



# **Sports Development Capital Grants Programme**

**2023/24**

**Application Form**



**Ards and  
North Down**  
Borough Council

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/Organisation 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	

## Section 1 – Part B

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

## Section 1 – Part C

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

Do you own your premises/facilities? (Please tick)	Yes	if “yes” go to Questions A & B ( <b>must include a copy of your Title Deed with application</b> )
	No	If “No” go to Questions C& D ( <b>must include a copy of your Lease Agreement/block booking confirmation and permission to store from provider with application</b> )
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/organisation applying for? (Please tick)	
A. Equipment (items which aid participation in the sport)	<input type="checkbox"/>
B. Capital, purchase (non-equipment items e.g., Machinery, Solar Panels, Ball-Stop fencing etc.)	<input type="checkbox"/>
C. Improvement	<input type="checkbox"/>
D. Restoration	<input type="checkbox"/>
E. Construction	<input type="checkbox"/>

If you have **ticked A – Equipment, OR B** and your project relates to machinery, **please go to questions F&G**

If you have **ticked B–** and your project relates to flood lights, Solar Panels, Ball-Stop Fencing /perimeter fencing, Copy of Planning Permission or Certificate of Proposed Lawful Development / Confirmation from Planning Service that planning is not required for project will be required prior to issue of Letter of Offer. Applicants are strongly encouraged to engage with Planning Service in advance of application to ensure the timescale for receipt of planning (if required) is in line with project delivery timescale.

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/machinery be stored?

G) Have you permission to store equipment/machinery 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

No

If 'Yes,' please provide copy of lease agreement/permission to store equipment.

**Please note this is part of the essential criteria.**

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?

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

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3. 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)**

**Gap/Need identified.**

**Project(s) / Programme(s) to be delivered.**

**Targets**

Group	Baseline Data	Target Data
Women and girls		
Disability		
Over 50's		
Socially disadvantaged areas/ groups		

4. Please demonstrate how the project will improve and/or sustain activities within your club/organisation **(20 marks)**

5. Please demonstrate how the project will improve the health and wellbeing of club/organisation members and/or wider community **(20 marks)**

## Section 4

1. Demonstrate how your club/organisation will promote equality of opportunity as identified under Section 75 of the Northern Ireland Act 1988.

2. The club/organisation will be required to acknowledge the Council contribution to this project, please provide details of how the club intend to do this?

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## Section 5: Breakdown of Costs

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

\*add additional breakdown of costs sheet if required

Project breakdown/equipment itemised	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£		£
	£	£		£
	£	£		£
	£	£		£
<b>Total Costs</b>	£	£	£	£

If the total costs are higher than the requested amount of funding, outline where the rest of the funding is coming from?		<b>Evidence of partnership funding will be required to be submitted with application form</b>
Have you provided quotes as outlined within the Grant Guidance notes (Purchasing section)	YES	NO
Does the club/organisation 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	£



## Ards and North Down 2023/24 Capital Grants

Has your club/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 '✓' 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 Development team who will be happy to assist)**

	DOCUMENTATION	CRITERIA	INCLUDED (Please tick)
1	List of Clubs Office Bearers please state their <b>name, role and contact details.</b>	Essential	
2	Copy of current, <b>signed</b> 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 <b>must</b> provide a copy of Committee minute of its adoption and the full GB policy.	Essential	
6	Club Equality Policy	Essential	
7	Copy of valid Public Liability Insurance stating level of Cover	Essential	
8	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	
9	Permission to store sports equipment/machinery on property.	If applicable  Essential for all equipment / machinery applications	

10	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)	
11	Included a breakdown and total costs for Section 5	Essential	
12	Evidence of partnership funding or 50% contribution in place e.g., bank statement	Essential	
13	Copy of project quotes submitted.	Essential	
14	Signed the Declaration in Section 7	Essential	
15	Signed the Data Protection and FOI Statement in Section 8	Essential	

## Section 7 – Declaration

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

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: \_\_\_\_\_

## Section 8

### Data Protection Statement and Freedom of Information

#### DATA PROTECTION STATEMENT

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Together: Building a United Community Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer, stating clearly who you are and the nature of your query to:

Data Protection Officer,  
Ards and North Down Borough Council,  
Town Hall  
The Castle  
Bangor,  
BT20 4BT

Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk) or tel: 0330 013 3333.

#### FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION REGULATIONS STATEMENT

Ards and North Down Borough Council is subject to the terms of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Any information, which comes into the possession of the Council will be subject to disclosure under the provisions of the Act and Regulations, unless an exemption applies. Only the Council can decide regarding whether information is disclosable or not. In arriving at a decision, the Council will take account of the nature of the information, exemptions provided for in the legislation, opinions of affected third parties where it is considered appropriate and, where applicable, the public interest. If the information is disclosable, the Council has no discretion to prevent its disclosure.

Applicants should be aware that the information submitted in their application could be disclosed in response to a request under the Freedom of Information Act or Environmental Information Regulations. The Council will proceed on the basis of disclosure unless an appropriate exemption applies.

Applicants should highlight any information that they include within their application which they consider to be commercially sensitive or confidential in nature and should state the precise reasons why that view is taken.

## Ards and North Down 2023/24 Capital Grants

The decision whether to disclose information rests solely with the Council, however, the Council will consult with Applicants where it is considered appropriate.

I acknowledge the Council's position in respect of the Freedom of Information Act and Environmental Information Regulations.

For further information on Freedom of Information please go to:

<https://www.ardsandnorthdown.gov.uk/about-the-council/freedom-of-information>

Signed..... Date.....

The **closing date** for applications is **12 Noon on Monday July 31st**

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 (Robert Geary, Sports & Recreation Development Officer)

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