



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2026-2027

Events

Application Form

Application Timeline

Event grants will be open in 2 tranches. Please refer to event guidelines before completing the application form. <https://www.leisureardsandnorthdown.com/sports-development/funding>

Tranche 1	£6,500
OPEN: Wednesday 1st April 2026, 12 noon	
CLOSE: Wednesday 13th May 2026, 12 noon	
Assessment will be week commencing - Monday 25th May 2026	
Notification to sports clubs will be week commencing – Monday 1st June 2026	
Please note: if there is any underspend in Tranche 1 funds will roll into Tranche 2.	

Tranche 2	£6,500
OPEN: Tuesday 1st September, 12 noon	
CLOSE: Tuesday 13th October, 12 noon	
Assessment will be week commencing – Monday 19th October 2026	
Notification to sports clubs will be week commencing - Monday 2nd November 2026	
Please note:	

Applicant Eligibility

To be eligible to apply, applicants must meet the following eligibility requirements.

- 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 Constitution
- Have an up-to-date Safeguarding Children and/or Vulnerable Adult Policy
- Have an Equality Policy
- Have adequate Public Liability Insurance
- Submit an Event Risk Assessment

Funding Limits

The maximum funding per sporting organisation for an sporting event is £1,500, subject to available funds (up to £500 can be allocated to Fundamental equipment for your event). A financial contribution to sport's clubs anniversary events of up to £750 will be considered. (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.

ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.

Section 1 – Organisational Details

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

Section 2 – Event Details and Description

Name of Event	
Date of Event	
Location of Event	

Please demonstrate how your project addresses the criteria set out in **the scoring matrix** (refer to guidance notes) and using **SMART principles (Specific, Measurable, Achievable, Relevant, Time-framed)** when answering the following questions.

<p><u>Criteria 1 Description</u> Please describe your event_incl. who is involved, what activities are involved and how it will increase participation (i.e. milestones)</p> <p>(10marks)</p>	
<p><u>Criteria 2: Justification</u> Please explain why the event is needed, how it benefits the sport club, its members and/or the local community.</p> <p>(15marks)</p>	
<p><u>Criteria 3: Outcomes</u> Please detail expected number of participants for the event (incl. Club members/ volunteers & visitors travelling from outside the Borough to participate)</p> <p>(25 marks)</p>	
<p><u>Criteria 4: Impact</u> Please explain how the event will improve and/ or, sustain sports activities within the club and/or the Borough.</p> <p>(25marks)</p>	
<p><u>Criteria 5: Equality</u> Does your event target any priority groups (women, disability, over 50's and social disadvantaged areas/ groups). Please explain</p> <p>(25marks)</p>	

A quality scoring threshold of 50 will be applied. Any application that fails to meet the above threshold will not be considered for funding.

Section 3 – Funding Details

Project breakdown	Net Costs (excluding VAT)	VAT Costs	Total project costs	Amount requested from funding
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Total Costs	£	£	£	£

Where will the balance of funding come from if total costs cannot be funded?	
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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

Section 4 – Any Additional Information

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

Section 5 – Document Checklist

Please ensure the following documents are attached to your application

Documents Required		Attached
Club/Organisation Constitution	Essential	
Copy of Valid Public Liability Insurance	Essential	
Copy of Club/Organisation Equality Policy	Essential	
Club/Organisation Safeguarding Children and/or Vulnerable Adults Policy (must have been reviewed and signed & dated within the past 3 years)	Essential	
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.	Essential	
Event Risk Assessment	Essential	
Please confirm the following	Please tick	
Does your organisation have an event management plan in place?	Yes	NO

For further information regarding event management please refer to the link below:

[Event Management Toolkit - Ards and North Down Borough Council](#)

Section 6 – Declaration

I declare that the information provided is correct to the best of my knowledge.

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.

I declare that I will complete a Grant Report Form after my event and will acknowledge the funders in all publicity.

I declare that the Council will be notified immediately of any additional findings not declared in this application.

It is understood that monies will only be paid out on the production of all receipts. Any grant funding deemed ineligible or not spent will be re-payable to Ards and North Down Borough Council.

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

	Chairperson	Club Member (Position in Organisation)
Signed		
Name (Please print)		
Date		

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

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

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 7years 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

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.](#)