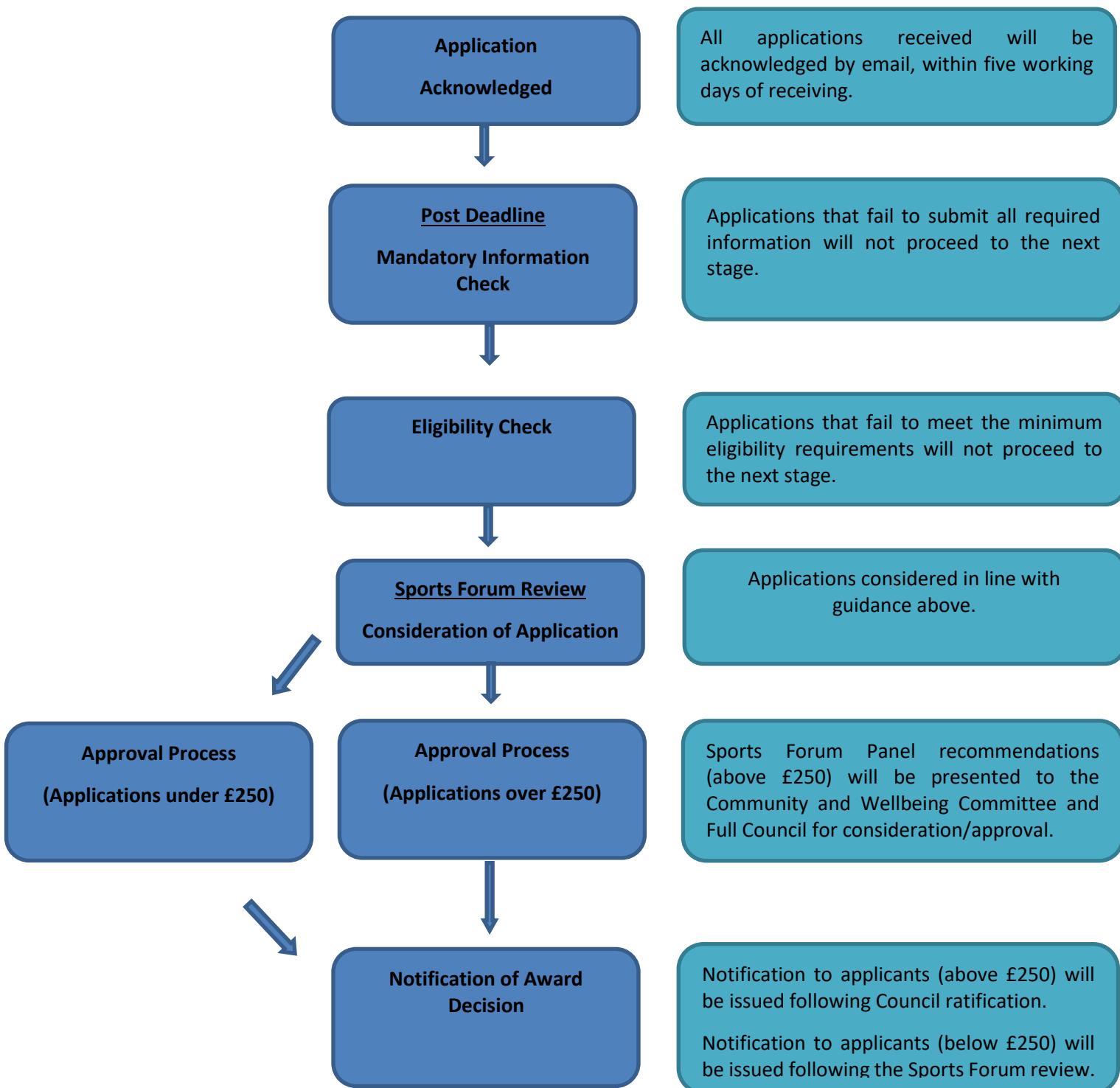
What we will NOT fund:

- 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
- Retrospective funding or costs that will be incurred after the communicated grant period. (Except for pre-booked Coaching & Travel/Accommodation costs)
- Costs incurred before successful Letter of Offer issued (Except for pre-booked Coaching & Travel/Accommodation costs)
- Activities promoting religious or political beliefs.
- Costs that are deemed to be unreasonable e.g. excessive goods/services
- Affiliation, entry fees to competitions or membership fees
- Entertainment costs, food and beverages (Except Anniversary Grants)

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.

Post Application Process

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



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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: 07748980389

Christine Cooke, Assistant Sports and Recreation Development Officer
Tel: 07741235231

The Ards and North Down Sports Forum Grant Guidance Notes and Application Forms are available on: Ards and North Down Borough Council Website:

<https://www.leisureardsandnorthdown.com/sports-development/resources>

or by emailing: sportsdevelopment@ardsandnorthdown.gov.uk