

Elite Athlete Training Bursary Guidance Notes (Revised August 2017)

Contents	Page
1. Introduction	1
2. Applying for Antrim and Newtownabbey Elite Athlete Training Bursary	1
- We do not fund	1
3. Specific Conditions for Eligibility	2
4. Assessment Process	2
5. General Principles Applying to the Programme	2
6. Conditions of Bursary	2
7. Application Process	3
- Evaluation Criteria	3
8. Data Protection Act	3
9. Freedom of Information Act	3
10. Marketing and Promotion	4
11. Useful Contacts	4

1) Introduction

The Elite Athlete Training Bursary is aimed at Athletes within the Antrim and Newtownabbey borough. The scheme will allow elite athletes to train at council facilities around the borough for a period of 12 months. The scheme is limited to 18 athletes per year and each athlete will need to re-apply each year. If successful athletes should take their letter of offer to a local centre, where the membership advisor will sign you up for a period of 12 months.

2) Applying for Antrim and Newtownabbey Council Elite Athlete Training Bursary

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 you do 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:

Individuals who are:

- Not residents in Antrim and Newtownabbey Borough;
- Are not recognised by Sport NI, Irish or UK Governing body;

- Are of a party political nature; Promote a particular religion; Or are against Antrim and Newtownabbey Council policy;

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. Individuals must be a resident in Antrim and Newtownabbey Borough;
2. Must be recognised by Sport NI, Irish or UK Governing body;
3. Be competing at Nation or International level.

4) Assessment Process

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

5) General Principles Applying to the Programme

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

This is a competitive programme and bursary awards will be determined on the basis of merit. Applicants are advised that individuals which have been successful in the past will not automatically be guaranteed successful application in the future. All applications must be completed in full.

6) Conditions of Bursary

1. Applications will only be considered from residents based within the Antrim and Newtownabbey Borough.
2. Applications must be completed online via the Grant Manager system.
3. Applicants will only be considered if sport is recognised by an Irish, UK National Governing body or Sport NI.
4. The applicant must provide a selection letter stating that they have been selected to compete at national or international level.
5. If successful the applicant must adhere to the rules and procedures of the facility they are training within.
6. The membership is only to be used by the applicant; the applicant must be the sole user of the membership.
7. The applicant must receive an induction and complete the relevant paperwork at each site they wish to train at.

8. Only 18 Elite Athlete Training Bursary's will be issued on a rolling basis. Applicants will be access on a case by case basis.
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. Council's Core Themes are contained within the Corporate Plan and are available at www.antrimandnewtownabbey.gov.uk. All projects/events/training must be compatible and in no way conflict with Council's Corporate Plan.
11. The applicant if successful may be asked to promote the support given to them by Antrim and Newtownabbey borough council (photo calls, social media etc.).
12. Antrim and Newtownabbey Borough Council support must be acknowledged prominently on all promotional materials relating to the project.

7) Application Process

1. The Elite Athlete Training Bursary scheme will be open all year round (subject to bursary 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 you have met all of the eligibility criteria we will use the following criteria to score your application.

Criteria	Weighting %
1. Key Achievements of the Individual over the last 12 months	Max 20 points
2. At what level are you competing	Max 20 points
3. Do you compete or train within the Borough	Max 20 points
4. Club Individual years of participation in sport	Max 20 points
5. How will the grant funding benefit the Borough?	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 bursary we award you to administer and analyse bursary's and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring bursaries, 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 bursaries, 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.

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.

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: 028 9446 3113 ext 10012 Email: leisure.grants@antrimandnewtownabbey.gov.uk Website:
If you have any questions in regard to Safeguarding Children and Adults at Risk of Harm	Safeguarding Manager	Tel: 028 90 340084 Email: jennifer.buckley@antrimandnewtownabbey.gov.uk Website: