



Ards and  
North Down  
Borough Council



Ards and North Down  
**SPORTS FORUM**

**2022-2023**

**Seeding**

**Guidance Notes**

## 2022-2023 Seeding Guidance Notes

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 the following grant categories: **Anniversary, Coaching, Gold Card, Equipment, Events, Seeding, Travel/Accommodation**. Further information is available on our website: <https://www.leisureardsandnorthdown.com/sports-development/clubs>

### Application Process

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

### Applicant Eligibility

Ards and North Down Sports Forum supports the development of new sports clubs and new sections of existing clubs. To be eligible to apply, applicants must meet the following eligibility requirements.

- The club must be based in the Borough and be affiliated to the Ards and North Down Sports Forum.
- The club must have been affiliated to the Ards and North Down Sports Forum for a minimum period of three months, before an application can be made for financial support.
- For new club applications, the club must have been established for a minimum period of three months and a maximum of one year.

## 2022-2023 Seeding Guidance Notes

- The club must have a Constitution or Set of Rules before an application can be made.
- The club must have a UK bank or building society account.
- The club must be able to provide projected income and expenditure for the first year of the organisation
- All costs must be incurred within the clubs first year.

### Funding Limits

Financial assistance for newly established sports clubs and/or new sections of existing organisations, who are affiliated to the Ards and North Down Sports Forum – up to a maximum of £250.

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

- 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.
- 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.
- **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 (not open to all sections of community)

## 2022-2023 Seeding Guidance Notes

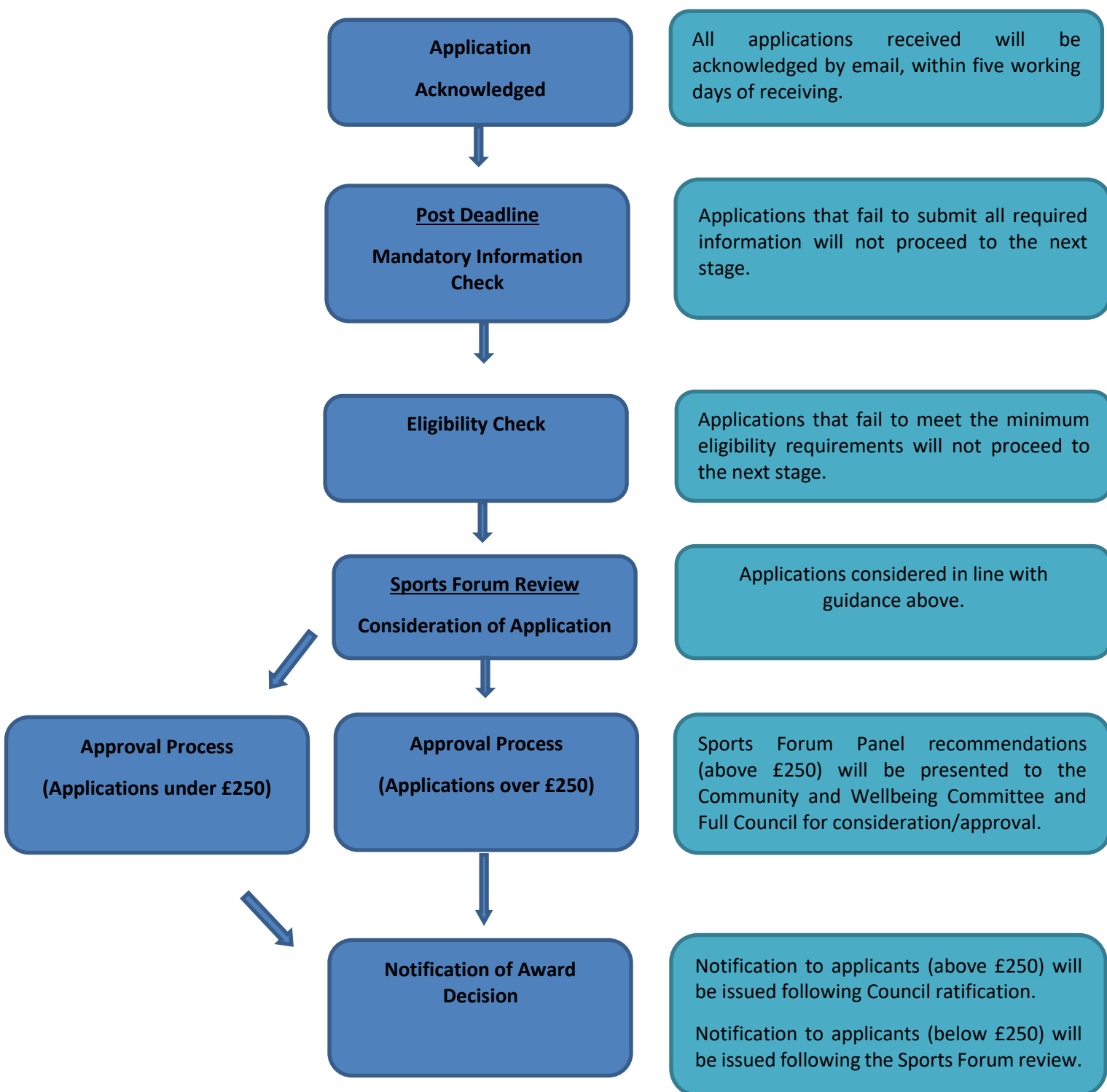
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy
- Applications shall not be considered for personal equipment and clothing such as team kits
- Retrospective funding or costs that will be incurred after the communicated grant period. (Except for pre-booked Coaching & Travel/Accommodation costs)
- Coaching Costs which have not been booked
- 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
- 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 (Except for Anniversary Grant)
- 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.
- Secondary, further or higher education e.g. A Levels, Degrees, etc.
- Curriculum time school programmes

## 2022-2023 Seeding Guidance Notes

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 Seeding 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)