



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2023-2024  
Coaching  
Application Form**

## 2023-2024 Coaching Application Form

### Applicant Eligibility

Affiliated sports clubs and organisations which have a sporting remit/section can apply for financial assistance towards the cost of:

- Coaches obtaining sports specific coaching qualifications.
- Sports related official qualifications.
- Specialist/high performance coaching to a sports club and/or organisation within the Borough.
- Attending Continuing Professional Development (CPD)/Specialist coaching conferences/workshops to advance their knowledge of their chosen sport.
- Delivering specific club development training/workshops for example:
  - Sport Northern Ireland Safeguarding Young People and Children Workshop.
  - Sport Specific First Aid
  - Disability Inclusion Awareness Workshop.

**Please note that training must be delivered by a recognised training provider and applications must be made by the Club.**

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

### Funding Limits

- 1) Specialist coaching provided by an external qualified coach – up to 75% and a maximum of £150
- 2) Governing body sports coach qualification – up to 75% of costs and a maximum of £300
- 3) Qualification courses for Officials – up to a 75% of costs and a maximum of £150
- 4) Training/ Workshops
  - Organising club development training/workshops (e.g. SNI Safeguarding young people and children, Sport Specific First Aid, disability inclusion training by Disability Sport NI) - up to 75% of costs up to a maximum of £200.
  - Attending CPD Workshops – up to 75% of registration fee up to a maximum of £200

**The maximum funding per club for Coaching/Training Grants is £500 per financial year.**

### Section 1 - Club/Organisational Details

Name of Club/ Organisation	
Sport	
Governing Body	

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Contact Name	
Role/Position within Club/ Organisation	
Contact Number	
Contact Email	
Address for Correspondence	
Ards and North Down Sports Forum 2023/24 Reference Number	

### Section 2 – Coaching Details

Please tick which coaching grant are you applying for? <b>(one application per category ticked)</b>	Coaching qualifications	
	Officials qualifications	
	External Specialist Coaching	
	CPD/Specialist Coaching conferences/workshop	
	Club development/ training workshop	
Describe what your club/organisation is applying for and who will be delivering course/training/ coaching.	(Please note name and level of course)	
Outline start and finish dates of course/ training/ coaching events.		
Detail how your club/organisation will benefit.		

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### Section 3 - Funding Details

Project breakdown/Coaching 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 or higher than the maximum available, outline where the balance of the funding is coming from?				
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 4 – Any additional information

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

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### Section 5 – Mandatory Information Checklist

Please ensure the following documents are attached to your application.

**Failure to submit all the necessary documents in full, will result in your application not progressing (If in doubt please contact a member of the Sports Development team who will be happy to assist).**

Document required.		Attached
Club/Organisation Constitution	<b>Essential</b>	
Club/Organisation Safeguarding Children and/or Vulnerable Adult Policy	<b>Essential</b>	
Club/Organisation Equality Policy	<b>Essential</b>	
Confirmation of places allocated on course/workshop booked	<b>Essential</b>	

### Section 6 – Declaration

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

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 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.

	<b>Chairperson</b>	<b>Club Member</b> (Position in Organisation)
Signed		
Name (Please print)		
Date		

## 2023-2024 Coaching 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 (FOI) Act 2000 and Environmental Information Regulations (EIR) 2004. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the FOI Act or EIR.

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 FOI Act or EIR.

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 FOI Act or EIR, 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 FOI Act or EIR. 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 information.