



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2022-2023**

**Coaching**

**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 £40,000 for 2022/23 financial year and therefore there is funding available for the following grant categories: **Anniversary, Coaching, Equipment, Events, Goldcard, Seeding, Travel/Accommodation**. Further information is available on our website:

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

### Application Process

Coaching grants are available throughout the financial year (rolling) and applications are assessed monthly.

**Completed and signed Application form** (in PDF format) along with mandatory supporting documentation must be submitted to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

**Incomplete applications will not be considered.**

Successful applicants will be provided with a 'Letter of Offer' and a specific deadline to return 'Proof of Payment' documents.

### Applicant Eligibility

- 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).

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- 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 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).
- 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).

### 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 (e.g. SNI Safeguarding young people and children, Sport Specific First Aid, disability inclusion)

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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 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 applications will not be considered. Please ensure the correct application form is completed for the category you are applying for.
- Coaching projects **MUST** be booked prior to submitting application (evidence is required)
- Sports Clubs must:
  - Be affiliated to the Ards and North Down Sports Forum
  - Be formally constituted
  - Have a Safeguarding Children and/or Vulnerable Adult Policy in place
  - Have an Equality Policy in place
  - Have adequate public liability insurance in place
- 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. Failure to meet this deadline may result in funding being withdrawn.
- 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/project timeline.
- Sports Clubs 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.

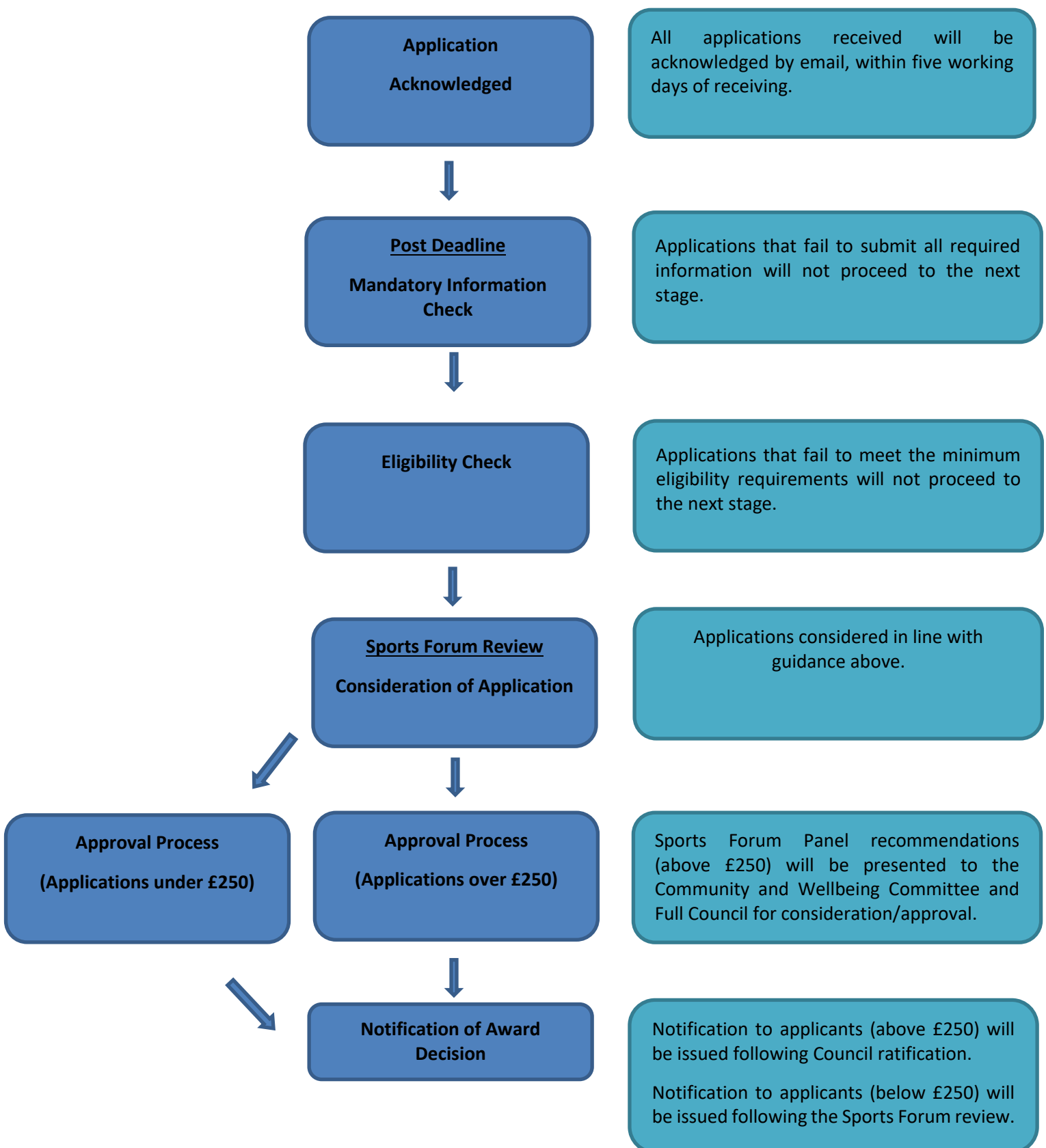
### What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- 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)
- Coaching Costs which have not been booked
- 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
- Access NI registration fees
- Affiliation, entry fees to competitions or membership fees
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages
- Organisation's own facility hire – groups cannot be paid for use of own venue
- 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
- 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:



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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

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](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)