



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**Club Travel / Accommodation**

**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/and-leisure)

### **Application Process**

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

**Completed and signed Application form** (in PDF) along with mandatory supporting 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.**

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

## 2024-2025 Club Travel / Accommodation Guidance Notes

### Applicant Eligibility:

Clubs can apply on behalf of Individuals who reside or who are active members of an affiliated sports club within the Borough and:

- Represent the club at province/country (i.e. Ulster, Northern Ireland, Ireland or Great Britain) level Competition.
- Participate at club level competition, that provides a steppingstone to the next level of competition.
- On behalf of Teams for travel assistance towards a specific club competition or event, for example, where there is progression to a higher level in a competition or event which involves travel beyond normal limits. **Please note that routine costs to away games and training in normal competitions will not be considered.**

Assistance may be considered (in exceptional circumstances) towards the costs involved in attending National Governing Body Selection Training Squads.

Please note that assistance will only be considered if individual Governing Body selection letters are provided and location of event/competition is a minimum of 50miles.

### Funding Limits

- 1) Assistance for squads and club athletes participating in a specific event/competition, up to a maximum:

Location of Event	Amount
N. Ireland (minimum 50 miles for mileage)	£50
Ireland -	£200
Great Britain -	£250
Mainland Europe	£300
Outside of Europe	£350

- 2) Mileage within the island of Ireland will be calculated at 45 pence per mile, with a minimum of 50 miles travel to the location.

**Clubs may apply numerous times however, there is a £500 maximum limit per club, 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

Applications will be considered in line with the guidance outlined below.

- All applications must be completed in full, signed and submitted with all mandatory supporting information.
- The application must be submitted prior to the Event commencing.
- 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 Grant 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.

Sports Clubs must be currently affiliated to the Ards and North Down Sports Forum. Please note, there is a three month wait before newly affiliated members can apply for funding.

Please note that the Council decision making process, from the Sports Forum's recommendations, may take up to eight weeks from date of assessment.

### 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
- Retrospective funding (Except for pre-booked Travel/Accommodation costs) or costs that will be incurred after receipt deadline )
- Affiliation, entry fees to competitions or membership fees
- Entertainment costs, food and beverages

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 programme.

## 2024-2025 Club Travel / Accommodation Guidance Notes

**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)

## Post Application Process

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

