

## Competition Support Grant - Clubs Guidance Notes (Reviewed Feb 2018)

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### 1) Introduction

The Competition Support Grant Clubs is available to support aspiring clubs who can clearly demonstrate the potential of continuing to perform at a high level in their own sport. Antrim and Newtownabbey will consider new club, club equipment, sports events, coaching courses, travel and excellence in this category. Clubs must be established for a period of over 5 years.

Please note multiple applications from individuals from the same Club attending the same event will be limited to 5 individuals. Alternatively, a single club application can be submitted for attendance of a number of club members at the same event. Up to a maximum of 5 individual or club members or 1 club applications will be considered for one event. The Council will encourage applicants to submit a club application were large members from a club are applying under individuals category to attend the same event.

**Maximum grant awarded = 50% of overall eligible costs up to a maximum of £1,000 (depending on category caps) per club in each financial year (1st April-31st March).**

**Maximum available grant is not definitively awarded; the amount of total fund granted will be based on merit and criteria provided in each application.**

### 2) Applying for Antrim and Newtownabbey Council Competition Support Grant Clubs

It is important to remember that we assess your application on the information you provide. Your response should be well structured and clearly linked to the question. We will not take into account any information that you do not include in your application.

Please do not try to influence the decision by lobbying Antrim and Newtownabbey Council directly or indirectly.

If your organisation does not meet the eligibility criteria, we will not consider your application for funding. Applications that are not complete are categorised as ineligible.

### **We do not fund the following:**

- Sports Clubs that are:
  - not formally constituted, in other words, they do not have a constitution or memorandum and articles of association;
  - not operating on a not-for-profit basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects or projects that could be carried out commercially. If, in the reasonable opinion of the Council, the Sports Club applying for funding is a de facto commercial Organisation, whatever the legal make-up of the Organisation, then the Council shall not fund that Sports Club. The decision of the Council shall be final in this regard;
  - able to share out profits (taken from the constitution or memorandum and articles of association);
  - Not prepared to share learning from their project with us and other relevant groups/clubs;
  - Local authorities or public-sector organisations;
  - not based with Antrim and Newtownabbey Borough;
  - not recognised by Sport NI, Irish or UK Governing body;
  - of a party political nature; Promote a particular religion; or are against Antrim and Newtownabbey Council policy;
- Clubs with restricted memberships;
- Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out.
- Costs which are not clearly linked to the project.
- Costs that are poor value for money or that are bought from outside of Antrim and Newtownabbey Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Any wages associated with events or coaches;
- Equipment;
- Clothing;
- Club membership;
- Insurance costs;
- Food and beverage charges incurred during travel or otherwise;
- General running costs for clubs rates, electricity etc.;
- Purchase of alcohol.

If you are not sure whether you meet the eligibility criteria, or you need more guidance on the application form, please contact one of our Grants or Sports Development Officers. You can find contact details at the end of these guidance notes.

### 3) Specific Conditions for Eligibility

1. Sports Clubs must be based within Antrim and Newtownabbey Borough;
2. Sport NI, Irish or UK Governing body recognised;
3. Sports clubs who can demonstrate they are a not for profit organisation;
4. Demonstrate how grant claims are necessary for the club to increase participation;
5. Demonstrate compliance with good Governance practices;
6. Produce signed and dated Constitution;
7. Management / Development Plan;
8. Sports Development Plan;
9. Examples of eligible items that may be considered on individual merits (list not exhaustive):
  - o 50% of Marquee hire;
  - o 50% of catering;
  - o 50% of facility hire;
  - o 50% of equipment hire;
  - o 50% coaching courses;
  - o 50% of travel costs;
  - o 50% of accommodation;
  - o 50% specialist coaching;
  - o 50% coach hire;
  - o 50% trophies and awards;
  - o 50% additional training costs.

### Supporting Documentation

Clubs must provide evidence of the following documentation. These must be uploaded in the supporting documentation section on the online grant manager. Applications will not be assessed in the absence of supporting documentation.

- i. Constitution.
- ii. Organisation/Club's Management/Development Plan.
- iii. Sports Development Plan.
- iv. Equal Opportunities (only if you employ staff).
- v. Safeguarding Children and Adults at Risk of Harm policy. If your Organisation does not have a Safeguarding Policy, you must adhere to the Council's Child and Adult Safeguarding Policy and Procedures. Please indicate your agreement to compliance to this Policy.
- vi. Estimated project cost from three separate sources.
- vii. Previous year audited annual accounts.
- viii. Club insurance.

If documentation is not provided to confirm the funding package within 6 months of the application closing date then the application will be withdrawn.

### 4) Assessment Process

1. We will log all applications when we receive them.
2. Applications will be processed and scored quarterly (January, April, September, November).

3. Applications will be assessed in the following month and prepared for next available Committee meeting.
4. Applications passed at Committee will then await Full Council approval.
5. Based on the confirmed scores and subject to Council decision, we may make an offer of funding.
6. Payment for grants will be specified in the letter of offer.
7. We aim to release funding 21 days after verification of satisfactory receipts.

### Breakdown of Grants Available for Clubs

<u>Category</u>	<u>Explanation</u>
<b>New Clubs</b> Examples 50% of Facility hire	Seeding grant 50% of eligible costs up to a <b>maximum £300</b> for outlay costs
<b>Coaching assistance.</b> Examples 50% of travel costs 50% of accommodation	Coaches selected to attend competitions for athlete support.  50% of eligible costs up to a maximum £300 for outlay costs  1 coach for up to 4 athletes attending and a maximum of 2 coaches per event. Supporting documentation will be requested
<b>Coaching Courses</b> Example 50% of Child protection course 50% of First aid	Clubs organising courses for members 50% of eligible costs up to a maximum of £500 <b>Maximum amount awarded: £500 plus 50% discount on Council facilities up to a maximum of £500</b>
<b>Sports Events</b> Example 50% of Marquee hire 50 % of catering 50 % of facility hire 50 % of equipment hire	Events organised by clubs to promote the club and encourage participation in sport.  <b>Maximum amount awarded: £1,000 plus 50% discount on Council facilities up to a maximum of £500</b>
<b>Travel</b> Example 50% of Club traveling to event coach hire 50% of Club accommodation costs up to a maximum of £1000 outside NI)	Assistance for teams selected to represent their province or country 50% of eligible costs up to a Maximum of £1,000 (outside NI) 50% of eligible costs up to a Maximum £350 (within NI)
<b>Excellence</b> Example 50% of Club traveling to event	Training and competing at national or international level <b>Maximum amount awarded: £1,000</b>

## 5) General Principles Applying to the Programme

The following general principles will apply to Antrim and Newtownabbey Borough Council's administration of the grant aid programme.

- This is a competitive programme and grant awards will be determined on the basis of merit. Applicants are advised that clubs which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered i.e. the application must be submitted before event, activity or project takes place.
- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Clubs will therefore be required to demonstrate the need for financial assistance. The clubs financial reserve levels will be reviewed taking into consideration restricted and unrestricted funds.

## 6) Conditions of Grant

1. Applications will only be considered from residents/sports clubs based/operating within the Antrim and Newtownabbey Borough.
2. The Competition Support Grant for Individuals will be open all year round (subject to funding availability).
3. Applications must be completed online via the Grant Manager system.
4. Applicants will only be considered if sport is recognised by an Irish, UK National Governing body or Sport NI.
5. If applying for assistance towards coaching courses, individuals/clubs must demonstrate how the qualification will be used to benefit sport within the Borough.
6. Applicants will be required to demonstrate the need for the project/activity. Projects will only be assessed if there is evidence that they fulfil a clearly identified need and they show a degree of community support or clear benefit to the Borough. Applicants are encouraged to include any letters of support and the results of any surveys.
7. Only one application for support of up to £1,000 will be considered in any financial year. Retrospective applications will not be considered.
8. Funding for Individual/clubs attending repeat events will normally be restricted to alternate years (however, if an individual/club can demonstrate need on the basis of a development plan which shows progression, further consideration will be given).
9. Training bursaries for elite athletes (national or international level) will offer free membership of council owned leisure centres as well as the option to apply for other Individual grants.
10. Where appropriate, evidence of satisfactory risk assessments and insurances must be provided to an event or project.
11. Clubs or organisations which have restrictive memberships will be excluded from the process.
12. Clubs or organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
13. Clubs applications will be requested to submit audited accounts and must satisfy Council that they are financially sound. The level of financial reserves held by an

organisation will be reviewed; taking into consideration restricted and unrestricted funds.

14. Applicants to the process will submit all documentation relevant to demonstrate good governance practices (e.g. Safeguarding Children and Adults at Risk of Harm, equity statement, financial processes etc.).
15. Projects/events already commenced before Council has issued and received a satisfactorily completed letter of offer will be excluded from consideration.
16. Council's Core Themes are contained within the Corporate Plan and are available at [www.antrimandnewtownabbey.gov.uk](http://www.antrimandnewtownabbey.gov.uk). All projects/events/training must be compatible and in no way conflict with Council's Corporate Plan.
17. Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also offer you less than the amount you applied for. To make sure you provide value for money, we can cap any project costs we are funding. If you are successful, these costs will be shown in the letter of offer.
18. Antrim and Newtownabbey Borough Council support must be acknowledged prominently on all promotional materials relating to the project.

## 7) Application Process

1. The Competition Support Clubs grant scheme will be open all year round (subject to funding availability).
2. Applications will be evaluated against the criteria and on the achievement of a 70% threshold, will be presented to Committee in priority order as a shortlist of applications.
3. Successful applicants will be provided with a letter of offer which when signed by the applicant will constitute a legal agreement between Council and the applicant.
4. Decisions for funding applications are final, there is no appeals process. However, unsuccessful applicants may reapply within predetermined timeframes.

## Evaluation Criteria

If your Sports Club has met all of the eligibility criteria we will use the following criteria to score your application.

Criteria	Weighting %
1. Compliance with good governance practice	Max 10 points
2. Key Achievements over the last 12 months	Max 10 points
3. Levels of membership in the club.	Max 20 points
4. Economic benefits to the Borough.	Max 20 points
5. How will the club promote the Councils Support?	Max 20 points
6. How will the Grant enhance club development?	Max 20 points

## 8) Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding

programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## 9) Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

## 10) Marketing and promotion

You must acknowledge our support by including our logo on all printed materials associated with your programme of work. Occasionally you may be asked to make appearances and assist us with launches and photo shoots. If you receive funding from us, it does not mean we endorse your project. When you display the council logo on published material, you must include the following sentence: "This publication is grant-aided by Antrim and Newtownabbey Council. The views expressed are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views." We will give you more information about logos if your application is successful. For information on Council branding and logos please refer to [www.antrimandnewtownabbey.gov.uk/Council/Press-Office](http://www.antrimandnewtownabbey.gov.uk/Council/Press-Office).

## 11) Useful Contacts

Advice on	Contact	Contact Details
General advice about the application process or on filling in the first sections or budgets in the application.	Grants Officer	Tel: Email:
	Sports Development Officer	Tel: Email:
	Sports Development Officer	Tel: Email:

<p>If you have any questions in regard to Safeguarding Children and Adults at Risk of Harm</p>	<p>Safeguarding Manager Jenifer Buckley</p>	<p>Tel: 028 90 340084 Email: jennifer.buckley@antrimandnewtownabbey.gov.uk</p>
<p>Communications, PR and Marketing</p>	<p>Joanne Heasley Media and Marketing Officer</p>	<p>Tel: 028 9446 3113 - Ext. 40144 Email: Joanne.Heasley@antrimandnewtownabbey.gov.uk</p>