



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2024-2025**

**Sports Equipment**

**Guidance Notes**

## 2024-2025 Sports Equipment 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**

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

**Completed and signed Application form** 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 Sports Equipment Guidance Notes

### 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.

Applicants must demonstrate within their application how their project meets the following:

### Criteria:

- The need for the sports equipment and the purpose of the sports equipment
- How it will benefit the sport / youth organisation and its members
- How the sports equipment will create new opportunities for people to take part in sport and/or physical recreation within the Borough
- How the sports equipment will contribute to sustained participation in sport and physical recreation within the Borough
- The impact of the sports equipment within the sports club or youth organisation.

### What we WILL Fund:

- Only Sports Equipment will be considered i.e Equipment that is used to compete/participate in a sport.
- Fundamental equipment associated with any given sport such as balls, bats, racquets, sticks etc up to a max of £300, and will be subject to the discretion of the Sports Forum.
- Sports Equipment that will enhance the delivery of physical literacy for junior (under 18) clubs.
- Sports Equipment to support the development of new organisations, or new sections of existing organisations.
- Sports Equipment to support the hosting of sports events within the Borough.
- Training equipment such as SAQ equipment, bibs, cones, time keeping devices etc.
- High performance sports equipment – heart rate monitors, video analysis equipment etc. (Safeguarding evidence/qualifications must be provided in relation to video / photographic analysis equipment applications)
- Recovery sports equipment e.g. Compression boots, portable ice baths.

### Funding Limits

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

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. The Forum may consider whether equipment has been funded previously.

## 2024-2025 Sports Equipment Guidance Notes

### General Guidelines for Applicants

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

- Sports Clubs/Organisations 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.
- All applications must be completed in full, signed and submitted with all essential information. Incomplete applications will not be considered.
- Sports Equipment must be purchased after the Letter of Offer
- Equipment already purchased 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 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.

**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.**

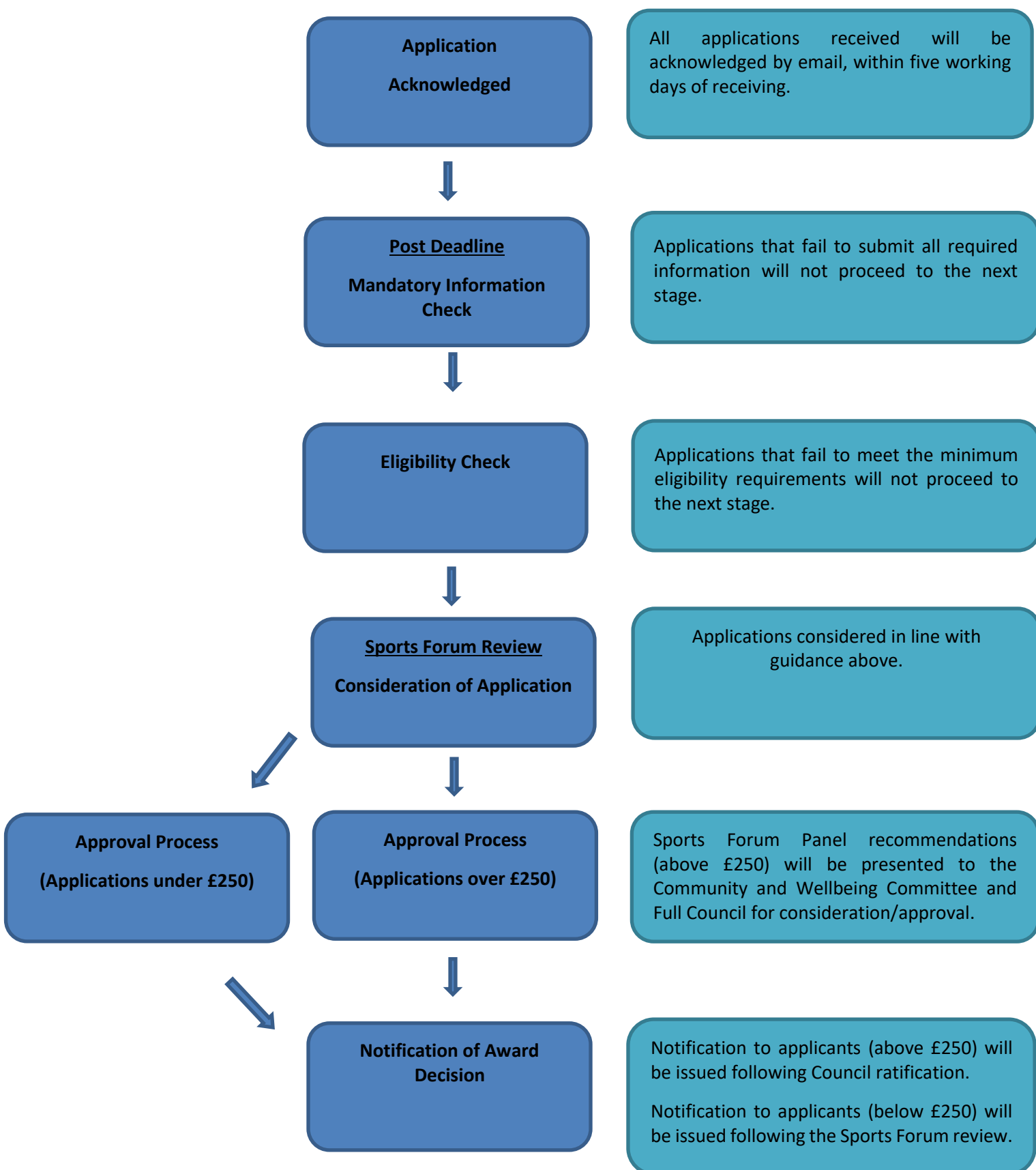
### What we will NOT fund:

- Equipment which is not Sports Equipment
- 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.
- Personal equipment and clothing such as team kits and Items which only benefit individuals (e.g. prizes; boots, etc.)
- Costs incurred before successful Letter of Offer issued.
- Computer, software packages or websites (unless High Performance Analysis Equipment)
- Office equipment, furniture, maintenance equipment
- VAT that can be recovered from HM Revenue and Customs
- First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.
- Gym equipment e.g. treadmills, rowers, bikes, etc.

**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 Sports Equipment 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)