

**Sports Development Capital Grants Programme**

**2020/21**

Application Form

Applications to the Ards and North Down Borough Council Sports Development Capital Grant Programme should be completed in line with the guidance and criteria issued.

Please tell us how you found out about the grant programme? (please tick)

Sports Forum  Website  Email  Facebook  Other

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1 - Organisational Details**

|  |  |
| --- | --- |
| Name of Club/ Organisation |  |
| Club Address | Postcode: |

|  |  |
| --- | --- |
| Name of contact person |  |
| Role/Position within Club/ Organisation |  |
| Contact address | Postcode: |
| Contact telephone number |  |
| Contact Email address |  |

**Section 1 – Part A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sport |  | | | |
| Governing Body |  | | | |
| Clubmark status achieved | Yes | Date achieved | |  |
| Working towards | Date of registration | |  |
| No | Reasons why | |  |
| If no, would you like help and information to start the process? | Yes | | No | |

**Section 1 – Part B**

|  |  |  |
| --- | --- | --- |
| What is the clubs Ards and North Down Sports Forum affiliation number? |  | |
| Is your club VAT registered? | Yes | No |
| If yes, what is your VAT registration number? |  | |
| Does your club intend to claim VAT back if successful? | Yes | No |

**Section 1 – Part C**

|  |  |  |
| --- | --- | --- |
| When was the club established? |  | |
| How many members are in your club? | Male |  |
| Female |  |
| Juniors |  |
| What age groups does your club cater for? |  | |

|  |  |  |
| --- | --- | --- |
| Do you own your premises/facilities?  (please tick) | Yes | if “yes” go to Questions A & B **(must include a copy of your Title Deed with application**) |
| No | If “No” go to Questions C& D **(must include a copy of your Lease Agreement/block booking confirmation and permission to store from provider with application)** |
| A) What facilities do you already have at your site? |  | |
| B) Do other sports also use this facility? |  | |
| C) Where do you train/play? |  | |
| D) Who do you hire facilities from? |  | |

**Section 2 - Project details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is your club applying for? (Please tick) | | | | |
| 1. Equipment | |  | | |
| 1. Capital, purchase | |  | | |
| 1. Improvement | |  | | |
| 1. Restoration | |  | | |
| 1. Construction | |  | | |
| If you have ticked A – Equipment please go to questions F&G  Ifyou have ticked B– and your project relates to flood lights, Solar Panels, Ball Stop Fencing you will be required to submit either planning permission or certificate of proposed lawful development.  If you ticked C, D or E and your project relates to new building/extensions/ extending heating system/ internal modification/knocking down walls you will be required to either submit a letter from building control confirming that the proposed project does not require building control or you will need to submit Building Control approved plans and once completed submit a building control certificate. | | | | |
| F) Where will equipment be stored? | |  | | |
| G) Have you permission to store equipment in this location?  **If your club has a lease/ long term booking you will need to provide permission from lease holder/owner to store the equipment i.e. letter/email with application** | | Yes | | If ‘Yes’ please provide copy of lease agreement/permission to store equipment.  **Please note this is part of the essential criteria.** |
| No | |
| Describe your project in detail | | | | |
|  | | | | |
| Outline start dates and proposed finishing dates of project |  | |  | |
| How often will the project/equipment be utilised on a weekly basis? |  | |  | |

**Section 3 – Criteria**

Please demonstrate how your project addresses the criteria below. Please use SMART principles ( Specific, Measurable, Achievable, Relevent, Time-framed) when answering the following questions.

|  |
| --- |
| 1. How will this project benefit your club/organisation and the local community and what are the anticipated outcomes of your project? **(20 marks)** |
|  |
| 1. Please demonstrate how the project will increase participation **(20 marks)** |
|  |
| 1. Please demonstrate how your project will target and increase participation within the following groups: Women and girls, disability, over 50’s and socially disadvantaged areas/groups **(20 marks)** |
|  |
| 1. Please demonstrate how the project will improve and/or sustain activities within your club **(20 marks)** |
|  |
| 1. Please demonstrate how the project will improve the health and wellbeing of club members and/or wider community **(20 marks)** |
|  |

**Section 4**

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| 1. Demonstrate how your organisation will promote equality of opportunity as identified under Section 75 of the Northern Ireland Act 1988. |
|  |
| 1. The club will be required to acknowledge the Council contribution to this project, please provide details of how the club intend to do this? |
|  |

**Section 5: Breakdown of Costs**

Please list all costs, even if you are not requesting funding from Ards and North Down Borough Council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project breakdown/equipment itemised | Net Costs  (excluding VAT) | VAT Costs | Total project costs | Amount requested from funding |
|  | £ | £ |  | £ |
|  | £ | £ |  | £ |
|  | £ | £ |  | £ |
|  | £ | £ |  | £ |
|  | £ | £ |  | £ |
| **Total Costs** | £ | £ | £ | £ |

|  |  |  |
| --- | --- | --- |
| If the total costs are higher than the requested amount of funding, outline where the rest of the funding is coming from? |  | |
| Have you provided quotes as outlined within the Grant Guidance notes (Purchasing section) | YES | NO |
| Does the club intend to claim VAT? (Please tick) | YES | NO |

|  |  |
| --- | --- |
| Have you applied/received or intend to apply for additional assistance for this project from other sources? If yes, please give details. | |
| Government/Statutory Agency | £ |
| EU Sources | £ |
| National Lottery | £ |
| Other Sources | £ |
| Has your organisation received assistance through a Council Capital Grant scheme in the past? If yes, please give details | |
|  | |

**Section 6 – Mandatory Information Checklist**

Use the table below to identify which documents you need to include with your application. Simply mark which documents you are including with your application by placing a ‘C:\Users\ConnorCW7\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\E9WF79MH\tick[1].jpg’ in the INCLUDED section below.

**Failure to submit all the necessary documents in full before the deadline as stated,will result in your application not being assessed. (if in doubt please contact a member of the Sports Develoment team who will be happy to assist)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DOCUMENTATION** | **CRITERIA** | **INCLUDED**  **(please tick)** |
| 1 | List of Clubs Office Bearers please state their **name, role and contact details.** | Essential |  |
| 2 | Copy of current, **signed** Constitution or Memorandum & Articles of Association | Essential |  |
| 3 | Last 3 years’ financial statements or life of club if less than 3 years | Essential |  |
| 4 | Three year Club Development Plan (up to date) | Essential |  |
| 5 | Full Safeguarding Policy  The full policy must be submitted, in addition if you have adopted your Governing Body Policy then you **must** provide a copy of Committee minute of its adoption and the full GB policy. | Essential |  |
| 6 | Club Equality Policy | Essential |  |
| 7 | Copy of Clubmark certification or evidence that the club has registered with either NGB or SNI | Essential |  |
| 8 | Copy of valid Public Liability Insurance stating level of Cover | Essential |  |
| 9 | Copy of Detailed Planning Permission or Certificate of Proposed Lawful Development i.e. solar panels/ ball stop fencing/flood lights.  Please contact planning at Ards and North Down Borough Council for further advice if required. | If applicable  (**Essential for all capital purchase / works applications**) |  |
| 10 | Evidence that land/facility is owned or leased.  Please note refurbishments/ restoration or any alterations to buildings you must submit evidence of lease/ ownership of land | If applicable  (**Essential for all equipment / building applications**) |  |
| 11 | Permission to store sports equipment on property. | If applicable  (**Essential for all equipment applications**) |  |
| 12 | Copy of approved Building Control drawings/plans OR letter from Building Control stating this is not necessary | If applicable  **(Essential for all new building work/ internal modification/ extensions)** |  |
| 13 | Included a breakdown and total costs for Section 5 | Essential |  |
| 14 | Copy of project quotes submitted | Essential |  |
| 15 | Signed the Declaration in Section 7 | Essential |  |

**Section 7 – Declaration**

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

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| --- |
| We certify on behalf of the applicant that all the information provided and documentation submitted in support of the application is accurate. We undertake to inform the Council of changes in circumstances of the applicant or any part of the information of the application which may affect the application in any way. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print)

Official Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print)

Official Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The **closing date** for applications is **12 Noon** on **9th December 2020.**

Completed and signed Application form (in PDF format) along with supporting documentation must be submitted to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk) no later than the closing date/time above.

Please note: **Late or incomplete applications will not be considered**

**Applicants must complete all sections of the Application Form and all mandatory information must be submitted.**

Should you have any queries when completing your Application please contact the Sports Development Team for further assistance:

Tel: – 07920187819 (Emma Hingston, Sports Development Officer)

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

**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 Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

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 Freedom of Information Act.

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 Freedom of Information Act, 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 Freedom of Information Act. 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 controversial information.