



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**  
**Anniversary**  
**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 2024/25 financial year and there is funding available for the following grant categories:

- **Anniversary**
- **Coach Education**
- **Sports Equipment**
- **Events**
- **Goldcard**
- **Schools/Sports Club Pathway**
- **Seeding**
- **Travel/Accommodation.**

Further information is available on our website:

[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](https://www.ardsandnorthdown.gov.uk/grants-and-funding)

### **Application Process**

Anniversary grants are available throughout the financial year and applications are assessed monthly.

Successful applicants will be provided with a 'Letter of Offer' and a specific deadline to return 'Proof of Payment' documents.

Completed and signed Application form (in PDF or Word format) along with essential documentation must be submitted to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

**Incomplete applications will not be considered and only typed forms will be accepted.**

## 2024-2025 Anniversary Guidance Notes

### 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.

### Funding Limits

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

Should the Programme be oversubscribed 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 applications will not be considered.
- Successful applicants must:
  - Agree any changes to the project applied for and its funding arrangements with the Sports Forum before implementation.
  - Notify the Sports Forum of any additional funding secured after submission of the application.
  - 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. Failure to meet this deadline may result in funding being withdrawn.

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/event timeline.

## 2024-2025 Anniversary Guidance Notes

### What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Sports or projects which are discriminating
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy
- Costs incurred before Application is submitted
- Retrospective funding or costs that will be incurred after the deadline for receipts - 4 weeks after Letter of Offer issued
- Activities promoting religious or political beliefs
- Insurance for public liability or personal injury
- Routine running costs
- Alcoholic beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Items which only benefit individuals e.g. prizes;
- 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: 0300 013 3333 ext. 40338 / 07741 235231

Emma Wightman, Assistant Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40253

Emma Hingston, Sports and Recreation Development Officer  
Tel: 0300 013 3333 ext. 40326 / 07920 187819

The Ards and North Down Sports Forum Grant Guidance Notes and Application Forms are available on: Ards and North Down Borough Council Website:

[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](https://www.ardsandnorthdown.gov.uk/grants-and-funding)

or by emailing: [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

## 2024-2025 Anniversary Guidance Notes

# 2024-2025 Anniversary Guidance Notes

## Post Application Process

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

