



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**School/Sports Club Pathway**

**Application Form**

## Applicant Eligibility

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

Sports Clubs//Organisations **MUST**:

- Applications must be submitted **three months prior** to the programme commencing.
- Be affiliated to the Ards and North Down Sports Forum.
- Take part in a sport affiliated to a Governing Body recognised by Sport NI / Sport Ireland.
- Have a Safeguarding Children and/or Vulnerable Adult Policy.
- Have an Equality Policy.
- Have adequate public liability insurance (for coaches & venue).
- Submit a full programme Risk Assessment.

The Schools/Sports Club Pathway programme/sessions must:

- Be a new initiative.
- Be agreed with the school prior to submitting application.
- A School Teacher must be in attendance for the duration of the programme.
- The teacher attending the programme, must sign the application, prior to submission.
- Be delivered at venues within the Ards & North Down Borough
- Be delivered in accordance with programme Risk Assessment
- Be delivered by coach(es) who have:
  - Suitable Governing and/or Awarding Body qualifications.
  - Suitable Safeguarding training
  - Access NI Checked
  - Suitable Public Liability Insurance
  - At least one coach who has a valid First-Aid qualification.
- Meet the Governing Body Safeguarding ratios.
- Be a minimum of 6 sessions and maximum of 12 sessions in duration (final day of delivery must be prior to 31 March 2025)
- Schools must obtain parental consent, for pupils to attend the programme and keep an attendance register.

## Funding Limits

A Schools/Sports Club Pathway Programme grant of up to a maximum of £500 per club (per financial year) is available, subject to available funding. A maximum of £300 of the £500 can be awarded towards fundamental equipment. Clubs may apply on more than one occasion but the maximum funding (per financial year) will be £500.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied to pending applications at that time.

\*Please refer to **Guidance Notes** for a complete overview of grant guidelines, <https://www.leisureardsandnorthdown.com/sports-development/funding>

**ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.**

**Section 1 – Organisational / Applicant Details**

Name of Club/ Organisation	
Sport	
Recognised Governing Body	
Ards and North Down Sports Forum - Reference Number 2024/25	
<b>Your Details</b>	
Contact Name	
Role/Position within Club/ Organisation	
Address for Correspondence	
Contact telephone number	
Contact Email address for correspondence	

**Section 2 – Schools/Sports Club Pathway Details**

Name of Programme		
Location of Programme		
Please outline your partnership approach, how and which school will you be working with.	<b>School:</b> <b>Name of Teacher in Attendance:</b> <b>Approach:</b>	
Target Group	<b>Age group:</b> <b>Any further information:</b>	
Please outline Programme details, including anticipated numbers of participants. NB Programmes must meet the Governing Body Safeguarding ratios.	<b>No. of Coach(es):</b>	<b>Anticipated no. of pupils:</b>
	<b>Name of Coach(es)</b>	
	<b>Further Programme Details:</b>	

Please demonstrate the need for the School/Sports Club Pathway Programme and how it will signpost pupils to further sports participation opportunities.	
Please detail the expected outcomes and impact of the programme on the sports club/organisation and wider community.	

**Section 3 - Funding Details**

Project breakdown (Coaching costs, equipment costs, venue hire or transport costs).	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
<b>Total Costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

Where will the balance of funding come from, if total costs cannot be funded?	
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Is your club/organisation VAT registered?	Yes	No
If yes, what is your VAT registration number?		
Does your club / organisation intend to claim VAT back if successful?	Yes	No

### Section 3 – Any additional information

Please provide any additional information which you feel is relevant to your application.

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### Section 4 – Document Checklist

Please ensure the following documents are attached to your application

<b>Documents required</b>		<b>Attached</b>
Club/Organisation Constitution	<b>Essential</b>	
Copy of Public Liability Insurance	<b>Essential</b>	
Copy of Club/Organisation Equity Policy	<b>Essential</b>	
Club/Organisation Safeguarding Children and/or Vulnerable Adults Policy (must have been reviewed and signed & dated within the past 3 years)	<b>Essential</b>	
If a Club is adopting the National Governing Body Safeguarding Policy, the Club must provide written confirmation of this, and provide details of Designated Safeguarding Officers.	<b>Essential</b>	
Programme Risk Assessment (including Covid Mitigations)	<b>Essential</b>	
<b>Please note that all essential documents must be submitted with your application.</b>		

**Section 5 – Declaration**

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.

This must be signed by the Chairperson of the organisation/club alongside another Club Member and dated accordingly.

**The Club confirms that any Coach(es) delivering the programme have:**

- **Valid Coaching Qualifications**
- **Valid Safeguarding Certificates**
- **Valid Access NI Check**
- **Public Liability Insurance (if applicable)**
- **And at least one valid First Aid Certificate (a delivering Coach).**

Signed		
Name (Please Print)		
Position in Organisation		
Date		

This must be signed by the Teacher attending the Programme and dated accordingly.

**The School confirms that a teacher will be attending the programme and they will obtain parental consent for pupils to attend, keep an attendance register and adhere to GDPR legislation.**

Signed	
Name (Please Print)	
Position in School	
Date	

Once completed, please send the application along with the required documentation to the following address:

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

**ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.**

## **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.