



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2026-2027

Anniversary

Guidance Notes

2026-2027 Anniversary Guidance Notes

Purpose of grant

The anniversary grant recognises the long-standing contribution of sports clubs to sport and athlete development within the Borough. Financial assistance is available to sports clubs celebrating special anniversaries such as 15th, 25th, 50th, 75th, 100th etc

Eligibility Criteria

- The club request for a grant should be made **three months prior to the anniversary month being commemorated.**
- Only events such as tournaments, galas and special dinners will be considered
- Application should clearly describe the nature of the event.
- Be affiliated to the Ards and North Down Sports Forum
- Event must be delivered within the Borough of Ards and North Down
- Have a formal club constitution
- Have an Equal Opportunities Policy
- Have adequate Public Liability Insurance
- Submit an Event Risk Assessment

Funding Limits

The maximum financial assistance awarded to clubs to assist with anniversaries is **£750 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.

Application Timeline

Anniversary grants are open all year round from 1st April 2026- 23 February 2027. Applications are assessed monthly by the Ards and North Down Sports Forum, please see schedule below:

Submission Deadline	Assessment Date
28 April 2026	5 May 2026
26 May 2026	2 June 2026
30 June 2026	7 July 2026
28 July 2026	4 August 2026
25 August 2026	1 September 2026
29 September 2026	6 October 2026
27 October 2026	3 November 2026
24 November 2026	1 December 2026
29 December 2026	5 January 2027
26 January 2027	4 February 2027
23 February 2027	2 March 2027

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All completed applications must be submitted by 12 noon prior to submission deadlines above along with essential documents. Submit completed applications to email: sportsdevelopment@ardsandnorthdown.gov.uk

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. Incomplete applications will not be considered, and **only typed forms** will be accepted.
- Retrospective funding will not be considered.
- Please note that successful Clubs may be requested by the Council to acknowledge the Forum support in hosting their event.
- Successful applicants will receive an emailed 'Letter of Offer' (LoO). The letter of Offer sets out the following information:
 - What the funding is for
 - What we need from you to reimburse costs
 - Deadlines by when documents are required
 - Attached to the LoO are several forms which need to be returned: 1) grant acceptance, 2) declaration of interests, 3) grant claim and 4) payee form

Guidelines for Returning Documents

1. Return grant acceptance form & declaration of interest by the deadlines stated in the LoO.
2. Agree any changes to the project applied for and its funding arrangements with the Sports Forum before implementation
3. Return the completed grant claim form, bank form and evidence of cost incurred
4. For 'Proof of Payment', submit all original receipts and bank statements for each cost associated with your application
5. For auditing purposes, bank statements must show clearly account name, payment date and details as well as recipient. (Note: cash payment receipts cannot be accepted)
6. Only costs which correspond with the application and Letter of Offer will be reimbursed

Failure to meet deadlines may result in funding being withdrawn.

Eligible Costs

- Room decoration and set up
- Entertainment
- Exhibition Boards
- Venue and/or Equipment Hire
- Food
- Printing costs

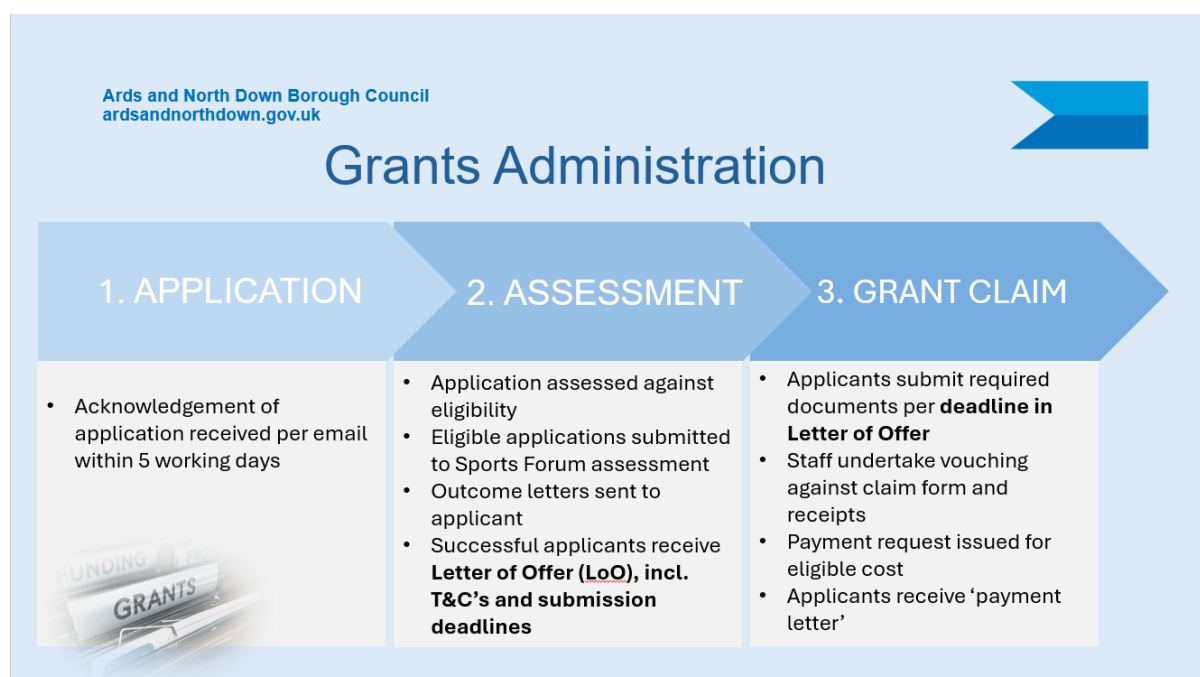
What we will NOT fund

- 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
- Costs incurred before Application is submitted
- Retrospective funding or costs that will be incurred after the deadline for receipts - 4 weeks after Letter of Offer issued
- Activities promoting religious or political beliefs
- Insurance for public liability or personal injury
- Routine running costs
- Alcoholic beverages
- Donations/fundraising events or activities.
- Organisation's own facility hire – groups cannot be paid for use of own venue
- Items which only benefit individuals e.g. prizes;
- VAT that can be recovered from HM Revenue and Customs
- Publications, marketing.

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.

Grant Administration Process

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



Incomplete applications, and applications received without the accompanying mandatory supporting documentation, will be deemed ineligible and not proceed for assessment.

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Application forms

Seeding grant guidance notes and applications are available at:

[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](https://www.ardsandnorthdown.com/grants-and-funding/and-leisure) or by emailing sportsdevelopment@ardsandnorthdown.gov.uk

For queries contact the Sports Development Team

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**Notification of Award
Decision**