



Ards and
North Down
Borough Council



Ards and North Down
SPORTS FORUM

2021-2022

Events

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 £35,000 for 2021/22 financial year and therefore, there is funding available for the following grant categories: **Anniversary, Coaching, Equipment, Events, Gold Card, Seeding, Travel/Accommodation**. Further information is available on our website: <https://www.leisureardsandnorthdown.com/sports-development/clubs>

Application Process

Event grants are available throughout the financial year (rolling), however, given the timeframes involved in the assessment process, the closing date for Event 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 Event grants must be complete, expenditure incurred and claim documentation submitted by 16th March 2022.

Applicant Eligibility

To be eligible to apply, applicants must meet the following eligibility requirements.

- Be affiliated to the Ards and North Down Sports Forum
- Be formally constituted
- Have a Safeguarding Children and/or Vulnerable Adult Policy in place

2021-2022 Events Guidance Notes

- Have an Equality Policy in place
- Have adequate public liability insurance in place;
- Submit an Event risk assessment

Applicants must demonstrate within their application how their project meets the following criteria: **Only information within the Application Form will be assessed.**

Criteria:

- The need for the event and how it will benefit the local community.
- How the event is creating new opportunities for people to take part in sport and physical recreation within the Borough
- How the event will contribute to sustained participation in sport and physical recreation within the Borough.
- Detail the expected outcomes and impact of the event on the sports club and wider community.
- How many people the club anticipates participating in the event.

Please note;

Applications are welcomed from Governing Bodies (GB's) and Associations based outside the Ards and North Down Borough, however, the actual event/s **MUST** be within the Borough.

Funding Limits

- The maximum funding per club for Event Grants is £1,000 (per financial year). 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.

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.
- Event 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.
- Retrospective funding will not be considered.

2021-2022 Events Guidance Notes

- 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 considered along with the application/event timeline.
- Sports Clubs/Organisations must be currently affiliated to the Ards and North Down Sports Forum. Please note, there is a three month wait before newly affiliated members can apply for funding.

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
- Please note that sports clubs and organisations will not be funded for sports events taking place outside the Ards & North Down Borough or if they are working in isolation. A partnership approach must be demonstrated (e.g. working with other clubs in the Borough or Governing Bodies etc)
- 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
- We will **NOT** fund profit making events (i.e. Income **MUST** go back into club)
- Insurance for public liability or personal injury
- Affiliation, entry fees to competitions or membership fees
- Routine running costs
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages (Except Anniversary Grant)
- Donations/fundraising events or activities.

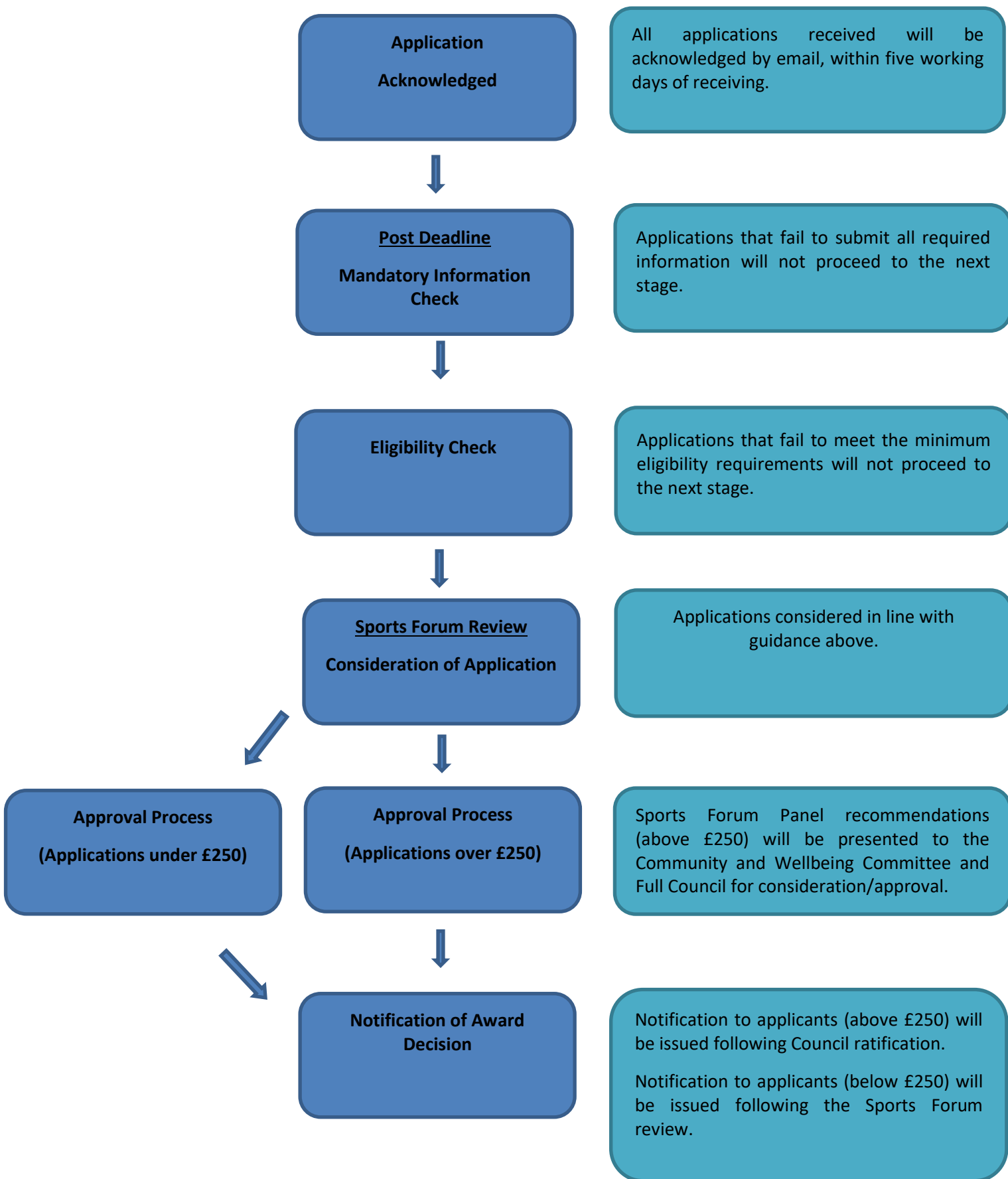
2021-2022 Events Guidance Notes

- 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.
- 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
- 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.

Post Application Process

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



2021-2022 Events 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: 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