



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**Individual**

**Travel / Accommodation**

**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.

The Grant Programme provides the opportunity for affiliated sports clubs and organisations within the Ards and North Down Borough to seek financial assistance to support talented athletes and development of quality coaches and clubs.

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.**

### **Application Process**

Individual Travel/Accommodation grants are available throughout the financial year and applications are assessed on a monthly basis.

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

Assistance will be available for individuals who are representing their sport at a specific event at Provincial/ National/ International level. Applicants must:

- Be a resident of Ards and North Down Borough
- Take part in a sport affiliated to a Governing Body recognised by Sport NI / Sport Ireland
- Be of amateur status.
- Qualified and selected to represent their province/country (i.e. Ulster, N. Ireland, Ireland or Great Britain).
- Provide specific event selection letter for the Event from the relevant SNI/Sport Ireland recognised Governing Body on official Governing Body headed paper or official Governing Body email statement.

Assistance may also be considered (in exceptional circumstances) from individuals who are residents of the Borough and who have been selected to compete at a High Standard competition/tournament or attending National Governing Body Selection Training Squads. This will be at the discretion of the Forum and subject to available funds.

- This includes individuals who have been selected as part of a squad.

### Funding Limits

- 1) Assistance for individuals representing their sport at Provincial, National and International level at a specific event/competition - up to a maximum:

Location of Event	Amount
N. Ireland (minimum 50 miles for mileage)	£50
Ireland -	£100
Great Britain -	£150
Mainland Europe	£170
Outside of Europe	£200

- 2) Assistance towards costs involved in attending National Governing Body Selection Training Squads. – up to 50% of costs, up to a maximum of £50.

#### Please note:

Travel Mileage calculated at 45 pence per mile, only applies within the island of Ireland and will only be considered for a minimum of 50 miles travel.

Applicants may apply numerous times however, there is a £500 maximum limit per athlete, per financial year.

Travel must commence from Northern Ireland.

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

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

- All applications must be completed in full, signed and submitted with all essential information.
- The application must be submitted prior to the event commencing.
- 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. Failure to meet this deadline may result in funding being withdrawn.

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 NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating.
- Retrospective funding (except for pre-booked Travel/Accommodation costs) or costs incurred after the deadline for receipts.
- Applications received after the event commencing.
- Affiliation, entry fees to competitions or membership fees
- Entertainment costs, food and beverages
- Competitions where athletes are representing their school, and have not qualified / been selected to represent their province/country.

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 Individual Travel / Accommodation 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)

## Post Application Process

Following submission of applications, the following process will be completed:

