



**Ards and  
North Down**  
Borough Council

**Sports Development Capital Grants  
Programme**

**2025/26**

Application Form

## Ards and North Down 2025/26 Capital Grants

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

### Section 1 - Organisational Details

Name of Club/ Organisation	
Club/Organisation Address	Postcode:
Sports	
National Governing Body	
What is the clubs Ards and North Down Sports Forum Affiliation number?	

Name of contact person	
Role/Position within Club/ Organisation	
Contact telephone number	
Contact Email address	

### Section 1 - Part B

When was the club/organisation established?		
How many members are in your club/ organisation?	Male	
	Female	
	Juniors	
What age groups does your club/ organisation cater for?		

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## Section 2 - Project details

What is your club/organisation applying for? (Please tick)		
A. Equipment (items which aid participation in the sport)	<input type="checkbox"/>	
B. Capital, purchase (non-equipment items e.g., Machinery, Solar Panels, Ball-Stop fencing etc.)	<input type="checkbox"/>	
C. Improvement	<input type="checkbox"/>	
D. Restoration	<input type="checkbox"/>	
E. Construction	<input type="checkbox"/>	
<p>If you have <b>ticked A – Equipment, OR B</b> and your project relates to machinery, <b>please go to questions F&amp;G</b></p> <p>If you have ticked B- and your project relates to flood lights, Solar Panels, Ball-Stop Fencing <b>/perimeter fencing we will require written confirmation that planning is not required. Submission of a Certificate of Lawfulness for a Proposed Use or Development is essential.</b></p> <p>If you ticked C, D or E and your project relates to new building/extensions/ extending heating system/ internal modification/knocking down walls you will be required to either submit a letter from building control confirming that the proposed project does not require building control or you will need to submit Building Control approved plans and once completed submit a building control certificate.</p>		
F. Where will equipment/machinery be stored?		
G Have you permission to store equipment/ machinery in this location?  <b>If your club has a lease/ long-term booking you will need to provide permission from lease holder/owner to store the equipment i.e., letter/email with application</b>	Yes	If 'Yes,' please provide copy of lease agreement/permission to store equipment.
	No	<b>Please note this is part of the essential criteria.</b>
Please tell us what you are applying for?		
Outline start dates and proposed finishing dates of project	Start:  Finish:	
How often will the project/equipment be utilised on a weekly basis?		

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### Section 3 – Criteria

Please demonstrate how your project addresses the criteria below. **Please use SMART principles (Specific, Measurable, Achievable, Relevant, Time-framed) when answering the following questions.**

1. Please tell us why this investment is needed within your club <b>(25 marks)</b>
2. How will this investment contribute to the long-term financial sustainability of your sports club, including revenue generation, cost savings and economic benefits to the club and local community? <b>(25marks)</b>
3. How will this investment enhance social inclusion, community engagement and overall wellbeing of club members. <b>(25marks)</b>

4. How will this investment increase/ sustain participation numbers within your club? **[25marks]**

**Gap/Need identified.**

**Project(s) / Programme(s) to be delivered.**

**Targets**

Target Detail	Baseline Data	Target Data

**Does your project target and increase participation within the following groups:**

**Targets**

Group	Baseline Data	Target Data
Women and girls		
Disability		
Over 50's		
Socially disadvantaged areas/ groups		

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## Section 4

1. Demonstrate how your club/organisation will promote equality of opportunity as identified under Section 75 of the Northern Ireland Act 1988.

2. The club/organisation will be required to acknowledge the Council contribution to this project, please provide details of how the club intend to do this?

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### Section 5: Breakdown of Costs

Please list all costs, even if you are not requesting funding from Ards and North Down Borough Council.

\*add additional breakdown of costs sheet if required

Project breakdown/ equipment itemised	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£		£
	£	£		£
	£	£		£
	£	£		£
	£	£		£
<b>Total Costs</b>	£	£	£	£
<b>Total amount requesting from Council</b>				£

<b>Does your club intend to claim VAT (please tick below)</b>	
Yes [     ] Please provide your Vat number	No
If the total costs are higher than the requested amount of funding, outline where the rest of the funding is coming from? <b>Please note</b> evidence of partnership funding will be required to be submitted with application form	

Have you applied/received or intend to apply for additional assistance for this project from other sources? If yes, please give details.		
Government/Statutory Agency		£
EU Sources		£
National Lottery		£
Other Sources		£
Has your club/organisation received assistance through a Council Capital Grant scheme in the past? If yes, please give details		

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### Section 6 – Mandatory Information Checklist

Use the table below to identify which documents you need to include with your application. Simply mark which documents you are including with your application by placing a '✓' in the INCLUDED section below.

**Failure to submit all the necessary documents in full before the deadline as stated, will result in your application not being assessed. (if in doubt please contact a member of the Sports Development team who will be happy to assist)**

	DOCUMENTATION	CRITERIA	INCLUDED (Please tick)
1	List of Clubs Office Bearers please state their <b>name, role and contact details</b> .	Essential	
2	Copy of current, <b>signed</b> Constitution or Memorandum & Articles of Association	Essential	
3	Last 3 years' financial statements or life of club if less than 3 years	Essential	
4	Three-year Club Development Plan (up to date)	Essential	
5	Full Safeguarding Policy The full policy must be submitted. In addition, if you have adopted your Governing Body Policy then you <b>must</b> provide a copy of Committee minute of its adoption and the full GB policy.	Essential	
6	Copy of valid Public Liability Insurance stating level of Cover	Essential	
7	Copy of Planning Permission or Certificate of Proposed Lawful Development i.e., solar panels/ ball stop fencing/ flood lights.	[Essential for all capital purchase/ fencing works applications]	
8	Evidence that land/facility is owned or leased. Please note refurbishments/ restoration or any alterations to buildings you must submit evidence of lease/ ownership of land.	[Essential for all equipment / building applications]	
9	Permission to store sports equipment/machinery on property.	If applicable [Essential for all equipment / machinery applications]	



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10	Copy of approved Building Control drawings/plans OR letter from Building Control stating this is not necessary.	If applicable <b>(Essential for all new building work/ internal modification/ extensions)</b>	
11	Included a breakdown and total costs for Section 5	Essential	
12	Evidence of partnership funding or 50% contribution in place e.g., bank statement	Essential	
13	Copy of project quotes submitted.	Essential	
14	Signed the Declaration in Section 8	Essential	

### DATA PROTECTION.

Ards and North Down Borough Council is the data controller for the purposes of the Data Protection Act 2018 and the UK GDPR, which means it determines what your personal data is used for and why it is collected. We will only collect your data for the purposes of this application and it will be retained only for as long as it is necessary. We will retain these records for a period of up to 7 years for financial reasons in line with Council's retention and disposal policy.

We will not share your data with any third party unless it is required for legal reasons.  
Your personal data is yours. You have the right to get copies of the information we hold about you.  
If you want to request information regarding your data, please email: The Data Protection Officer:  
[dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk)

### FREEDOM OF INFORMATION.

Under the Freedom of Information Act 2000 (FOIA), individuals have a right to request access to the information held by a public body. This can include grant applications.  
Under the FOIA we are not obliged to release the personal information of individuals unless they consent to this release.  
Consequently, Ards and North Down Borough Council will not disclose sensitive personal data to anyone else without the individuals express consent. Additionally, we will seek permission from the individual or organisation who submitted the application for their views about its release in the event of a request for this information.

### What do you do if you are unhappy with how we have handled your information?

It is also your right to complain about our use of your data to the Information Commissioners Office, who are our regulator, but please contact us first to try and resolve any issues.

[Access the full privacy notice here.](#)

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### Section 7 – Declaration

This must be signed by the Chairperson of the organisation/club alongside another Club/Organisation Member and dated accordingly.

We certify on behalf of the applicant that all the information provided, and documentation submitted in support of the application is accurate. We undertake to inform the Council of changes in circumstances of the applicant or any part of the information of the application which may affect the application in any way.

Name: \_\_\_\_\_ (please print) \_\_\_\_\_

Official Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (please print) \_\_\_\_\_

Official Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The **closing date** for applications is **12 Noon on Monday 28th July 2025**

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.**

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

Tel: – **0300 013 3333 Ext. 40326** [Emma Hingston, Sports & Recreation Development Officer]

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