



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2022-2023**

**Individual**

**Travel / Accommodation**

**Application Form**

**Section 1 – Personal Details**

Name	
Address	Postcode
Email	
Contact Number	

Sport	
Club	
Governing Body	

Name for correspondence	(Please complete if different than applicant)
Address/ for correspondence	Postcode

**Section 2 – Event details**

Event	
Date of event	
Venue/Location of event	
Representative level e.g Ulster, N. Ireland, Ireland, Great Britain	


**Section 3 – Travel/ Accommodation Details**

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

**Section 4 – Funding**

<b>Are you receiving funding assistance from any other source? (Please tick)</b>		
Yes	No	
If yes, please provide information below		
Name of organisation/funding body providing assistance	Nature of Assistance e.g. amount of funding, facility use	Duration of Assistance E.g. one off payment, 3 year agreement

**Section 5 – Document Checklist**

Please ensure the following documents are attached to your application

Document required	Attached
Letter of selection/qualification from Governing Body on GB Headed paper or official GB email statement	

**Section 6 – Declaration**

I declare to the best of my knowledge the information provided within this application is correct.  
 I declare I am of amateur status and have qualified/been selected to represent my sport at a national/international level.  
 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 finding 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(to be signed by parent/guardian for applicant under 18years)

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 (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.