



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2023 - 2024  
Anniversary  
Application Form**

# 2023-2024 Anniversary Application Form

## Applicant Eligibility

Financial assistance is available to sports clubs celebrating special anniversaries such as 15<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, 100<sup>th</sup> etc

- The club request for a grant should be made **three months prior to the anniversary month** being commemorated.
- Only events such as tournaments, galas and special dinners will be considered.
- The club must be based in the Borough and be affiliated to the Ards and North Down Sports Forum.
- The club must be of amateur status.
- The club must provide a plan of how the grant would be spent and this should be submitted along with the request.

The Council expects clubs to undertake their own fundraising activities e.g. ticket sales to cover expenses and the Council will only consider a grant contribution towards any short-fall in costs that arises.

*\*Please refer to **Guidance Notes** for a complete overview of grant guidelines.*

## Funding Limits

The maximum financial assistance awarded to clubs to assist with anniversaries is **£750 per financial year**.

### **Section 1 - Organisational Details**

Name of Club/ Organisation	
Sport	
Governing Body	
Contact Name	
Role/Position within Club/ Organisation	
Address for correspondence	
Contact telephone number	
Contact Email address	
Ards and North Down Sports Forum 2023/24 Reference number	

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### Section 2 – Event Details

Name of Event	
Date of Event	
Anniversary being Celebrated	
Location of Event	
Please briefly outline Event details, including anticipated numbers of participants.	
What outcomes do you expect from the delivery of this Event?	
Please outline any partnership approach, how and who will you be working with?	

### Section 3 - Funding Details

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

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### Section 4 – Any additional information

Please provide any additional information which you feel is relevant to your application.

### Section 5 – Document Checklist

Please ensure the following documents are attached to your application

Document required		Attached
Club Constitution/Set of Rules	<b>Essential</b>	
Most recent club/organisation bank statement	<b>Essential</b>	
Copy of Office Bearers, names and positions	<b>Essential</b>	
Event proposal/business plan	<b>Essential</b>	
Full copy Safeguarding Children and/or Vulnerable Adults Policy	<b>Essential</b>	
Copy of Public Liability Insurance	<b>Essential</b>	
Copy of Club/Organisation Equality Policy	<b>Essential</b>	
<b>Please note all essential documents must be submitted with your application.</b>		

### Section 6 – Declaration

I declare that the information provided is correct to the best of my knowledge.  
I agree to promote equality and good relations in all our activities involving the use of Council funding in accordance with Section 75 of the Northern Ireland Act 1998.  
I declare that I will complete a Grant Report Form after my event and will acknowledge the funders in all publicity.  
I declare that the Council will be notified immediately of any additional findings not declared in this application.  
It is understood that monies will only be paid out on the production of all, receipts.  
Any grant funding deemed ineligible or not spent will be re-payable to Ards and North Down Borough Council.

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

	Chairperson	Club Member (Position in Organisation)
Signed		
Name (Please print)		
Date		

## 2023-2024 Anniversary Application Form

Once completed, please email the application along with the required documentation to the following address:

**sportsdevelopment@ardsandnorthdown.gov.uk**

Or send by post:

**Ards and North Down Sports Forum  
Sports Development  
Ards and North Down Borough Council  
Londonderry Park  
Portaferry Road  
BT23 8SG**

### **DATA PROTECTION**

Ards and North Down Borough Council values your right to personal privacy. We at all times try to be open about the reasons why we collect, hold and use your personal information. We collect information about you in order to fulfil our statutory obligations and provide you and other people with services. Some of the information we gather may be used to help us provide you with improved services. We at all times aim to comply with the Data Protection Principles, ensuring that information is collected fairly and lawfully, is accurate, adequate, up to date and not held any longer than necessary. If your personal data needs to be used for purposes other than those mentioned, we will contact you to seek your consent. You have a right to see information held about you (with a few exceptions allowed for in the Data Protection Act 1998). If you wish to see any personal information held on you please put your request in writing, stating clearly who you are and what information you would like to see to the address below. A fee is chargeable up to £10.00 which covers the cost of gathering, copying and redacting the data.

### **Freedom of Information**

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1<sup>st</sup> January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted "in confidence" and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.