



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2026-2027**

**Coach Education**

**Guidance Notes**

## 2026-2027 Coach Education Guidance Notes

### Aim of Grant

The coach education grant is to provide financial assistance to affiliated sport clubs to increase the number of National Governing Body (NGB) qualified coaches and officials, and to support the delivery of continuous professional development (CPD) for coaches, officials and volunteers within the Borough of Ards and North Down.

Sports Club can apply for financial assistance towards the following.

- National Governing Body (NGB) sports specific coaching qualifications.
- National Governing Body (NGB) officiating qualifications.
- To deliver club development training/workshops for example:
  - Sport NI Safeguarding Young People and Children Workshop.
  - Sport Specific First Aid
  - Disability Inclusion Awareness Workshop.
- To attend continuing professional development (CPD)
- To attend specialist coaching conferences/workshops to advance their knowledge of their chosen sport. (speaker/coach must have suitable Governing Body and/or Awarding Body qualifications).

### Funding Allocation

Ards and North Down Sports Forum have allocated £2,500. The programme will remain open until the programme budget is fully exhausted. 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. Max grant available per sport club per financial year is £500.

### 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 (12 noon)</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

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

### Eligibility Criteria

Sports Clubs must meet the following eligibility requirements:

- Affiliated to the Ards and North Down Sports Forum and newly affiliated clubs must be outside the 3-month waiting period.
- Affiliated Sports Clubs must provide sporting activities recognised by Sport Northern Ireland through the Sport NI/Sport Ireland recognition policy and be affiliated to a recognised governing body.
- The sports qualification/ officials course must be recognised by their national governing body of sport.
- Training workshops must be delivered by a recognised training provider
- Courses **MUST** be booked prior to submitting application (course confirmation is required to be submitted along with application)
- Application must be submitted prior to the start of the coaching course.
- Have an Equality Policy
- Valid Public Liability Insurance. – clearly showing the policy start and expiry dates

### Funding Limits

- Specialist coaching provided by an external qualified coach – up to 75% and a maximum of £150
- National governing body sport qualifications – up to 75% of costs and a maximum of £300
- Qualification courses for Officials – up to a 75% of costs and a maximum of £150
- Club development training/workshops - 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.

### General Guidelines for Applicants

Applications will be considered in line with the eligibility criteria above.

- All applications must be completed in full, signed and submitted with all mandatory supporting documentation. Incomplete applications will not proceed for assessment
- **Only typed form applications** will be accepted.
- Training workshops must be delivered by a recognised training provider
- Courses **MUST** be booked prior to submitting application (course confirmation is required to be submitted along with application)
- Application must be submitted prior to the start of the coaching course.
- Successful applicants will receive an emailed 'Letter of Offer'. The letter of Offer (LoO) contains the following information:
  - What the funding is for
  - What we need from you to reimburse costs
  - Deadline by when documents are required

## 2026-2027 Coach Education Guidance Notes

- Attached to the LoO are several forms which need to be returned: 1) grant claim form and 2) payee form

### Guidelines for Returning Documents

1. Agree any changes to the project applied for and its funding arrangements with the Sports Forum before implementation
2. Return the completed grant claim form, bank form and evidence of cost incurred
3. For 'Proof of Payment', submit all original receipts and bank statements for each cost associated with your application
4. 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)
5. Only costs which correspond with the application and Letter of Offer will be reimbursed

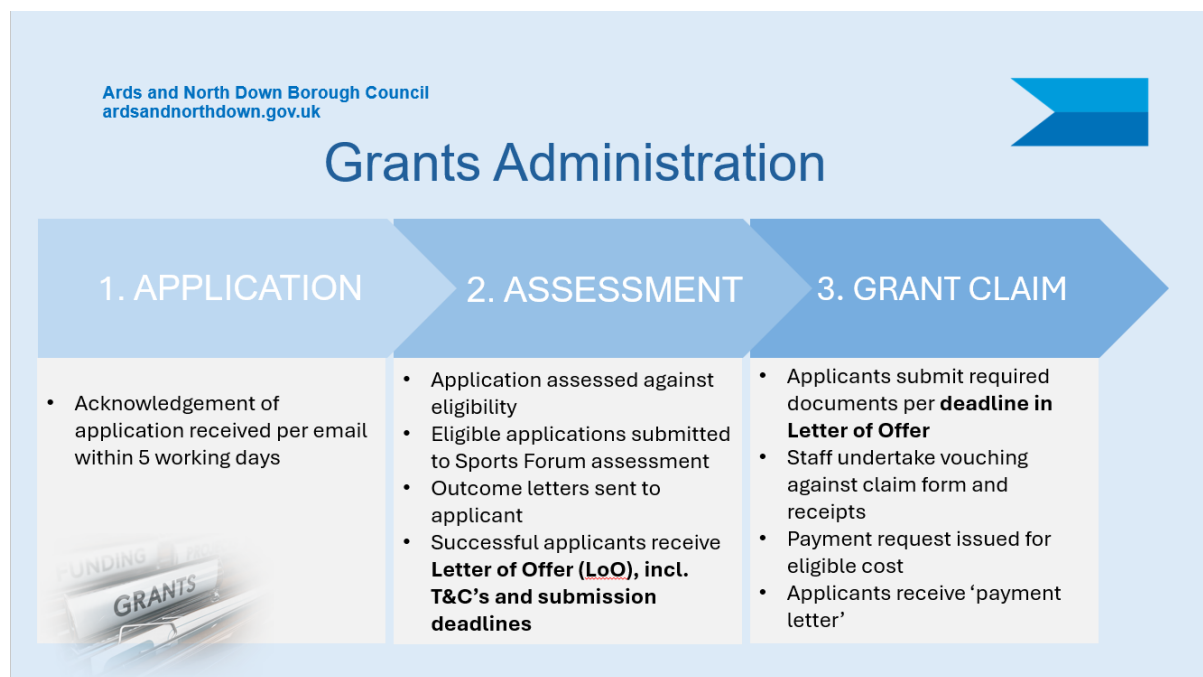
**Failure to submit all required information will result in funding being withdrawn.**

### What we will NOT fund

- Projects, events, activities undertaken or equipment purchased outside of the specified award period.
- Projects, events, and activities where the primary benefits outside of the Borough.
- Events, projects or activities which conflict with any Council run project, event or activity.
- Organisations not legally established in the UK
- Projects, events, activities not compliant with the Council's aims and objectives
- Sports or projects for sports not listed by Sport Northern Ireland / Sport Ireland
- Organisations that do not have a Safeguarding Children and Vulnerable Adults policy.
- Retrospective funding (except for pre-booked Coaching costs) or costs that will be incurred after the deadline for receipts.
- Travel and Accommodation costs
- Coaching Costs which have not been booked.
- Access NI registration fees
- Organisation's own facility hire – groups cannot be paid for use of own venue.
- VAT that can be recovered from HM Revenue and Customs

This 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



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

### Further information

Event guidance notes and application forms are available at:  
[Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](#)

### For queries contact the Sports Development Team

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

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