



Ards and
North Down
Borough Council



Ards and North Down **SPORTS FORUM**

2026 - 2027

Sports Equipment

Application Form

2026-2027 Sports Equipment Application Form

Aim of Grant

The aim of the grant is to provide financial assistance to support sports club to create new opportunities, increase and/or sustain participation within the club.

Funding allocation

Ards and North Down Sports Forum have allocated **£28,000** for 2026/2027. Maximum funding per sporting organisation is **£1,500 (per financial year)**, a max of £500 can be allocated for fundamental equipment. This is subject to available funds. 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

Event grants will be open in 2 tranches.

Tranche 1	£14,000
OPEN: Wednesday 1st April 2026, 12noon	
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	£14,000
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:

- Affiliated to the Ards and North Down Sports Forum
- Delivering sporting activities within Ards and North Down
- Sports Clubs are only permitted to apply once per financial year
- Club constitution
- Full Safeguarding Children and/or Vulnerable Adult Policy (needs to be reviewed, dated and signed within past 3 years). We will NOT accept a statement
- Have an Equality Policy
- Valid Public Liability Insurance. – clearly showing the policy start and expiry dates
- Proof of permission to store equipment on property/ in facility.

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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	
Ards and North Down Sports Forum 2026/27 Reference number	

Section 2 – Equipment /Criteria

Please tick what the equipment will be used for? (one application per category ticked)	Enhance physical literacy for Junior sections.		
	Support the development of new sections.		
	Equipment to help host events.		
	Training equipment.		
	Recovery sport Equipment.		
	High performance equipment.		
Outline equipment to be sourced			
Where will the equipment be stored?			
Do you have permission to store this equipment? If 'YES' please include evidence of permission	YES	NO	NA (Stored in clubs own premises)

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Please demonstrate how your project addresses the criteria below. **Please use SMART principles (Specific, Measurable, Achievable, Relevant, Time-framed) when answering the following questions.**

<p>Question 1 Description Please demonstrate the need for the sports equipment and its purpose (25 marks)</p>	
<p>Question 2 Justification Please explain how the equipment will benefit the sport club/ members and local community (25 marks)</p>	
<p>Question 3 Outcomes Please detail how the equipment will create new opportunities for people to take part in sport and/or physical recreation within the Borough (25 marks)</p>	
<p>Question 4 Impact Please explain how you anticipate that the sports equipment will increase, improve and/or sustain participation within the club (25 marks)</p>	
Total marks 100	

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Section 3 - Funding Details

Fundamental Equipment

A maximum of **£500** towards Fundamental Equipment may be requested per financial year) e.g. balls, sticks/racquets, safety equipment.

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

Non-Fundamental Equipment

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

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.

Section 5 – Mandatory Information Checklist

Please ensure the following documents are attached to your application

Failure to submit all the necessary documents in full, will result in your application not progressing (If in doubt please contact a member of the Sports Development team who will be happy to assist).

Document required		Attached
Constitution	Essential	
Club/Organisation Safeguarding Children and/ or Vulnerable Adult Full 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	
Equality Policy	Essential	
Valid Public Liability Insurance. – clearly showing the policy start and expiry dates	Essential	
Permission of Storage	Essential	

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 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.

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

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

Once completed, please email the application along with the essential 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.](#)