



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2026-2027**

**Coach Education**

**Application Form**

## 2026-2027 Coach Education Application Form

### Applicant Eligibility

Sport clubs can apply for financial assistance towards the cost of coaches attending National Governing Body, officials' courses and CPD workshops

### 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 is £500 per financial year. Please note we do not fund travel and accommodation costs.**

### Application Timeline

Coach Education 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:

<b>Submission Deadline</b>	<b>Assessment Date</b>
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

**Completed applications are to be submitted by 12 noon on the submission dates above by email to [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk).**

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**ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.**

### Section 1 - Club/Organisational Details

Name of Club	
Sport	
Governing Body	
Contact Name	
Role/Position within Club	
Contact Number	
Contact Email	
Address for Correspondence	
Ards and North Down Sports Forum 2026/27 Reference Number	

### Section 2 – Coaching Details

Please tick which coaching grant are you applying for? <b>(one application per category ticked)</b>	Coaching qualifications	
	Officials qualifications	
	External Specialist Coaching	
	CPD/Specialist Coaching conferences/workshop	
	Club development/ training workshop	
Describe what your club/organisation is applying for and who will be delivering course/training/ coaching.	(Please note name and level of course)	
Outline start and finish dates of course/ training/ coaching events.		

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Detail how your club/organisation will benefit.	

### Section 3 - Funding Details

Project breakdown/Coaching itemised	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
<b>Total Costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
If the total costs are higher than the requested amount of funding or higher than the maximum available, outline where the balance of the funding is coming from?				
Is your club/organisation VAT registered?	Yes		No	
If yes, what is your VAT registration number?				
Does your club / organisation intend to claim VAT back if successful?	Yes		No	

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### Section 4 – Any additional information

Please provide any additional information which you feel is relevant to your application.

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### Section 5 – Document Checklist

Please ensure the following documents are attached to your application.

<b>Mandatory Document required.</b>		<b>Attached</b>
Sports Club Constitution (dated & signed)	<b>Essential</b>	
Club/Organisation Safeguarding Children and/or Vulnerable Adult Full Policy (must have been reviewed and signed & dated within the past 3 years)	<b>Essential</b>	
If a Club is adopting the National Governing Body Safeguarding Policy, the Club must provide written confirmation of this and provide details of Designated Safeguarding Officers.	<b>Essential</b>	
Equality Policy	<b>Essential</b>	
Confirmation of places allocated on course/workshop booked	<b>Essential</b>	

### Section 6 – Declaration

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

<p>I declare that the information provided is correct to the best of my knowledge.</p> <p>I agree to promote equality and good relations in all our activities involving the use of Council funding in accordance with Section 75 of the Northern Ireland Act 1998.</p> <p>I declare that I will complete a Grant Report Form and will acknowledge the funders in all publicity.</p> <p>I declare that the Council will be notified immediately of any additional findings not declared in this application.</p> <p>It is understood that monies will only be paid out on the production of all, receipts.</p>
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Any grant funding deemed ineligible or not spent will be re-payable to Ards and North Down Borough Council.		
	<b>Chairperson</b>	<b>Club Member</b> (Position in Organisation)
Signed		
Name (Please print)		
Date		

Once completed, please email the application along with the required documentation to the following address: [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

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

### 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 retained 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?**

## 2026-2027 Coach Education Application Form

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.](#)