



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2023-2024  
Events  
Application Form**

## Applicant Eligibility

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

- The application **must be submitted three months prior to the event.**
- Be affiliated to the Ards and North Down Sports Forum
- Have a Formal Constitution
- Have a Safeguarding Children and/or Vulnerable Adult Policy
- Have an Equality Policy
- Have adequate public liability insurance
- Submit an Event Risk Assessment

## Funding Limits

The maximum funding per sporting organisation for Event Grant is **£1,000 (per financial year)**, subject to available funds.

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

## 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 Reference Number 2023/24	

**Section 2 – Event Details**

Name of Event	
Date of Event	
Location of Event	
Please outline Event details, including anticipated numbers of participants.	
Please demonstrate how the Event will create new opportunities and/or sustain participant involvement in sport.	
What outcomes do you expect from the delivery of this Event?	
If working with other clubs/organisations, please outline the 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>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

Where will the balance of funding come from if total costs cannot be funded?	
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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 3 – Any additional information

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

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### Section 4 – Document Checklist

Please ensure the following documents are attached to your application

Documents Required		Attached
Club/Organisation Constitution	<b>Essential</b>	
Copy of Public Liability Insurance	<b>Essential</b>	
Copy of Club/Organisation Equity Policy	<b>Essential</b>	
Club/Organisation Safeguarding Children and/or Vulnerable Adults Policy	<b>Essential</b>	
Event Risk Assessment	<b>Essential</b>	
<b>Please note that all essential documents must be submitted with your application.</b>		

**Section 5 – 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.

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

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.