



**Ards and  
North Down**  
Borough Council

**Sports Development Capital Grants  
Programme**

**2024/25**

**Guidance Notes**

## Sports Development Capital Grant Programme

Applications to the Ards and North Down Borough Council Sports Development Capital Grant Programme should be completed in line with the guidance and criteria outlined below.

Ards and North Down Borough Council recognises the need for Capital Investment into our Sports Clubs and Facilities, in order to improve the quality of provision and sporting experiences for people living within the Borough.

The Sports Development Capital Grant Programme provides financial assistance to eligible Sports Clubs for the delivery of capital projects and the purchase of capital equipment. 'Capital Expenditure' is defined as expenditure for purchase, improvement, restoration, and construction of an asset directly related to the applicant organisation. It should have 'physical substance' i.e., be a tangible asset that can be listed on an asset register or a company's balance sheet (e.g. equipment, buildings) for use in the delivery of an organisation's activities; and it should have a useful life of more than one year.

The Council has set aside £45,000 for 2024/25 financial year and can award up to 50% of eligible capital costs with a maximum award of £5,000 in respect of any one project. Following grant assessment and allocations and if there is funding remaining, Council may consider awarding grants of more than £5,000 should the need be identified and in merit order.

**Projects must be completed, and expenditure incurred prior to March 24<sup>th</sup>, 2025.**

### **Application Process**

The **Opening date** for applications is Thursday 4 April 2024, 12pm  
The **Closing date** for applications is Monday 29 July 2024, 12pm.

Completed and signed Application form (in PDF format) along with supporting documentation must be submitted to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk) no later than the closing date/time above.

Please note: **Late or incomplete applications will not be considered.**

**Applicants must complete all sections of the Application Form and all mandatory information must be submitted by the closing date/time above.**

Should you have any queries when completing your application please contact the Sports Development Team for further assistance.

## **Examples of Capital Projects that funding has previously part funded:**

- Renovation of Changing facilities
- Conversion of old changing facilities into gym/ training area
- Installation of new drainage scheme for pitches
- Equipment/Machinery e.g., Lawnmower/ tennis ball machine/ radios
- Support/ Rescue boats/ribs
- Ball stop fencing/ perimeter/boundary fencing.
- Installation of disability ramp to improve access to club house.
- Storage units/containers
- Flood lights + Bulbs

## **General Guidelines for applicants**

- This is a competitive scheme and funding will be determined on the basis of merit. Applications will be assessed against the criteria outlined.
- All applications must be completed in full, submitted with all necessary supporting mandatory information. Incomplete and/or late applications will not be assessed. Applications must be signed prior to submission.
- Retrospective funding will not be considered and therefore the project must not have commenced prior to receipt of Letter of Offer.

- Only one application can be submitted per Sports Club.
- **Project must be completed, expenditure incurred, and all claim documentation submitted no later than Monday 24<sup>th</sup> March 2025. Failure to submit proof of payment may result in funding being withdrawn.**
- Applicants may be able to utilise other sources of funding to enhance their application. However, applicants must ensure that funding from the Council is additional and is not used to fund any element of the project which is funded from other sources. All partnership funding must be in place at the time of submission of application and evidence provided.
- Where other sources of grant aid are available applicants must be able to demonstrate that they have approached the other relevant source(s) and indicate the status of that application.
- Successful applicants must notify the Council of any additional funding secured after the submission of their application.
- Successful applicants must agree any changes to the project and its funding arrangements with the Council before implementation.
- It is a prime responsibility of Council to be accountable for public monies. To this end, successful applicants will be required to provide relevant supporting information when claiming funding e.g., original receipts, original invoices, and bank statements.
- Sports Clubs in receipt of public funding must comply with all statutory obligations regarding the delivery of their projects.
- The Council reserves the right to inspect the equipment/ project funded through this scheme and the Sports Club will be required to complete a Monitoring Form as part of the Monitoring Process.

## Applicant Eligibility

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

Should an application be received that does not meet the minimum requirements below, the application will not proceed to the assessment stage of the process.

- The applicant (sports club) must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Council's recognition policy and be affiliated to a recognised governing body.
- The Sports Club must be based within the Ards and North Down Borough.
- The Sports Club is engaged at amateur level.
- The Sports Club **must currently be** affiliated to the Ards and North Down Sports Forum and newly affiliated clubs must be outside the 3-month waiting period.

## And

- Sports Clubs must be properly constituted and good governance in place. The following documentation must be submitted with Application:
  - List of Clubs office bearers
  - Copy of current and signed constitution or Memorandum & Articles of Association
  - Last 3 years' financial statements/accounts or life of club if less than 3 years
  - Evidence of partnership funding being in place e.g. Most recent Bank Statement
  - Full Safeguarding Policy (The full policy must be submitted. In addition, if you have adopted your Governing Body (GB) Policy

then you must provide a copy of Committee minute of its adoption and the full GB policy)

- Applicants must be able to demonstrate that they are encouraging the promotion of equality of opportunity as identified under Section 75 of the Northern Ireland Act 1998. Club's Equality Policy must be submitted with Application.
- Sports Clubs are required to have an up to date 3-year Club Development Plan in place. The Club Development Plan must be submitted with Application and demonstrate the contribution which the grant would make towards the development of the club and/or wider community.
- Clubs must have adequate level of Public Liability Insurance in place; a copy must be submitted with Application.
- If applicable, the project must be willing to go through the planning approval process, via AND building control. This **must** fall within agreed timelines, and the project must be completed within contract timelines.
- For capital works, evidence of land / facility ownership must be submitted with Application. Applicants applying for equipment/machinery must demonstrate and will only be considered, if the equipment/machinery to be purchased has a permanent base and will remain in use for at least 5 years. It is not to be used by an individual for personal use. Permission to store equipment on property must be submitted with Application.

## Assessment Criteria

Due to the limited budget available, applications will be scored and ranked against the criteria below. This is a competitive scheme and therefore, funding will be allocated on the basis of merit.

Applicants must demonstrate within their application how their project meets the following criteria. **Only information within the Application Form will be assessed.**

<b>Assessment Criteria</b>	<b>Scoring</b>	<b>Success Factors</b>
<b>Criteria 1:</b> Benefits to the club/organisation and the local community; clearly detailing anticipated outcomes of the proposed project	20 Marks	The project is clear and unambiguous. The project provides clear outcomes that will benefit the club/ wider community. The project covers the: What, When, Where, How and Who.
<b>Criteria 2:</b> Increasing participation	20 Marks	The project describes how it will increase participation. The project provides the: who/what/when The project appears to have been well planned.
<b>Criteria 3:</b> Increasing participation within key target groups (women and girls, disability, over 50's and socially disadvantaged areas/ groups)	20 Marks	The project has identified a gap/need. The project has clearly demonstrated the: How, Who & What The project has the potential to bring about change.
<b>Criteria 4:</b> Improving and/or sustaining activities within the club setting	20 Marks	The project has clearly demonstrated the: How. The project has the potential to bring about change
<b>Criteria 5:</b> Improving the Health and Wellbeing of club members and/or wider community	20 Marks	The project has clearly demonstrated the; How/Who/when. The project has potential to bring about change
	<b>100 Marks</b>	

**A quality scoring threshold of 45 will be applied. Any application that fails to meet the above threshold will not be considered for funding.**

## **Purchasing**

The Club must adhere to the Council's Procurement Control Limits:

Up to £3,000	No quotation necessary
£3,000 - £15,000	Seek three written quotations
£15,001 - £30,000	Seek four written quotations
Over £30,000	Public Tender

**Quotes must be submitted with the completed application.**

## **What we do NOT fund:**

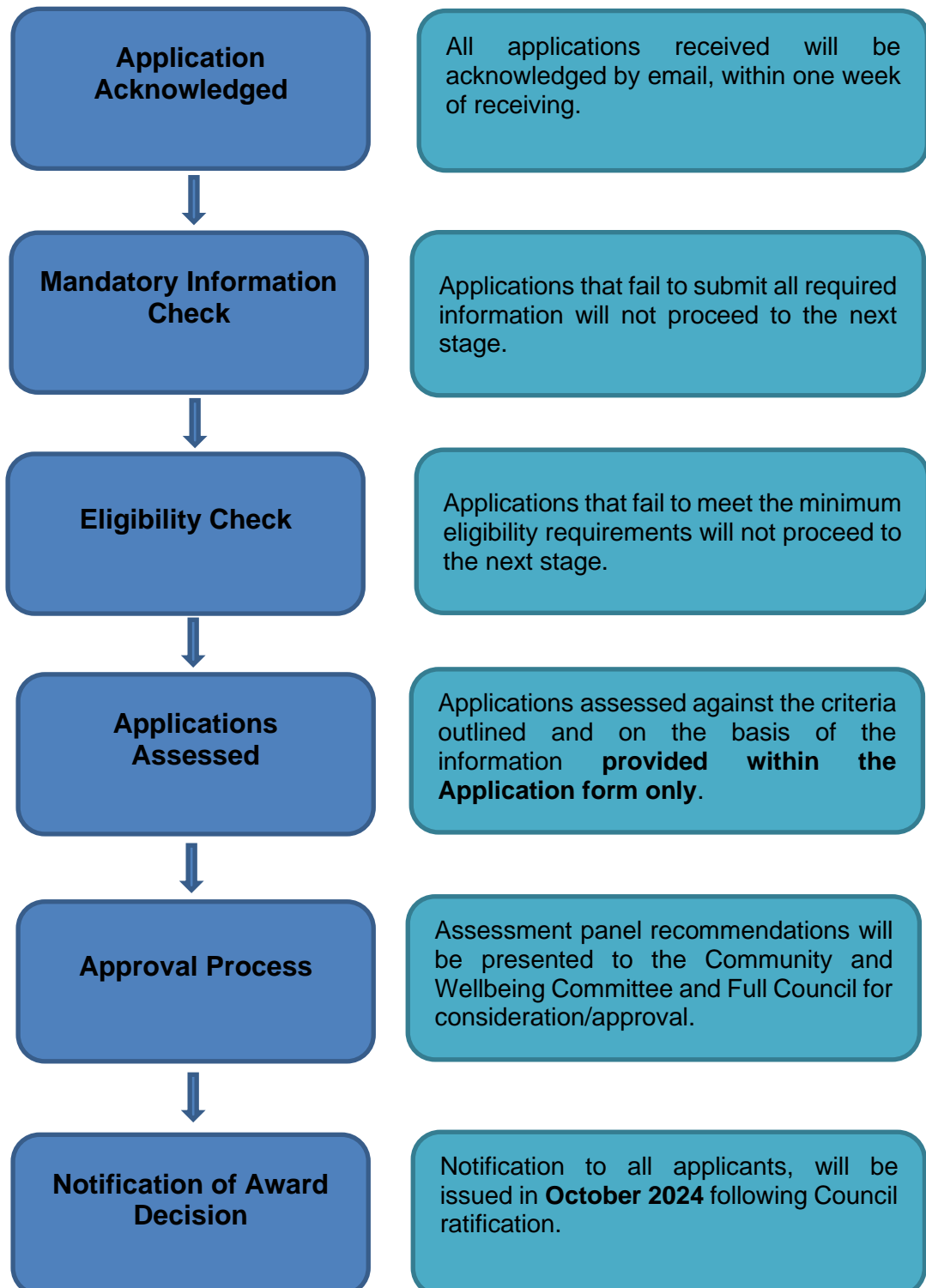
- If work has started or a contract is signed before the applicant is notified of Ards and North Down Borough Council's decision on funding
- Routine maintenance, repairs and renewals (i.e., no renewals on projects funded within the last 5 years)
- Routine running costs.
- Personal sports equipment/machinery and clothing
- Purely social or spectator accommodation
- Applications for car parking, access roads, perimeter, and site boundary fencing, (unless specified by the National Governing Body)
- Land purchase or property for long term development
- Proposed projects, which are likely to cause displacement of users from existing project.

This list above is not exhaustive. The Council reserves the right not to fund any project which is deemed unsuitable for the Capital Grants Scheme.



## Application Process

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



## Ards and North Down 2024/25 Capital Grants

**For further information or any grant queries, please contact the Sports Development Team on:**

Tel: – 0300 013 3333 ext 40326 (Emma Hingston, Sports & Recreational Development Officer)

Email: [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

### **Other useful Contact Details**

#### **Planning –**

Tel: 0300 013 3333

Email: [planning@ardsandnorthdown.gov.uk](mailto:planning@ardsandnorthdown.gov.uk)

#### **Building Control –**

Tel: 0300 0133 3333

Email: [buildingcontrol@ardsandnorthdown.gov.uk](mailto:buildingcontrol@ardsandnorthdown.gov.uk)