

## Appendix 1

### Support for Sport Review – Draft Terms of Reference

#### Background and Aims

Belfast City Council Parks and Leisure Department wishes to appoint suitably qualified consultants to undertake a review of its *Support for Sport* grant scheme.

Belfast City Council Parks and Leisure Department is responsible for parks and leisure centre provision and leisure and sports development within the city. Under the Support for Sport scheme, the Leisure Services section of the department currently administers three grant streams (below) aimed at providing financial support to Belfast-based sports clubs and relevant community organisations. These form part of a wider range of grants provided to the community by various council departments.

The work of the Parks and Leisure Department is conducted in line with a number of strategies and plans. These currently include –

- The Belfast City Council Corporate Plan
- The Physical Activity and Sports Development Strategy for the City of Belfast
- The annual Parks and Leisure Departmental Plan

At present, the department is undertaking an internal strategic review and expects to formulate a strategy for future delivery of its service provision in the near future.

With the above in mind, the department wishes to undertake a review of the Support for Sport scheme with the following key aims:

- To determine the scheme's effectiveness as a means of promoting participation in physical activity and providing support to sport clubs and community organisations, and
- To ensure the scheme aligns with current and future council and departmental strategies, aims and objectives.

#### Existing Grant Streams

Currently the department awards the following grants under the Support for Sport Scheme:

| Summary of grant stream  |
|--|
| <i>Large Development Grants</i><br>- a limited number of £5000 grants awarded annually to assist the development of Belfast-based sports clubs.  |
| <i>Small Development Grants</i><br>- awards of up to £1000 to assist Belfast-based sports clubs and community organisations<br>- a one-off payment of £250 towards equipment may also be awarded to established clubs.                                       |
| <i>Hospitality Grants</i><br>- grants to assist sports clubs and community organisations with providing hospitality when hosting events within Belfast that will bring visitors to the City. Awards may be up to £3000 depending on the nature of the event. |

A number of reviews of grant streams within the council have already been completed. These have included brief consideration of the Support for Sport scheme. Relevant information from these reviews will be made available to the successful tenderer on appointment.

### **Review Objectives/Tasks**

The following are the key objectives of the review. These should provide the basis for the tasks which will be undertaken by the successful tenderer.

- To review similar funding provided by other councils and comparable bodies, in order to establish best practice and emerging approaches to support provided to sports clubs and relevant community organisations;
- To review the alignment of the current Support for Sport scheme with key internal and external strategies and plans;
- To assess the impact made by the Support for Sport scheme to date including, as far as possible –
  - Direct impacts at club level
  - Wider impacts on sports development (and its associated outcomes) in Belfast;
- To review the distribution of grants awarded through the scheme to date;
- To assess the relevance of the current scheme to the needs of sports clubs and community organisations in Belfast;
- To review the current governance and administration of the scheme in relation to relevant regulatory requirements and good practice, including arrangements associated with the following:
  - Grant conditions
  - Grant distribution
  - Application process
  - Application assessment
  - Committee approval
  - Communication of awards
  - Payment of awards
  - Project monitoring and evaluation
  - Post-funding review
  - Routine scheme review and evaluation;
- To assess the level of complementarity/conflict with other, relevant council and non-council funding streams which may be available to sports clubs and community organisations in Belfast;
- To engage with user groups, elected representatives and other relevant stakeholders to determine their opinion on the value and future direction of the scheme; and
- To consider the alignment of the current scheme with emerging leisure strategy in the council.

Based on the above, the successful tenderer will be expected to make recommendations on any necessary changes to the Support for Sport scheme and its governance, particularly taking into account the requirement that grant provision should reflect future leisure strategy in Belfast City Council.

### **Project Outputs**

The successful tenderer will be responsible for providing the following:

- A project initiation document which will detail the key stages of the methodology, inputs required from the council at each stage, key risks to the project and how these can be mitigated, contact details of the project team, a detailed project plan and key deliverables;
- A written progress report of key findings midway through the review;
- A final report in an agreed format, which should include:
  - An executive summary
  - Explanation of the methodology used;
  - Analysis of the findings; and
  - Key recommendations
- If required, assistance in the presentation of the results of the review to the Parks and Leisure Committee.

The council will provide the following assistance:

- Regular meetings and liaison between the relevant staff and the successful tenderer;
- Access to the administrative records of the scheme;
- Guidance on whom to contact within the council and other organisations for information;
- Agreement on the approach for conducting the research; and
- Outline of the format required for the final report.

### **Timescale**

It is expected that a draft report will be available to the Parks and Leisure Department by end June 2010 and a final report available for end July 2010.