



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2022-2023**  
**Equipment**  
**Guidance Notes**

## 2022-2023 Sports Equipment 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 £40,000 for 2022/23 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

Equipment grants are available from the 1<sup>st</sup> April 2022 and will close **at 12 noon on Friday 28<sup>th</sup> October 2022**.

**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.**

Successful applicants will be provided with a 'Letter of Offer' and a specific deadline to return 'Proof of Payment' documents.

**All equipment grants must be complete, expenditure incurred and claim documentation submitted by Monday 20<sup>th</sup> March 2023.**

### Applicant Eligibility:

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

- Be affiliated to the Ards and North Down Sports Forum
- Be formally constituted
- Have a Safeguarding Children and/or Vulnerable Adult Policy in place

## 2022-2023 Sports Equipment Guidance Notes

- Have an Equality Policy in place
- Have adequate public liability insurance in place; and
- Have permission to store equipment in facility

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

### Criteria:

- Only Sports Equipment will be considered I.E. Equipment that is used to compete/participate in a sport.
- The need for the sports equipment and the purpose of the sports equipment
- How it will benefit the sport / youth organisation and its members
- How the sports equipment will create new opportunities for people to take part in sport and/or physical recreation within the Borough
- How the sports equipment will contribute to sustained participation in sport and physical recreation within the Borough
- The impact of the sports equipment within the sports club or youth organisation

### What we WILL Fund:

- Fundamental equipment associated with any given sport such as balls, bats, racquets, sticks etc up to a max of £300.
- Covid Equipment to support the safe return to sport e.g. signage/ disinfectant wipes/hand sanitiser
- Sports Equipment that will enhance the delivery of physical literacy for junior (under 18) clubs
- Sports Equipment to support the development of new organisations, or new sections of existing organisations
- Sports Equipment to support the hosting of sports events within the Borough
- Training equipment such as SAQ equipment, bibs, cones, time keeping devices etc.
- High performance sports equipment – heart rate monitors, video analysis equipment etc. (Safeguarding evidence/qualifications must be provided in relation to video / photographic analysis equipment applications)

### Funding Limits

The maximum funding per club for an Equipment Grant is **£1,000 (per financial year)** subject to available funds. A maximum of £300 of the £1,000 can be awarded towards fundamental equipment.

Should the Programme be over prescribed 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:

## 2022-2023 Sports Equipment Guidance Notes

- All applications must be completed in full, signed and submitted with all mandatory supporting information. Incomplete applications will not be considered.
- Please ensure the correct application form is completed for the category you are applying for.
- Retrospective funding will not be considered.
- 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. 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.**
- Sports Clubs/Organisations 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:

- Equipment which is not Sports Equipment (Except for Covid Equipment)
- 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
- Applications shall not be considered for personal equipment and clothing such as team kits
- 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

## 2022-2023 Sports Equipment Guidance Notes

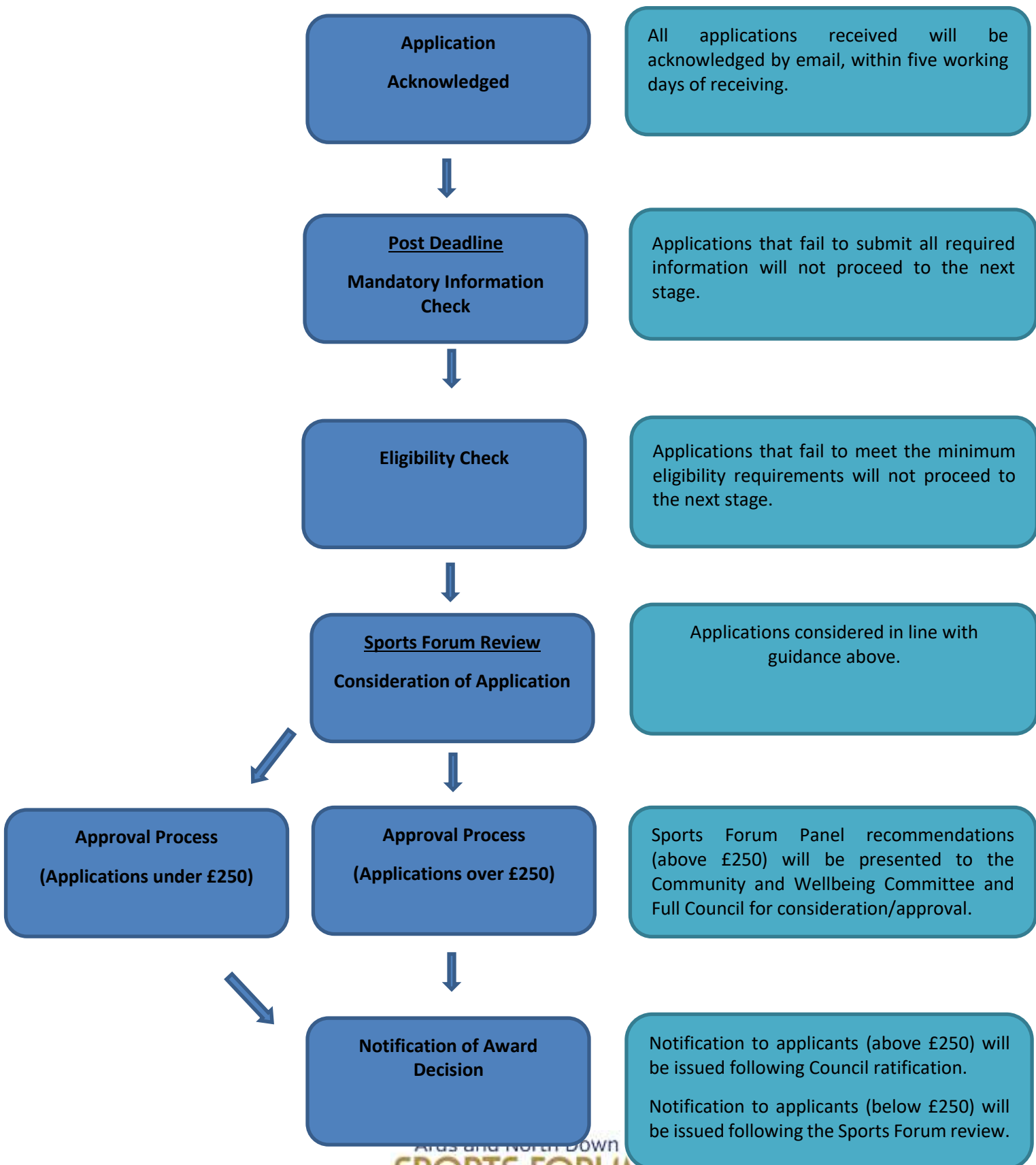
- Access NI registration fees
- Insurance for public liability or personal injury
- Affiliation, entry fees to competitions or membership fees
- Routine running costs
- Computer, software packages or websites (unless High Performance Analysis Equipment)
- Salary costs, loan repayments and endowments and volunteer costs
- Entertainment costs, food and beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Existing activities already in place e.g. current training sessions, etc.
- Capital works costs or any equipment that would incur cost and resource to install and remove e.g. Standalone scoreboard with its own foundations and mains electrics supply
- Office equipment, furniture, maintenance equipment and maintenance costs.
- Items which only benefit individuals (e.g. prizes; scholarships; bursaries; personal clothing; personal equipment; event tickets; shin guards; boots, kits; etc.) and non-essential items e.g. water bottles.
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing
- Strategic planning/development e.g. consultancy fees
- First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.
- Non-inclusive fitness initiative (IFI) gym equipment e.g. treadmills, rowers, bikes, etc.

**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:



## 2022-2023 Sports Equipment Guidance Notes

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

Emma Hingston, Sports and Recreation Development Officer  
Tel: 07920187819

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