



Ards and
North Down
Borough Council



Ards and North Down
SPORTS FORUM

2026-2027

School/Sports Club Pathway

Application Form

Applicant Eligibility

To be eligible to apply, Sports Clubs must meet the following eligibility requirements. Sports Clubs//Organisations MUST:

- Applications must be submitted one month prior to the programme commencing.
- Be affiliated to the Ards and North Down Sports Forum.
- Take part in a sport affiliated to a Governing Body recognised by Sport NI / Sport Ireland.
- Have a Safeguarding Children and/or Vulnerable Adult Policy.
- Have an Equality Policy.
- Have valid public liability insurance (for coaches & venue).
- Submit a full programme Risk Assessment.

The Schools/Sports Club Pathway programme/sessions must:

- Be a new initiative.
- Be agreed with the school prior to submitting application.
- A School Teacher must be in attendance for the duration of the programme.
- The teacher attending the programme, must sign the application, prior to submission.
- Be delivered at venues within the Ards & North Down Borough
- Be delivered in accordance with programme Risk Assessment
- Be delivered by coach(es) who have:
 - Suitable Governing and/or Awarding Body qualifications.
 - Suitable Safeguarding training
 - Access NI Checked
 - Valid Public Liability Insurance
 - At least one coach who has a valid First-Aid qualification.
- Meet the Governing Body Safeguarding ratios.
- Be a minimum of 6 sessions and maximum of 12 sessions in duration (final day of delivery must be prior to 31 March 2026)
- Schools must obtain parental consent, for pupils to attend the programme and keep an attendance register.

Funding Limits

A Schools/Sports Club Pathway Programme grant of up to a maximum of £500 per club (per financial year) is available, subject to available funding. A maximum of £300 of the £500 can be awarded towards fundamental equipment. Clubs may apply on more than one occasion but the maximum funding (per financial year) will be £500.

Should the Programme be over prescribed and due to limited funds available, a reduction in funding percentage will be applied to pending applications at that time.

*Please refer to **Guidance Notes** for a complete overview of grant guidelines,
<https://www.leisureardsandnorthdown.com/sports-development/funding>

ONLY APPLICATIONS COMPLETED IN A TYPED FORMAT CAN BE ACCEPTED.

Section 1 – Sports Club Details

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

Section 2 – Schools/Sports Club Pathway Details

Name of Programme		
Location of Programme		
Please outline your partnership approach, how and which school will you be working with.	School: Name of Teacher in Attendance: Approach:	
Target Group	Age group: Any further information:	
Please outline Programme details, including anticipated numbers of participants. NB Programmes must meet the Governing Body Safeguarding ratios.	No. of Coach(es):	Anticipated no. of pupils:
	Name of Coach(es)	
	Further Programme Details:	

Please demonstrate the need for the School/Sports Club Pathway Programme and how it will signpost pupils to further sports participation opportunities.	
Please detail the expected outcomes and impact of the programme on the sports club/organisation and wider community.	

Section 3 - Funding Details

Project breakdown (Coaching costs, equipment costs, venue hire or transport costs).	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.

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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 Equity 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	
Programme Risk Assessment (including Covid Mitigations)	Essential	
Please note that all essential documents must be submitted with your application.		

Section 6 – Club 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.

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

The Club confirms that any Coach(es) delivering the programme have:

- **Valid Coaching Qualifications**
- **Valid Safeguarding Certificates**
- **Valid Access NI Check**
- **Valid Public Liability Insurance**
- **And at least one valid First Aid Certificate (a delivering Coach).**

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

Section 7 – School Declaration

This application must be supported and signed by the Teacher attending the Programme and dated accordingly.

The School confirms that a teacher will be attending the programme and they will obtain parental consent for pupils to attend, keep an attendance register and adhere to GDPR legislation.

Signed	
Name (Please Print)	
Position in School	
Date	

Once completed, please send 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.](#)