



**Ards and  
North Down**  
Borough Council

**Sports Development Capital Grants  
Programme**

**2020/21**

**Guidance Notes**

## **Sports Development Capital Grant Programme**

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

Ards and North Down Borough Council recognises the need for Capital Investment into our Sports Clubs and Facilities, in order to improve the quality of provision and sporting experiences for people living within the Borough.

The Sports Development Capital Grant Programme provides financial assistance to eligible Sports Clubs for the delivery of capital projects. 'Capital Expenditure' is defined as expenditure for technical assistance and/or purchase, improvement, restoration and construction of an asset directly related to the applicant organisation. The Council has set aside £25,000 for 2020/21 financial year and can award up to 50% of eligible capital costs with a maximum award of £5,000 in respect of any one project. Following grant assessment and allocations and if there is funding remaining, Council may consider awarding grants of more than £5,000 should the need be identified and in merit order.

**Projects must be completed, and expenditure incurred prior to 31<sup>st</sup> March 2021**

## **Application Process**

The **closing date** for applications is **12 Noon** on **9<sup>th</sup> 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.

## General Guidelines for applicants

- This is a competitive scheme and funding will be determined on the basis of merit. Applications will be assessed against the criteria outlined.
- All applications must be completed in full, submitted with all necessary supporting mandatory information. Incomplete and/or late applications will not be assessed. Applications must be signed prior to submission.
- Retrospective funding will not be considered and therefore the project must not have commenced prior to receipt of Letter of Offer.
- Only one application can be submitted per organisation.
- **Project must be completed, expenditure incurred, and all claim documentation submitted no later than 31<sup>st</sup> March 2021. Failure to submit proof of payment may result in funding being withdrawn.**
- Applicants may be able to utilise other sources of funding to enhance their application. However, applicants must ensure that funding from the Council is additional and is not used to fund any element of the application which is funded from other sources.
- Where other sources of grant aid are available applicants must be able to demonstrate that they have approached the other relevant source(s) and indicate the status of that application.
- Successful applicants must notify the Council of any additional funding secured after the submission of their application.
- Successful applicants must agree any changes to the project and its funding arrangements with the Council, before implementation.

- It is a prime responsibility of Council to be accountable for public monies. To this end, successful applicants will be required to provide relevant supporting information when claiming funding e.g. original receipts, original invoices and bank statements.
- Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery of their projects.
- The Council reserves the right to inspect the equipment/ project funded through this scheme and the Club will be required to complete a Monitoring Form as part of the Monitoring Process.

### Applicant Eligibility

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

Should an application be received that does not meet the minimum requirements below, the application will not proceed to the assessment stage of the process.

- The applicant (sports club) must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Council's recognition policy and be affiliated to a recognised governing body.
- The Sports Club must be based within the Ards and North Down Borough.
- The Sports Club is engaged at amateur level.
- The Sports Club **must have** affiliated to the Ards and North Down Sports Forum during 2019/2020 and/or 2020/2021

**And**

- Sports Clubs must be properly constituted and good governance in place. The following documentation must be submitted with Application:
  - List of Clubs office bearers
  - Copy of current and signed constitution or Memorandum & Articles of Association
  - Last 3 years' financial statements/accounts or life of club if less than 3 years
  - Full Safeguarding Policy (The full policy must be submitted; in addition, if you have adopted your Governing Body (GB) Policy then you must provide a copy of Committee minute of its adoption and the full GB policy)
- Applicants must be able to demonstrate that they are encouraging the promotion of equality of opportunity as identified under Section 75 of the Northern Ireland Act 1998. Club's Equality Policy must also be submitted with Application.
- Sports Clubs are required to have an up to date 3-year Club Development Plan in place. The Club Development Plan must be submitted with Application and demonstrate the contribution which the grant would make towards the development of the club and/or wider community.
- Clubs should either be Clubmark registered or working towards achievement of Clubmark status; evidence must be provided with Application.
- Clubs must have adequate level of Public Liability Insurance in place; a copy must be submitted with Application.
- If applicable, the project must have received planning approval or building control approval at time of submission of application and approval documentation must be submitted.

- For capital works, evidence of land / facility ownership must be submitted with application. Applicants applying for equipment must demonstrate and will only be considered, if the equipment to be purchased has a permanent base, and will remain in use for at least 5 years. It is not to be used by an individual for personal use. Permission to store equipment on property must be submitted with Application.

## Assessment Criteria

Due to the limited budget available, applications will be scored and ranked against the criteria below. This is a competitive scheme and therefore funding will be allocated on the basis of merit.

Any application that fails to meet the threshold score of 45 will not be considered for funding.

Applicants must demonstrate within their application how their project meets the following criteria. **Only information within the Application Form will be assessed.**

Criteria	Scoring
Benefits to the club/organisation and the local community; clearly detailing anticipated outcomes of the proposed project	20 marks
Increasing participation	20 marks
Increasing participation within key target groups (women and girls, disability, over 50's and socially disadvantaged areas/groups)	20 marks
Improving and/or sustaining activities within the club setting	20 marks
Improving the Health and Wellbeing of club members and/or wider community	20 marks
<b>Total marks available</b>	<b>100 marks</b>

## Purchasing

The Club must adhere to the Council's Procurement Control Limits:

Up to £3,000	No quotation necessary
£3,000 - £15,000	Seek three written quotations
£15,001 - £30,000	Seek four written quotations
Over £30,000	Public Tender

**Quotes must be submitted with the completed application.**

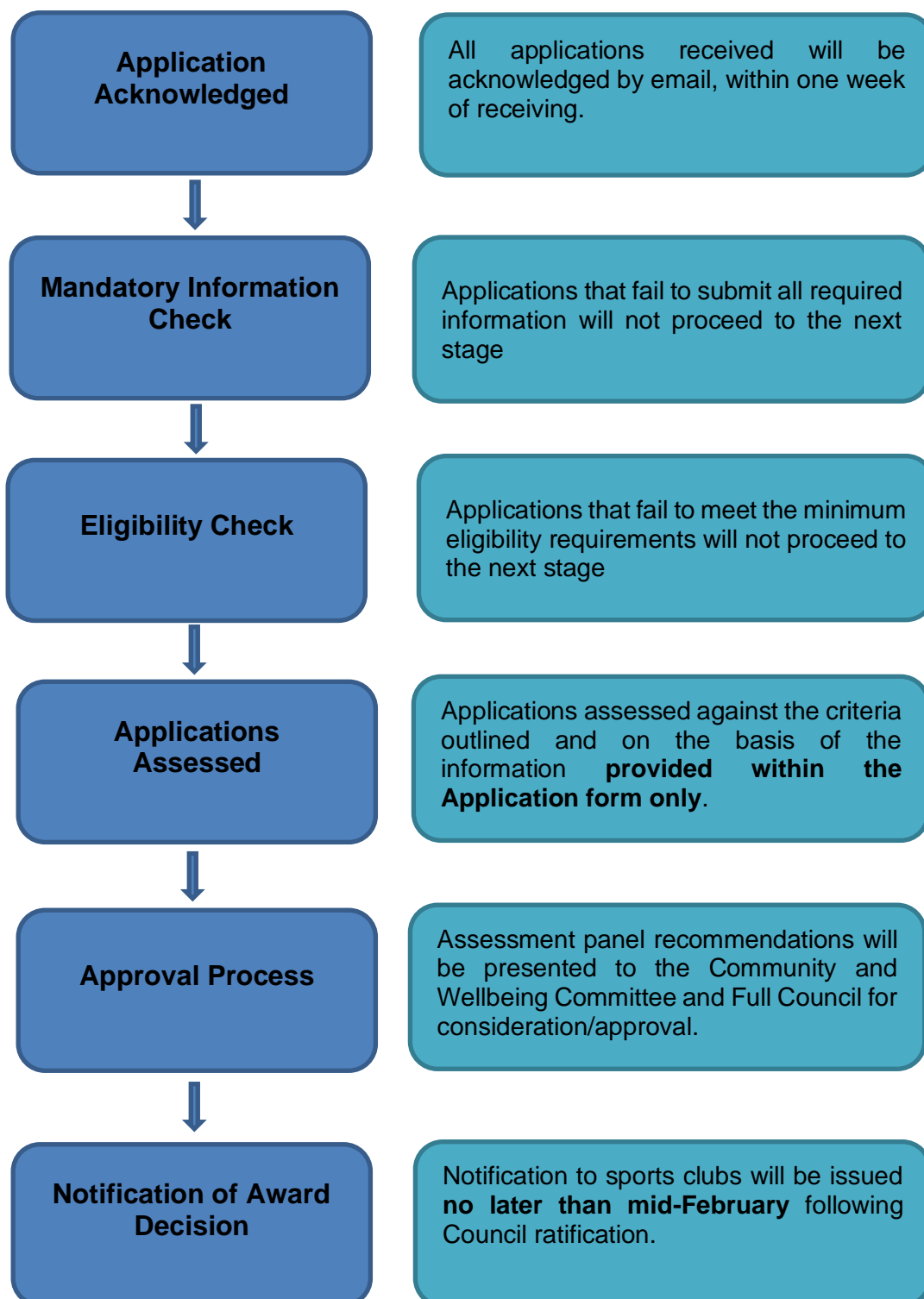
## What we do NOT fund:

- If work has started or a contract is signed before the applicant is notified of Ards and North Down Borough Council's decision on funding;
- Routine maintenance, repairs and renewals (i.e. no renewals on projects funded within the last 5 years);
- Routine running costs
- Personal sports equipment and clothing;
- Purely social or spectator accommodation;
- Applications for car parking, access roads, perimeter and site boundary fencing, unless specified by the National Governing Body.
- Land purchase or property for long term development;
- Proposed projects, which are likely to cause displacement of users from existing project.

This list above is not exhaustive. The Council reserves the right not to fund any project which is deemed unsuitable for the Capital Grants Scheme.

## Application Process

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



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

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

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

### **Other useful Contact Details**

#### **Planning –**

Tel: 0300 013 3333

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

#### **Building Control –**

Tel: 0300 0133 3333

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