



Ards and  
North Down  
Borough Council



# Ards and North Down **SPORTS FORUM**

**2026-2027**

**Individual**

**Travel / Accommodation**

**Guidance Notes**

## 2026-2027 Individual Travel / Accommodation Guidance Notes

### Aim of Grant

The aim of the grant is to provide financial assistance to athletes within Ards and North Down and enable athletes to progress and compete at the highest level in their chosen sport.

### Funding Allocation

Ards and North Down Sports Forum have allocated £38,500; 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.

### Application Timeline

Individual Travel/ Accommodation 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

**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)**

### Eligibility Criteria

Assistance will be available for individuals who are representing their sport at a specific event at Provincial/ National/ International level. Applicants must:

- Be a resident of Ards and North Down Borough
- Take part in a sport affiliated to a National Governing Body recognised by Sport NI / Sport Ireland
- Be of amateur status OR qualified and selected to represent their province/country (i.e. Ulster, N. Ireland, Ireland or Great Britain) at a specific event
- An event is defined as: *“a one-off or bi-/annual sporting competition or a high performance NGB competition league that takes place on a specific date and at a specified location”.* (A league is considered as one event).
- Provide specific selection letter for the event from the relevant Sport NI/Sport Ireland **Recognised National Governing Body\*** (NGB) To view the list of NGB's please check the relevant websites:

[Sport NI | Committed to Sport](#)

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### [About Sport Ireland | Sport Ireland](#)

- The selection letter/ email must include the following details:
  - i. full name,
  - ii. verifies, that you are part of a recognised squad or an individual in preparation for a specific event/competition, training squad or league
  - iii. provides event dates and location
  - iv. provides event details you are preparing for and when the final squad will be announced, if applicable,
  - v. submitted on official governing body headed paper or official governing body email.
  - vi. Athletes must not be in receipt of any other grant that would cover event costs

### Funding Limits

Applicants may apply several **times** and there is a **£600 maximum** per athlete, **per financial year**. The minimum application amount is £50. Assistance at a specific event up to a maximum of:

Location of Event	Amount
N. Ireland/ Training Squad	£50
Ireland	£150
Great Britain	£200
Mainland Europe	£250
Outside of Europe	£300

Assistance towards costs involved in attending NGB Selection Training Squads, up to a maximum of £50, with a maximum of £200 towards NGB squads in a financial year.

### Please note

Travel Mileage calculated at 45 pence per mile, only applies within the island of Ireland and will only be considered for a minimum of 50 miles travel. Travel must commence from Northern Ireland.

### 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.
- The application must be submitted **prior to event commencing**.
- Successful applicants will receive an emailed 'Letter of Offer' which contains the following information:
  - i. What the funding is for
  - ii. What we need from you to reimburse costs
  - iii. Claim & Payee form attached to be completed and returned

- iv. Deadline by when all documents are required

### Guidelines for Returning Documents

1. Return the completed grant claim form, bank form and evidence of cost incurred
2. For 'Proof of Payment', submit all original receipts and bank statements for each cost associated with your application
3. 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)
4. 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.**

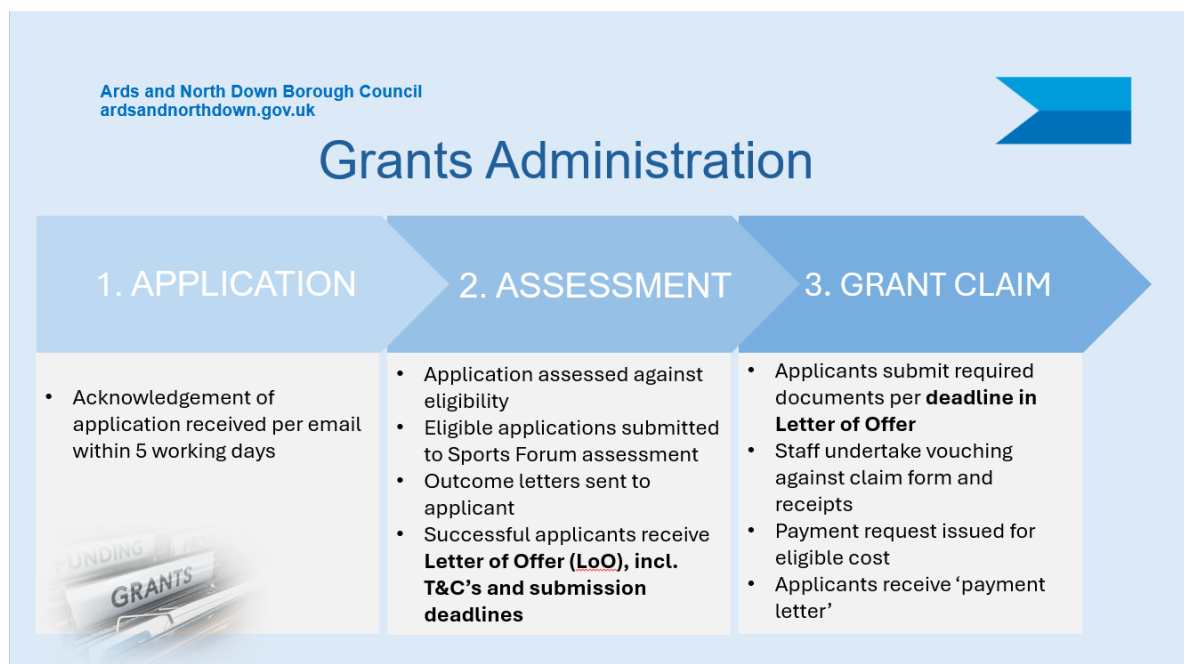
### What we will NOT fund

- Sports or projects for sports not listed by Sport NI/ Sport Ireland
- Sports or projects which are discriminating.
- Costs incurred after the deadline for return of claim forms
- Applications received after the event commencing (except for pre-booked travel/accommodation costs)
- Affiliation, entry fees to competitions or membership fees
- Entertainment costs, food and beverages
- Competitions where athletes have not qualified / been selected to represent their province/country.

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.**

### Application Forms

Individual Travel and Accommodation guidance notes and application forms are available at: [Grants and Funding | AND Leisure \(leisureardsandnorthdown.com\)](#) or by emailing [sportsdevelopment@ardsandnorthdown.gov.uk](mailto:sportsdevelopment@ardsandnorthdown.gov.uk)

### For queries contact the Sports Development Team

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

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