



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2024-2025

Coach Education

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

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

Completed and signed Application form (in PDF or Word format) along with mandatory supporting documentation must be submitted to 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.

Applicant Eligibility

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

- Coaches obtaining sports specific coaching qualifications. The sport **MUST** be listed by Sport NI / Sport Ireland and the course must be recognised by their Governing Body of Sport or a Recognised Training Provider
- Sports related official qualifications.
- Attending Continuing Professional Development (CPD)/Specialist coaching conferences/workshops to advance their knowledge of their chosen sport. Any specialist speaker/coach must have suitable Governing Body and/or Awarding Body qualifications.
- 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.

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. This maximum limit is subject to available funds. Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied across all applications.

General Guidelines for Applicants

- **Coaching projects MUST be booked prior to submitting application (evidence is required) and the application must be submitted prior to the Coaching Course commencing.**
- Sports Clubs must:
 - 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

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/project timeline.

Please note, there is a three month wait before newly affiliated members can apply for funding.

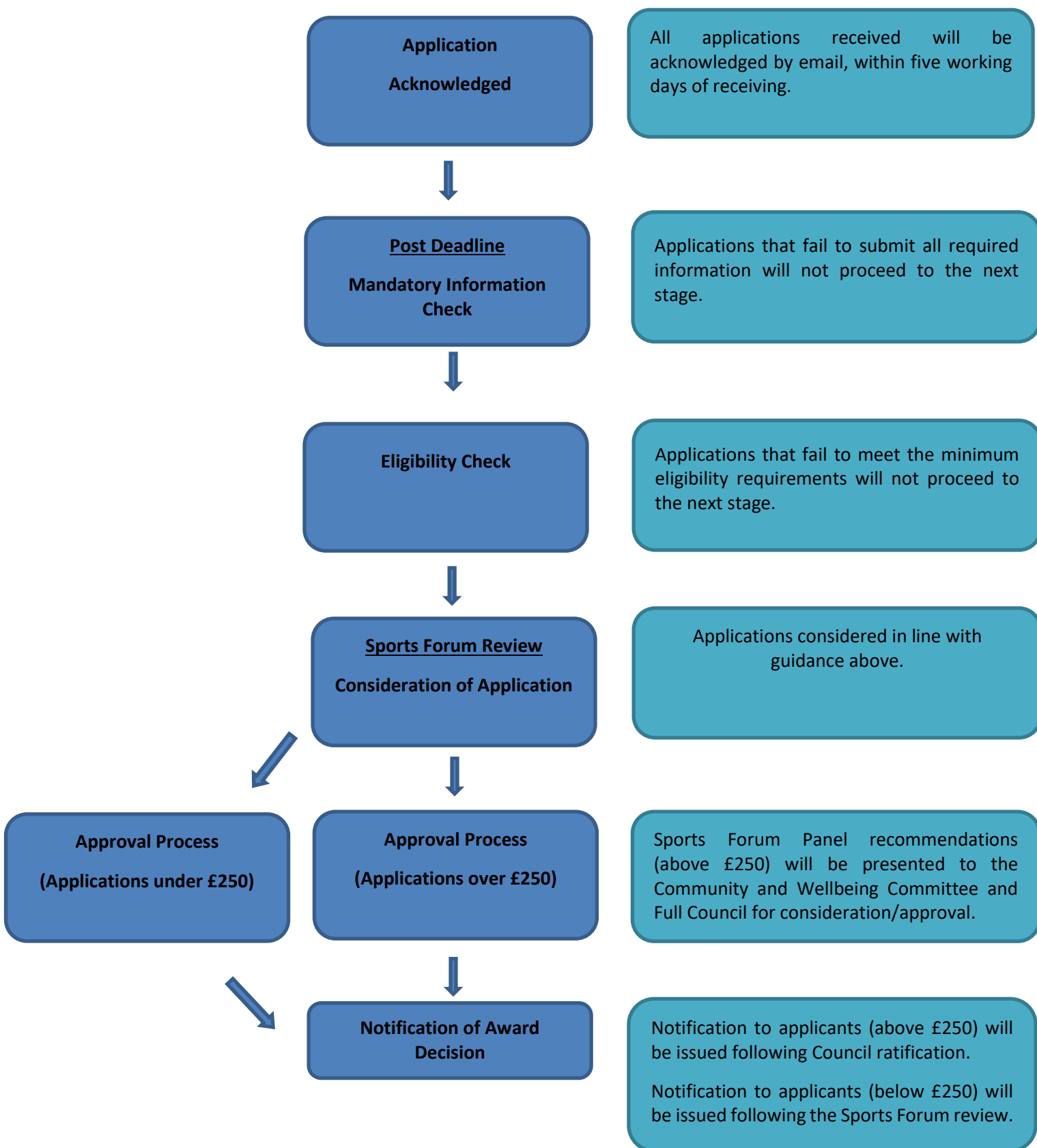
What we will NOT fund:

- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy.
- Retrospective funding (except for pre-booked Coaching costs) or costs that will be incurred after the deadline for receipts.
- Coaching Costs which have not been booked.
- Access NI registration fees
- Organisation's own facility hire – groups cannot be paid for use of own venue.
- VAT that can be recovered from HM Revenue and Customs
- Curriculum time school programmes

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.

Post Application Process

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



2024 - 2025 Coach Education 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