



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**Events**

**Guidance Notes**

### Ards and North Down Sports Forum Grant Programme

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 £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://www.ardsandnorthdown.gov.uk/grants-and-funding/and-leisure)

### **Application Process**

Event grants are available throughout the financial year 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 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.

## 2024-2025 Events Guidance Notes

### Applicant Eligibility

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

- The application **must be submitted three months prior to the Event\***.
- Be affiliated to the Ards and North Down Sports Forum
- Have a Formal Constitution
- Have a Safeguarding Children and/or Vulnerable Adult Policy
- Have an Equality Policy
- Have adequate Public Liability Insurance
- Submit an Event Risk Assessment

\*Definition of an Event – an activity that is planned for a special purpose and usually involves a lot of people, not the normal activities of the Club.

Applicants must demonstrate within their application how their project meets the following criteria:

#### Criteria:

- The need for the event and how it will benefit the local community.
- How the event is creating new opportunities for people to take part in sport and physical recreation within the Borough
- How the event will contribute to sustained participation in sport and physical recreation within the Borough.
- Detail the expected outcomes and impact of the event on the sports club and wider community.
- How many people the club anticipates participating in the event.

Applications are also welcomed from Governing Bodies and Associations based outside the Ards and North Down Borough; however, the actual event/s **MUST** be within the Borough. The Governing Body must host the event in partnership with clubs in the Borough.

### What we WILL Fund

- Eligible Event Hire costs
- Sports Equipment to support the hosting of sports events within the Borough
- Fundamental equipment associated with any given sport such as balls, bats, racquets, sticks etc up to a max of £300, and will be subject to the discretion of the Sports Forum.
- External Coaches
- Event specific costs – Road Closures, External First Aid provision etc

### Funding Limits

The maximum funding per sporting organisation for Event Grant is **£1,000 (per financial year)**, subject to available funds.

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.

## 2024-2025 Events Guidance Notes

### General Guidelines for Applicants

Applications will be considered in line with the guidance outlined below:

- All applications must be completed in full, signed and submitted with all mandatory supporting information. Incomplete applications will not be considered.
- Sports Clubs/Organisations must be currently affiliated to the Ards and North Down Sports Forum
- Retrospective funding will not be considered, and the application must be submitted prior to the event.
- 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 grant report form with receipts and 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 successful Clubs may be requested by the Council to acknowledge the Forum support in hosting their event.

**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 considered along with the application/event timeline.**

Please note, there is a three month wait before newly affiliated members can apply for funding.

## 2024-2025 Events Guidance Notes

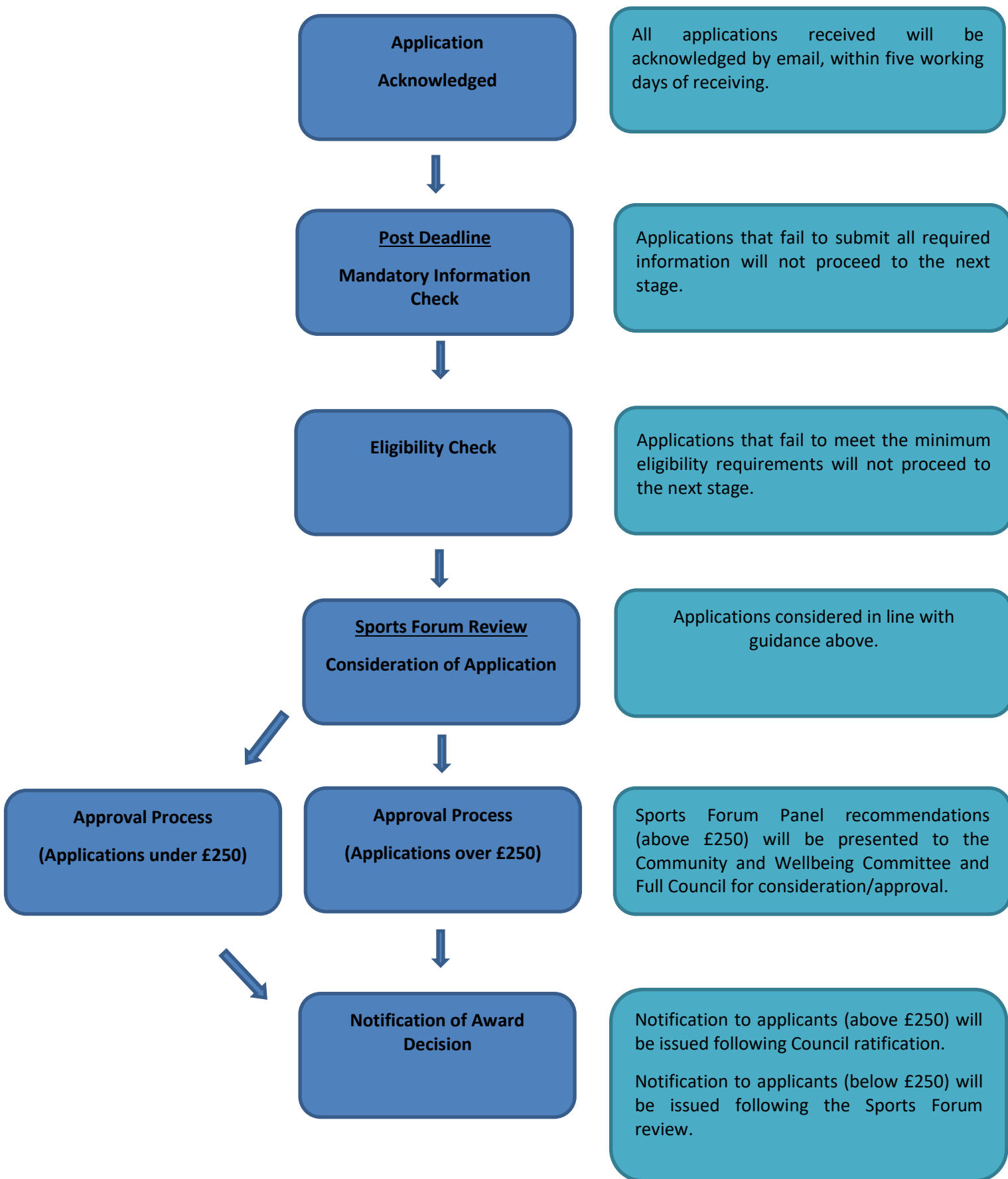
### What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy
- Retrospective funding or costs that will be incurred after the receipts deadline
- Costs incurred before successful Letter of Offer issued
- Activities promoting religious or political beliefs
- We will **NOT** fund profit making events (i.e. Income **MUST** go back into club)
- Insurance for public liability or personal injury
- Routine running costs
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages
- Alcoholic beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Office equipment, furniture, maintenance equipment and maintenance costs.
- Items which only benefit individuals (e.g. prizes; personal clothing or equipment; event tickets, water bottles etc)
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing
- Strategic planning/development e.g. consultancy fees
- 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:





## 2024-2025 Events 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: 0300 013 3333 ext. 40338 / 07741 235231

Emma Wightman, Assistant Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40253

Emma Hingston, Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40326 / 07920 187819

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)

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