



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2023-2024**

**Schools/Sports Club Pathway**

**Guidance Notes**

### Ards and North Down Sports Forum Grant Programme

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 £45,000 for 2023/24 financial year and funding is available for the following grant categories: **Anniversary, Coaching, Sports Equipment, Events, Goldcard, Schools/Sports Club Pathway, Seeding and Travel/Accommodation.**

Further information is available on our website:

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

### Application Process

Schools/Sports Club Pathway grants are available **from 1<sup>st</sup> April 2022 and will close at 12 noon on Friday 27 October 2023.**

**Completed and signed Application form** along with mandatory supporting documentation must be submitted to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

**Late or 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.

### Aims and Objectives of the Schools/Sports Club Pathway Programme

Ards and North Down Sports Forum affiliated sports clubs can apply for financial assistance towards the cost of their coaches delivering a Schools/Sports Club Pathway programme to schools within the Ards and North Down borough. Clubs can apply for funding towards equipment, venue hire costs and transport, to deliver these programmes.

The programme should seek to increase pathways between schools and clubs and increase opportunities for young people to participate in sport. The programme must be a new initiative. An example of eligible funding might include:

A six-week Schools/Sports Club Pathway programme for Key Stage 2 (P4-7) from 3-4pm at the local leisure centre, followed by an Open Evening at the Club, to invite programme participants along to try the Club.

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### Funding Details

Project breakdown (Coaching costs, equipment costs, venue hire or transport costs).	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
Coach Costs 6 weeks @ £20 per week x 1 Coach	£120	£0	£120	£120
Purchase of appropriate size balls for this age group 10 balls @ £5 each	£50	£10	£60	£60
Hire of Sports Hall for 6 weeks@ £20 per week	£120	£20	£140	£140
Cost of bus to the Leisure Centre x 6 weeks @ £25 per week	£150	£30	£180	£180
<b>Total Costs</b>				<b>£500</b>

### Applicant Eligibility

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

Sports Clubs//Organisations MUST:

- Be affiliated to the Ards and North Down Sports Forum
- Take part in a sport affiliated to a Governing Body recognised by Sport NI / Sport Ireland.
- Have a Safeguarding Children and/or Vulnerable Adult Policy
- Have an Equality Policy
- Have adequate public liability insurance (for coaches & venue)
- Submit a full programme Risk Assessment.

The Schools/Sports Club Pathway programme/sessions must:

- Be a new initiative.
- Be agreed with the school prior to submitting application.
- A School Teacher must be in attendance for the duration of the programme.
- The teacher attending the programme, must sign the application, prior to submission.
- Be delivered at venues within the Ards & North Down Borough
- Be delivered in accordance with programme Risk Assessment
- Be delivered by coach(es) who have:
  - Suitable Governing and/or Awarding Body qualifications.
  - Suitable Safeguarding training
  - Access NI Checked

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- Suitable Public Liability Insurance
- At least one coach who has a valid First-Aid qualification.
- Meet the Governing Body Safeguarding ratios.
- Be a minimum of 6 sessions and maximum of 12 sessions in duration (final day of delivery must be prior to 31 March 2024)
- Schools must obtain parental consent, for pupils to attend the programme and keep an attendance register.

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

### Criteria:

- Detail the name of the school, the location, age group, the day/time of the programme, the number of sessions, the type of programme and the number of pupils, the club/organisation anticipates participating in the programme.
- Established a need for the Schools/Sports Club Pathway Programme and how the club will signpost pupils to further sports participation opportunities e.g. a final session at the Club's venue, invite participants and their families to an Open Night or help school obtain experience and qualifications for teachers.
- Detail the expected outcomes and impact of the programme on the sports club/organisation and wider community e.g. anticipated number of new members, hope to create a new section within the Club or increase participation in identified target group within the Club.

### Funding Limits

A Schools/Sports Club Pathway Programme grant of up to a maximum of £500 per club (per financial year) is available, subject to available funding. A maximum of £300 of the £500 can be awarded towards fundamental equipment. Clubs may apply on more than one occasion but the maximum funding (per financial year) will be £500.

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 and/or late applications will not be considered. Please ensure the correct application form is completed for the category you are applying for.
- 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.
- 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.
- **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/programme timeline.**

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### What we WILL Fund:

- Specific Additional Equipment (fundamental equipment) associated with any given sport such as balls, bats, racquets, sticks etc up to a max of £300.
- Coaching costs
- Venue Hire (Except hire of own venue)
- School Travel Costs (to/from venue).

### What we will NOT fund:

- Existing initiatives
- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Organisations that do not have a Safeguarding Children and/or Vulnerable Adults Policy
- Retrospective funding or costs that will be incurred after the deadline for receipts.
- Costs incurred before successful Letter of Offer issued.
- Activities promoting religious or political beliefs.
- Access NI registration fees
- Items which only benefit individuals (e.g. prizes; personal clothing or equipment; water bottles, boots, kits etc.)
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing.

**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.**

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

Christine Cooke, Assistant Sports and Recreation Development Officer  
Tel: 07741 235231

Jenny Mullan, Assistant Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40253

Robert Geary, Sports and Recreation Development Officer  
Tel: 07920 187819 ext. 40326

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)

## Post Application Process

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

