



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2024 - 2025

Sports Equipment

Application Form

2024-2025 Sports Equipment Application Form

Equipment grants are available from the **1 April 2024** and will close at **12 noon on Friday 1 November 2024**.

Applicant Eligibility:

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

- Be affiliated to the Ards and North Down Sports Forum
- Have a Club Constitution
- Have a Safeguarding Children and/or Vulnerable Adult Policy
- Have an Equality Policy
- Have adequate Public Liability Insurance.
- Have permission to store equipment in facility.

Funding Limits

The maximum funding per club for an Equipment Grant is **£1,000 (per financial year)** subject to available funds.

*Please refer to **Guidance Notes** for a complete overview of grant guidelines, <https://www.leisureardsandnorthdown.com/sports-development/funding>

ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.

** Equipment **cannot** be purchased until after the Letter of Offer

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	
Ards and North Down Sports Forum 2024/25 Reference number	

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Section 2 – Equipment

Please tick what the equipment will be used for? (one application per category ticked)	Enhance physical literacy for Junior sections.		
	Support the development of new sections.		
	Equipment to help host events.		
	Training equipment.		
	Recovery sport Equipment.		
	High performance equipment.		
Outline equipment to be sourced			
Demonstrate how the equipment will benefit the club and its members.			
How will this equipment help sustain participation or increase membership within your club?			
Where will the equipment be stored?			
Do you have permission to store this equipment? If 'YES' please include evidence of permission	YES	NO	NA (Stored in clubs own premises)

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Section 3 - Funding Details

Fundamental Equipment

A maximum of £300 towards Fundamental Equipment may be requested per financial year) e.g. balls, sticks/racquets, safety equipment.

Project breakdown/Equipment itemised	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Total Costs	£	£	£	£

Non-Fundamental Equipment

Project breakdown/Equipment itemised	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Total Costs	£	£	£	£

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.

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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	Essential	
Club/Organisation Safeguarding Children and/ or Vulnerable Adult Policy (must have been reviewed and signed & dated within the past 3 years)	Essential	
*If a Club is adopting the National Governing Body Safeguarding Policy, the Club must provide written confirmation of this, and provide details of Designated Safeguarding Officers.	Essential	
Club/Organisation Equality Policy	Essential	
Copy of Public Liability Insurance	Essential	
Permission of Storage	Essential	

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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.

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

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

sportsdevelopment@ardsandnorthdown.gov.uk

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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.