



Ards and North Down
SPORTS FORUM

2022-2023

Club Travel / Accommodation

Application Form

Section 1 - Club Details

Name of Club	
Sport	
Governing Body	
Contact Name	
Role/Position within Club	
Address for correspondence	
Contact telephone number	
Contact Email address	
Ards and North Down Sports Forum Reference Number	

Section 2 – Funding Details

Which area of travel grant are you applying for? (please tick)	Team Travel	
	Individual Travel	
Name of team/individual representing Club		
Outline event/competition/course attending		
Date of Event/competition/course		
Venue/location of event		
Where will the balance of funding come from if total costs cannot be funded?		
Outline expectations/benefits/outcomes to both your club and /or the individual.		

Section 3 – Travel/ Accommodation Details

Fuel Costs - Fuel costs only apply to travel within Island of Ireland (Minimum of 50 miles travel, 45p/mile)				
From	To	Miles	Cost	
			£	
			£	
			£	
			£	
		Total	£	
Bus/Train/Plane/Ferry Costs				
From	To	Miles	Cost	
			£	
			£	
			£	
			£	
		Total	£	
Accommodation Costs				
Date(s) From	Date(s) To	Name of Hotel/B&B etc	Location	Cost
				£
				£
				£
			Total	£
Total Travel Costs incurred				£
Total funding being requested				£

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

Documents Required		Attached
Club Constitution	Essential	
Confirmation of event/competition/course entry	Essential	
Club full Safeguarding Children and Vulnerable Adult Policy, or proof that club has adopted GB policy	Essential	
Club Policy/Procedures for travel and residential trips	Essential	
Club/Organisation Equality Policy	Essential	
Please note that all essential documents must be submitted with your application.		

Section 6 – Declaration

This must be signed by the Chairperson of the organisation alongside Team Coach or Individual participant. (Parent/Guardian must sign if participant under 18 years old)

I declare that the Club will ensure to follow guidelines set out by the National Governing Body if travelling with minors.
 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.

Chairperson of Organisation	
Signed	
Name (Print Name)	
Date	

Team Coach/Individual Participant (Parent/Guardian of participant under 18 years)	
Signed	
Name(Print Name)	
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

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 (FOI) Act 2000 and Environmental Information Regulations (EIR) 2004. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the FOI Act or EIR.

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 FOI Act or EIR.

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 FOI Act or EIR, 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 FOI Act or EIR. 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 information.