



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2021-2022

Club Travel / Accommodation

Guidance Notes

Ards and North Down Sports Forum Grant Programme

Applications to the Ards and North Down Sports Forum Grant Programme should be completed in line with the guidance below.

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 £30,000 for 2021/22 financial year and therefore, there is funding available for: **Anniversary, Coaching, Equipment, Events, Goldcard, Seeding, Travel/Accommodation**. Further information is available on our website: <https://www.leisureardsandnorthdown.com/sports-development/clubs>

Application Process

Club Travel grants are available throughout the financial year (rolling), however, given the timeframes involved in the assessment process, the closing date for Club Travel applications is **12 Noon on 31st January 2022**.

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

Late or incomplete applications will not be considered.

All Club Travel grants must be complete, expenditure incurred and claim documentation submitted by 16th March 2022.

Applicant Eligibility:

- Clubs can apply on behalf of individuals who reside or who are active members of an affiliated sports club within the Borough and are representing the club at province/country (ie Ulster, N. Ireland, Ireland or Great Britain) level Competition.
Please note that assistance will only be considered if individual Governing Body selection letters are provided and location of event/competition is a minimum of 50miles. (Travel calculated at 45pence per mile)

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- Clubs can apply on behalf of individuals who reside or who are active members of an affiliated sports club within the Borough to participate at club level competition, that provides a steppingstone to the next level of competition. Please note that assistance will only be considered if location of course is a minimum of 50miles. (Travel calculated at 45pence per mile)
- Clubs can apply on behalf of teams for travel assistance towards a specific club competition or event, for example, where there is progression to a higher level in a competition or event which involves travel beyond normal limits. **Please note that routine costs to away games and training in normal competitions will not be considered.**

Assistance may be considered (in exceptional circumstances) towards the costs involved in attending National Governing Body Selection Training Squads.

Funding Limits

- 1) Assistance for teams participating in a specific event/competition – up to a maximum N. Ireland (minimum 50 miles) - £50, Ireland - £150, Great Britain - £200, Mainland Europe £250 and outside of Europe £300.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied across all applications.

General Guidelines for Applicants

- All applications must be completed in full, signed and submitted with all mandatory supporting information. Incomplete and/or late applications will not be considered. Please ensure the correct application form is completed for the category you are applying for.
- Applications will be considered in line with the guidance outlined below.
- Travel / Accommodation projects must be completed, expenditure incurred, and all claim documentation submitted no later than **16th March 2022**. Failure to submit proof of payment will result in funding being withdrawn.
- Successful applicants must agree any changes to the project applied for and its funding arrangements, with the Sports Forum, before implementation.
- Successful applicants must notify the Sports Forum of any additional funding secured after submission of the application.
- Successful applicants must 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.

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- 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.
- Sports Clubs must be currently affiliated to the Ards and North Down Sports Forum. Please note, there is a three month wait before newly affiliated members can apply for funding.

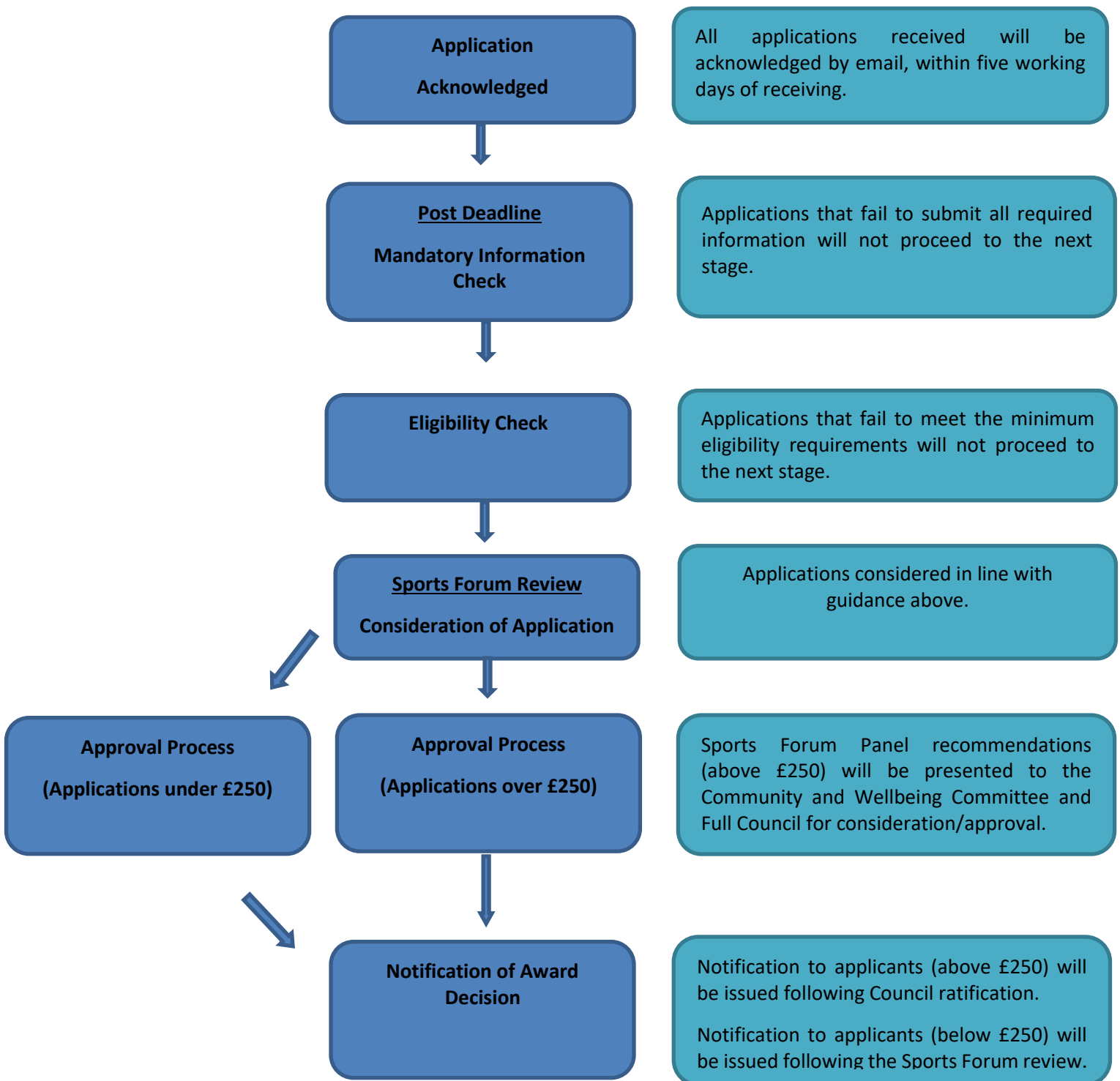
What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating (not open to all sections of community)
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy
- Retrospective funding or costs that will be incurred after the communicated grant period. (Except for pre-booked Coaching & Travel/Accommodation costs)
- Costs incurred before successful Letter of Offer issued (Except for pre-booked Coaching & Travel/Accommodation costs)
- Activities promoting religious or political beliefs.
- Costs that are deemed to be unreasonable e.g. excessive goods/services
- Affiliation, entry fees to competitions or membership fees
- Entertainment costs, food and beverages (Except Anniversary Grants)

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:



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

Emma Hingston, Sports and Recreation Development Officer
Tel: 07920187819

Craig Connor, Assistant Sports and Recreation Development Officer
Tel: 07748980389

Christine Cooke, Assistant Sports and Recreation Development Officer
Tel: 07741235231

The Ards and North Down Sports Forum Grant Guidance Notes and Application Forms are available on: Ards and North Down Borough Council Website:

<https://www.leisureardsandnorthdown.com/sports-development/resources>

or by emailing: sportsdevelopment@ardsandnorthdown.gov.uk