



Ards and
North Down
Borough Council



Ards and North Down
SPORTS FORUM

2024-2025

Seeding

Application Form

2024-2025 Seeding Application Form



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

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.
- Be affiliated to the Ards and North Down Sports Forum for a minimum of three months.
- For new club applications, the club must have been established for a minimum period of three months and a maximum of one year.
- Have a Constitution or Set of Rules before an application can be made.
- Have a UK bank or building society account.
- 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 is available 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.

*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 Details

Name of Club/ Organisation	
Sport	
Governing Body	
Contact Name	
Role/Position within Club/ Organisation	
Address for correspondence	
Contact telephone number	
Contact Email address	

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Ards and North Down Sports Forum Reference number 2024/25	
When did your club/ new section commence?	
Detail reasons why club/ section established.	
What outcomes do you expect to deliver?	

Section 2 – Funding Details

Grants awarded up to a maximum of £250.

Project breakdown	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Total Costs	£	£	£	£

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

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Section 3 – Any additional information

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

Section 4 – Document Checklist

Please ensure the following documents are attached to your application.

Document required		Attached
Club Constitution/Set of Rules	Essential	
Most recent club/organisation bank statement	Essential	
Copy of Office Bearers, names and positions	Essential	
Breakdown of projected income and expenditure for the 1 st year (Only applicable for a new club)	Essential	
Safeguarding Children and/or Vulnerable Adults Policy (must have been reviewed and signed & dated within the past 3 years)	Essential	
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.		
Copy of Equality Policy	Essential	
Please noted that all essential documents must be submitted with your application.		

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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 alongside another Club Member and dated accordingly.

Signed	Chairperson	Club Member ((Position in Organisation)
Name (Please print)		
Position in Organisation/Club		
Date		

Once completed, please email the application along with the essential documentation to the following address:

sportsdevelopment@ardsandnorthdown.gov.uk

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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.