



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**Seeding**

**Guidance Notes**

## 2024-2025 Seeding Guidance Notes

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 £45,000 for 2024/25 financial year and there is funding available for the following grant categories:

- **Anniversary**
- **Coach Education**
- **Sports Equipment**
- **Events**
- **Goldcard**
- **Schools/Sports Club Pathway**
- **Seeding**
- **Travel/Accommodation.**

Further information is available on our website:

[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](https://leisureardsandnorthdown.com/Grants-and-Funding)

## Application Process

Seeding grants are available from the 1 April 2024 and will close **at 12 noon on Friday 1 November 2024.**

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

**Incomplete applications will not be considered and only typed forms will be accepted.**

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

### Applicant Eligibility

Ards and North Down Sports Forum supports the development of new sports clubs and new sections of existing clubs. To be eligible to apply, applicants must meet the following eligibility requirements.

- The club must be based in the Borough and be affiliated to the Ards and North Down Sports Forum.
- The club must have been affiliated to the Ards and North Down Sports Forum for a minimum period of three months, before an application can be made for financial support. For new club applications, the club must have been established for a minimum period of three months and a maximum of one year.
- The club must have a Constitution or Set of Rules before an application can be made.
- The club must have a UK bank or building society account.
- The club must be able to provide projected income and expenditure for the first year of the organisation.
- All costs must be incurred within the clubs first year.

### Funding Limits

Financial assistance for newly established sports clubs and/or new sections of existing organisations, who are affiliated to the Ards and North Down Sports Forum – up to a maximum of £250.

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

### 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.**
- Failure to submit proof of payment will result in funding being withdrawn.
- Successful applicants must:
  - Agree any changes to the project applied for and its funding arrangements with the Sports Forum before implementation.
  - Notify the Sports Forum of any additional funding secured after submission of the application.
  - 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.

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**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.**

### **What we WILL fund:**

- New Women's Section
- Disability Wing
- New Youth Squad

### **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
- Personal equipment and clothing such as team kits and Items which only benefit individuals (e.g. prizes; scholarships; bursaries; water bottles)
- Costs incurred before successful Letter of Offer
- Activities promoting religious or political beliefs.
- Access NI registration fees
- Insurance for public liability or personal injury
- Affiliation, entry fees to competitions or membership fees
- Routine running costs
- Computer, software packages or websites (unless High Performance Analysis Equipment)
- 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.
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing
- First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.
- Non-inclusive fitness initiative (IFI) gym equipment e.g. treadmills, rowers, bikes, etc.
- Secondary, further or higher education e.g. A Levels, Degrees, etc.
- 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.**

## 2024-2025 Seeding Guidance Notes

**For further information or any grant queries, please contact the Sports Development Team on:**

Christine Cooke, Assistant Sports and Recreation Development Officer  
Tel: 07741235231

Robert Geary, Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40327

The Ards and North Down Sports Forum Grant Guidance Notes and Application Forms are available on: Ards and North Down Borough Council Website:

[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](https://www.ardsandnorthdown.gov.uk/grants-and-funding/and-leisure)

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

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### Post Application Process

Following submission of applications, the following process will be completed

