

**REVIEW OF SUPPORT FOR SPORT – FEBRUARY 2011**

**Draft for Approval**

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Background	1
1.2	Terms of Reference	2
1.3	Methodology	2
<b>2</b>	<b>FINDINGS</b>	<b>4</b>
2.1	Previous Studies	4
2.2	Strategic Alignment	5
2.3	Other Councils	6
2.4	Impacts	7
2.5	Complementarity	8
2.6	Engagement	10
2.7	Governance Assurance	11
<b>3</b>	<b>RECOMMENDATIONS</b>	<b>13</b>
3.1	Short Term	13
3.2	Medium to Long Term	13
3.3	Governance Recommendations	14

**APPENDICES**

<b>1.</b>	<b>SUPPORT FOR SPORT GRANT GUIDELINES</b>
<b>2.</b>	<b>STRATEGIC ALIGNMENT MATRIX</b>
<b>3.</b>	<b>COUNCILS COMPARISON MATRIX</b>
<b>4.</b>	<b>COMPLEMENTARITY MATRICES</b>
<b>5.</b>	<b>QUESTIONNAIRE</b>

**1 INTRODUCTION**

**1.1 Background**

At the Parks and Leisure Committee meeting on 10 September 2009, Members granted officers authority to undertake a review of the Support for Sport scheme in line with 's updated corporate thematic objectives. The overall goal of the review is to maximise the impact of this funding in delivering the goals of the Belfast Physical Activity and Sports Development Strategy and Departmental plan whilst aligning with other funding opportunities.

Since 2005, the Director of Parks and Leisure has held delegated authority to approve support for sport hospitality and small development grant awards, and Members may, each year, approve a limited number of large development grant awards.

Table 1 summarises the grants awarded by the Parks and Leisure Department under the Support for Sport scheme.

**Table 1 Summary of Grant Streams**

Grant	Summary
<i>Large Development Grants</i>	A limited number of £5000 grants awarded annually to assist the development of Belfast-based sports clubs.
<i>Small Development Grants</i>	Awards of up to £1000 to assist Belfast-based sports clubs and community organisations
<i>Hospitality Grants</i>	A one-off payment of £250 towards equipment may also be awarded to new clubs or new sections such as junior or disability sections Grants to assist sports clubs and governing bodies 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 more detailed description of each grant is provided in Appendix 1.

In addition to the grants made by the Parks and Leisure Department, the Development Department awards grants of up to £10,000 under the 'Support for Sport Events Fund' which aims to attract major sporting events to Belfast and assist organisations in the delivery of these. It should be noted that the scope of this review does not include the Support for Sport Events Fund, although it is considered with respect to complementarity later in this report.

Records would indicate that the Support for Sport scheme has made a valuable contribution to sports development in Belfast. This is broadly in line with the goals of the Belfast Physical Activity and Sports Development Strategy and the Parks and Leisure Departmental Plan, as well as other council thematic areas including health and well-being, good relations, community safety and engaging children and young people.

However, given the length of time the scheme has been operating and the developments in Departmental and council strategy which have taken place during this period, there is a need to undertake a comprehensive review of the Support for Sport scheme. In particular, there is a need to ensure the scheme's alignment with developing leisure strategy within the Parks and Leisure Department.

**1.2 Terms of Reference**

The following summarises the terms of reference of this review:

*Review Aims -*

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

*Key Activities -*

- Review of similar funding to establish best practice;
- Review of the scheme's fit with existing strategies and plans;
- Assessment of the impact of Support for Sport to date;
- Review the distribution of grants awarded;
- Assessment of the relevance of the scheme to the needs of clubs;
- Review of the current governance and administration of the scheme;
- Assessment of the level of complementarity/conflict with other relevant funding streams;
- Engagement with user groups, elected representatives and other relevant stakeholders on the review; and
- Consideration of the alignment of the scheme with emerging leisure strategy.

*Key Required Outcomes -*

Recommendations on any necessary changes to Support for Sport taking into account the requirement that grant provision should reflect future leisure strategy objectives.

**1.3 Methodology**

Table 2 outlines the principal elements and tasks undertaken in delivery of the review, which are reflected in the following sections of this report.

All of the tasks were undertaken by Officers from within the Parks and Leisure Department's Policy and Business Development and Leisure Development Units, apart from governance assurance – which was undertaken by Audit Governance and Risk Services (see Section 2.7 – *Governance Assurance*).

**Table 2 - Methodology**

Review Element	Key Tasks	Notes on Methodology
Desktop review	Review of previous studies  Strategic alignment  External comparison	Review of results of previous internal grant reviews conducted within BCC  Assessment of the current scheme objectives/criteria against key external and internal strategies, plans etc  Assessment of current scheme delivery approach (objectives, criteria, administration, governance etc) against other councils using a comparison

Review Element	Key Tasks	Notes on Methodology
	Quantitative impact assessment	framework Analysis of distribution and impact of grants awarded using available grant data held in the Department (including geographic, demographic, club type, repeat awards)
	External complementarity assessment	Assessment of alignment/conflict with other, non-council funding streams available to clubs
	Internal complementarity assessment	Assessment of alignment/conflict with other council grants, support programmes etc. through discussion with POG and other relevant internal stakeholders
	Governance assurance	Assessment and report on current standard of governance of current scheme
Engagement	Qualitative assessment (group engagement)	Assessment of scheme relevance and impacts of grants awarded, through discussion with selected clubs, governing bodies, elected members and other relevant stakeholders
	Qualitative assessment (questionnaire)	Assessment of scheme relevance and impacts of grants awarded, through on-line questionnaire to clubs, governing bodies and other relevant stakeholders

2 FINDINGS

2.1 Previous Studies

Since 2007, three key studies have been undertaken which have included reviews of the Support for Sport Grant Scheme:

1. *BCC Review of Funding Programmes*, Blueprint Development Consultancy and Denise Wheatley Associates (July 2007);
2. *Departmental Grant Review*, FGS McClure Waters (November 2008); and
3. *Research Paper – Strategic Review of Leisure*, Strategic Leisure (November 2009).

Each of these was reviewed as part of this study, and is considered in turn in the following sections.

2.1.1 BCC Review of Funding Programmes

This study was undertaken in 2007 by Blueprint Development Consultancy and Denise Wheatley Associates on behalf of , with the overall aim of conducting “an over-arching review of those grant aid policies currently operated by to identify areas for improvement at corporate, departmental and sectional level in line with best practice”.

Whilst the study considers all of the grants provided by (including Support for Sport), the results are presented in relation to as a whole. For this reason many of the recommendations made are not directly applicable to individual grant streams. However, the following recommendations (summarised) have been selected for consideration with respect to this review.

- Make all information, including application forms, available on line and ensure that organisations can make on line applications;
- Review the application assessment procedure and ensure that an appropriate assessment model is adopted and that decisions are signed off at the appropriate level; and
- Use GIS software to map and analyse the areas where funded organisations are operating.

2.1.2 Departmental Grant Review

This study was undertaken in 2008 by FGS McClure Waters on behalf of the Development Department, in order to review the grant streams administered by the Development Department. Whilst Support for Sport is described under a chapter on “Other Belfast City Council Grant Programmes”, this study does not extend to reviewing Support for Sport, as administered by the Parks and Leisure Department. All recommendations made apply specifically to those grants administered by the Development Department. However, the following particular recommendations (summarised) made with respect to *Assessing the Impact of Grant Programmes* may be considered generally relevant and worthy of consideration with respect to the Support for Sport scheme:

- An evaluation framework should be defined which links departmental strategy and KPIs to grant programme objectives and targets;
- Grant Officers should review and act on information provided in monitoring reports, to ensure demonstration of progress by funded projects, with corrective action as necessary; and

- Grant programmes should be the subject of annual and three-yearly reviews clearly setting out intended aims and objectives and progress against these and making recommendations on future strategic approaches.

### 2.1.3 Research Paper – Strategic Review of Leisure

This study was undertaken in 2009 by Strategic Leisure on behalf of the Parks and Leisure Department as part of the process of developing a new leisure strategy (the Active Belfast and Open Spaces Strategy – currently in development). The paper considers the Support for Sport scheme in the context of means of driving participation, and recommends the following:

"A review and appropriate revisions to the grant aid programme in light of the large number of grant types, prescribed timescales, and overall availability of funding – this should also encompass the grant aid managed by the Development Department which encompass support for sport and leisure groups"; and

"A targeted move towards an outcome focused programme – this is dependent on agreeing a core set of outcomes linked to the leisure strategy overall".

### 2.1.4 Conclusions

From grant reviews previously undertaken within which include or relate to the Support for Sport scheme, few specific recommendations have been made regarding the scheme. However, of the wider range of recommendations made regarding grant streams within the Development Department and in general across, there are several (as listed above) which it would appear are of particular relevance to, and should be considered for adoption through, this review.

### 2.2 Strategic Alignment

In order to review how the Support for Sport scheme relates to and aligns with key internal and external policies, strategies and plans, an alignment matrix was prepared to facilitate a systematic approach to consideration of a range of factors. The following were selected as being of particular relevance to the Support for Sport scheme:

- Strategy for Sport and Physical Recreation in Northern Ireland 2009-19 'Sport Matters'
- Belfast City Council Corporate Plan
- Active Belfast and Open Spaces Strategy (currently in development)
- Parks and Leisure Departmental Plan 2010/11
- Making Belfast More Active – Physical Activity and Sports Development Strategy for Belfast
- The Recreation and Youth Service (Northern Ireland) Order 1986
- Belfast City Council Good Relations Strategy - Building our Future Together
- Investing for Health, Northern Ireland Assembly
- Strategy on Sport for Young People 2002 – 2011, Sport NI.

For each of the above, an assessment was made of the following:

*Direct alignment* – areas in which Support for Sport directly reflects (or fails to directly reflect) the aims of the policy/strategy/plan;

*Indirect alignment* – areas in which Support for Sport indirectly contributes to the aims of the policy/strategy/plan; and

*Opportunities* – aspects of Support for Sport which, if developed, could ensure better alignment with the aims of the policy/strategy/plan.

The completed alignment matrix is provided in Appendix 2.

### 2.2.1 Conclusions

Documentation for Support for Sport does not specify any overall aims for the scheme. For this reason, the above assessment has made use of assumptions, based largely on the categories of funding and possible projects outlined in the grant guidance (Appendix 1). The assessment has highlighted a range of opportunities which could be taken in order to ensure better alignment with key internal and external policies, strategies and plans. These are summarised below.

Overall, there is an opportunity to determine and specify the overarching aims of the Support for Sport scheme and the individual grants. Specifically there is an opportunity to –

Establish aims and required outcomes of grants which relate to participation and performance;

Establish aims and required outcomes of grants which relate to participation by target/priority groups (ie older, younger, women, disabled, those in need); and

Ensure better alignment with strategic aims with respect to the following:

- Health
- Inequality
- Diversity
- Community development
- Quality accreditation of clubs (particularly ClubMark)
- Pathways to performance.

There is also an opportunity to ensure effective performance management by defining clear aims and required outcomes, and undertaking appropriate monitoring and evaluation.

### 2.3 Other Councils

Consideration of how delivery of the Support for Sport scheme compares with approaches taken by other councils in Northern Ireland and elsewhere was undertaken using a comparison matrix. Initially, details of other councils' grants were gathered from information available online. Following this, further information was gathered through direct requests made to council officers, as necessary. In addition to the other councils in Northern Ireland (NB of these, five provided no information on relevant grant programmes). The following councils were selected for comparison, mainly as potential examples of best practice (for example high-scoring *Quest*-assessed councils):

- Liverpool City Council;
- Dublin City Council;
- Bury Council;
- Sheffield City Council; and
- Hammersmith and Fulham Council.

<sup>1</sup> Quest is the UK Quality Scheme for Sport and Leisure.

For each council, the following factors were considered:

- Range of grant programmes offered
- Responsible department
- Are grants offered which are specific to sports development?
- Aims of grants offered
- Value of grants available
- Match funding required
- Is funding for groups available?
- Is funding for individuals available?
- Is there a formal application process?
- Are guidance materials available?
- When are grants available?
- Any particular limitations on funding awards.

The completed comparison matrix is provided in Appendix 3.

### 2.3.1 Conclusions

Whilst the practices of other organisations are not necessarily a measure of how the council should conduct its own programmes, it may be useful to determine if there are any common approaches which would be worthy of consideration for any future development of Support for Sport. The above assessment has highlighted a range of opportunities which could be taken in order to ensure better alignment with key internal and external policies, strategies and plans. These are summarised below.

Unlike Belfast City Council, the majority of councils reviewed provide funding for individuals (18 out of 25, of which only four do not fund groups);

No other councils reviewed provide a specific grant for event hospitality; and

Of those reviewed, the majority of councils (including Belfast) do not express the intended impacts of their funding. Only seven could be considered to state or refer to 'high level' aims (for example, to increase participation, develop performance, promote social inclusion) – rather than simply listing categories for award.

## 2.4 Impacts

A qualitative assessment of the impacts made by the Support for Sport scheme was undertaken, as far as possible, making use of application/award data currently available in the Leisure Development Unit.

Table 3 summarises the total amounts allocated through the scheme in 2009/10 and 2010/11 (to date).

Table 3 – Funds Allocated

Area	Amount Allocated 2009/10	Amount Allocated 2010/11 (to date)
North	£44,439 (£10,000*)	£35,207 (£5,000*)
South	£49,830 (£25,000*)	£9,634 (£0*)
East	£25,513 (£10,000*)	£27,719 (£15,000*)
West	£67,829 (£25,000*)	£66,794 (£45,000*)
City Wide	£8,358 (£5,000*)	£8,288 (£5,000*)
<b>Total</b>	<b>£187, 611 (£75,000*)</b>	<b>£147, 892 (£70,000*)</b>

\*Amount allocated through large grants

Table 4 summarises the range of impacts in 2009/10 and 2010/11 (to date) which could be determined from data currently held.

Table 4 – Impacts

Impact	2009/10	2010/11 (to date)
Successful small development applications	160	100
Successful large development applications	14 (of 39)	14 (of 49)
Successful hospitality applications	35 (of 39)	31 (of 35)
Potential no. of male participants benefiting	12,201	10,014
Potential no. of male participants benefiting	6,414	4,524
Individuals assisted in gaining coaching awards	330	352
No. of sports supported	37	33
New clubs/sections established	34	30
Try-it events to get people involved in sport	37	16

## 2.4.1 Conclusions

The following are key conclusions which can be drawn from the above assessment.

The ability to assess the impacts of the scheme is limited by the range of data held – which is in turn limited by the amount of information applicants are asked to provide. There is an opportunity to review the application process to ensure that appropriate and sufficient information is requested to allow regular assessment of how successful the scheme is in meeting its aims. In particular: information relating to any future targets for the scheme should be requested (eg for target groups); further demographic data could be collected to assess the social distribution of funding awarded; and information on where a club's activities are located should be requested (rather than solely a contact address - which may not be the same thing).

There would appear to be an uneven distribution of small development applications made across the city – for example allocation was low in the east of the city in 2009/10 and in the west in the current year. There is an opportunity to review this to identify any reasons and to take action to address imbalances if appropriate.

Whilst 31 successful applications for hospitality grants were made this year (and 35 in 2009/10), analysis would indicate that the majority of these, whilst generally satisfying the requirements for award, are for small scale catering and do not meet what could be considered the original aims of the funding – ie to support larger events which bring visitors to the city and make use of the council's facilities.

## 2.5 Complementarity

In order to review how the Support for Sport scheme complements or conflicts with other grant streams, two matrices were prepared as described below.

*Internal* – to consider complementarity with other grant programmes provided by the time of this review, ie –

- Parks Events Small Grants Scheme;

- Community Safety Small Grants;
- Annual Funding for Culture and Arts;
- Rolling Programme to support Innovation in Arts and Heritage;
- Development and Outreach Initiative;
- Community Festivals Fund;
- Good Relations Grant Aid Fund;
- St. Patrick's Celebrations 2011 Small Grants Scheme;
- Support for Sport Events Fund; and
- Peace Plan Phase II Grants Programme (proposed).

*External* – to consider complementarity with funding streams from bodies other than , which were open to clubs in Northern Ireland at the time of this review, and which specifically relate to sports development. Historic grants and the wider range of funding available to community groups, to which sports clubs might apply for non-sports development activities were not considered to be within the scope of this review. The following grants were included:

- Sport Northern Ireland Sport Matters: Community Capital Programme;
- Cash4Clubs (Belfair and SportsAid);
- Sport for Change (Comic Relief);
- RYA Sailability;
- Andy Fanshawe Memorial Trust;
- Dickie Bird Foundation Grants;
- CANI Bursaries (Canoe Association of Northern Ireland);
- Canoe Foundation Grant (British Canoe Union); and
- The Mary Peters Trust.

For each of the above, an assessment was made of the following:

*Positive/Neutral factors* – factors which either complement or may serve to prevent conflict with the current Support for Sport programme, and

*Negative factors* – factors which may conflict with the current Support for Sport programme.

The completed matrices are provided in Appendix 4.

## 2.5.1 Conclusions

### Internal

In general, other grants provided by have non-sports related aims and/or are targeted at specific types of community group, so in principle should not overlap with the Support for Sport scheme. In addition, the Parks Events Small Grants Scheme and the Good Relations Grant Aid Fund specifically preclude certain sports-related activities.

However, whilst it may be assumed that Support for Sport contributes to particular issues such as increased participation, the overall aims of the scheme are not formally expressed in any documentation. Without this, it may not be clear how the intended impacts of the scheme are distinct from those of other council grants, and thus present value for money. Moreover, the guidance for the large development grants specifies

crime diversion and community safety projects as possible categories for funding – issues which are specifically dealt with by other council grants.

Under current grant criteria, 'grey areas' can arise. For example, as a form of creative expression, dance is eligible for funding by 's culture, heritage and arts grant schemes. However, these schemes may receive applications from dance groups whose primary objective is recreation/physical activity (such as cheerleading groups) who would also be eligible for funding by Support for Sport.

In any case, the Support for Sport scheme requires that applicants must not be in receipt of funding from another source for the same costs for which a grant is to be awarded. Assuming it is correctly applied, this condition should prevent instances of double funding.

### External

Of those grants reviewed, four would appear to overlap with Support for Sport with regard to the scope of activities funded. However, the condition of Support for Sport which requires that applicants must not be in receipt of funding from another source for the same costs for which a grant is to be awarded will prevent any occurrence of double funding, if correctly applied.

It is worth noting that Support for Sport makes a £5,000 annual contribution to the Mary Peters Trust which the Trust commits to distribute amongst Belfast athletes. The financial breakdown for 2009/10 saw 14 Belfast athletes benefiting with an average award of £500.

## 2.6 Engagement

In order to consult with key stakeholders, the following activities were undertaken.

### User Workshops

Two 2.5 day workshops were held during October 2010 at Grove Wellbeing Centre, including representatives from governing bodies, community organisations and sports clubs, and covering 20 sports/activities. These were externally facilitated in order to encourage participants to speak freely. At the workshops, the following points were discussed:

- Participants' experience of Support for Sport – positive;
- Participants' experience of Support for Sport – negative; and
- Suggestions for change.

### Members' Workshop

As well as the above, a workshop was held in February 2011, to which all Members of the Parks and Leisure Committee were invited. The workshop provided Members with an update on the review to date, and sought Member's views on the Support for Sport scheme.

### Questionnaire

An online questionnaire was developed with the assistance of ISB (provided in Appendix 5) and sent to c.350 contacts from Leisure Development Unit's database of clubs, community organisations and governing bodies, as well as being made publicly available through 's website.

The request to participate had a 33% response rate, representing 40 sports/activities. Ninety-five percent of respondents had previously received funding from Support for Sport, all of which felt that the scheme had benefited their organisation.

#### 2.6.1 Conclusions

In order to draw conclusions from the user workshops and questionnaire, recurring responses and comments were identified, the assumption being these represent key areas for consideration. These can be summarised as follows:

- Participants/respondents expressed that the system of making retrospective grant payments to clubs poses difficulties, the principal problem being cash flow, with clubs often working with limited funds and, in cases, individuals having to make personal payments in advance of claims. Of all the issues raised, this was the most frequently commented on. It should be noted that the Development Department currently makes community grant payments up front, with vouching completed post-activity;
- Participants/respondents repeatedly commented on a need for funding for individuals, including funding for travel expenses to events and performance of individuals;
- Of those areas which questionnaire respondents were asked to rank in order of importance, coach education was given highest priority and hospitality lowest;
- Participants/respondents commented on the potential to coordinate links with governing bodies providing courses, for example to arrange direct access to courses through Support for Sport (rather than making applications for funding to reimburse costs paid to governing bodies for courses); and
- Participants/respondents commented on the potential to link Support for Sport to ClubMark, for example making achievement of ClubMark a condition for receiving increased funding.

With respect to the Members' workshop, the following summarises the key points discussed (a number of which reflect those made by users and questionnaire respondents, above):

- The need to engage more females in physical activity and sport;
- The need to encourage more applications from East Belfast and address any imbalance in applications across the city;
- The need to address inequalities in funding for older and disabled people;
- The need to ensure any changes to the scheme do not disadvantage clubs with fewer resources;
- Encouragement of clubs holding Facility Management Agreements to work with disadvantaged groups;
- Issues of retrospective grant payment including cash
- The need to increase information sessions (linking with other council departments and grant schemes)
- Provision of individual grants (and the relationship with funding provided to individuals indirectly via the Mary Peters Trust)
- Hospitality grants (including the relationship with large sports events funded through the Development Department, numbers of events held in council facilities, and scope for redirection to individuals).

#### 2.7 Governance Assurance

Audit Risk and Governance Services (AGRS) were asked to review the existing processes around the grant funding and examined the three elements of the scheme. They were asked to give a level of assurance over the governance arrangements and where appropriate identify any areas for improvement.

AGRS' work included discussions with relevant staff, evaluation of key controls and review of sample of project files and related documentation. Controls were considered in relation to a range of potential risks and expected controls, and the review sought to establish whether these controls were in place and operating effectively in practice.

#### 2.7.1 Conclusions

In reviewing the current scheme and associated governance arrangements, AGRS identified a number of areas where control could be improved, in particular the need to introduce an effective segregation of duties between the application/appraisal process and the monitoring/payment processes. The current review of the Scheme provides an opportunity for management to review the Scheme's objectives/outcomes and the corresponding administrative arrangements and to align these as effectively as possible.

From AGRS' findings several areas for improvement have been highlighted and management have accepted these recommendations. The main areas are as follows:

- Publicity/advertising of the scheme should be included in City Matters to get as wide a participation as possible. A target should also be set for new applicants;
- The application process needs to be reviewed to reduce the levels of administration required and ensure compliance with all aspects of the procedure and criteria;
- The assessment process needs to be reviewed and the criteria need to be formalised with written procedures. This should link into any review of the objectives of the scheme. An independent review of the assessment needs to be added into the process;
- Approvals should be recorded and held on a database. A formal appeals process should also be developed and communicated;
- Segregation of duties is required not only in relation to the independent review of the assessment as highlighted above but also in relation to appraisal and on going monitoring of the project. The job roles of the officers involved should be reviewed to reflect this;
- The department has a Declaration of interests register in place and this needs to be reinforced to ensure there is an annual sign off by officers involved in the scheme;
- The template Letter of Offer should be reviewed by Legal Services and clubs advised that they must sign and return these before any payments will be made;
- Standards regarding the requirement of invoices and receipts should be developed and communicated. The audit trails around this process must be improved. Monitoring and evaluation of the number of applications, time spent processing applications and value of grants awarded should be developed for the new financial year.

Officers have developed an action plan to implement these recommendations in time for the new financial year.

### 3 RECOMMENDATIONS

Support for Sport is a well established funding stream set up to promote sport and physical activity across the city. It has over time adapted to suit the changing needs of sports clubs and community organisations as well as changes in S and the Department's focus and direction. The fact that it is valued is demonstrated by the comments received by stakeholders consulted during the process of this review.

This review has set out to determine the effectiveness of the scheme and to identify how it should be developed to ensure it aligns with future council and departmental strategies, aims and objectives, as well as the requirements of its target users.

From the review activities and the conclusions drawn from each of these, as set out in the previous sections, the following recommendations are made.

#### 3.1 Short Term

These are recommendations which, if approved, should be implemented as soon as possible:

- The application and award process should be revised to ensure that appropriate and sufficient information is collected to allow regular evaluation of the scheme - in particular, information relating to any required outcomes, and demographic/geographic information to allow assessment of social impacts.
- All application material should be reviewed to ensure it is complete and available on line, and means should be developed to allow clubs to make on line applications.
- Reasons for uneven distribution in allocation of funding across the city in recent years should be further examined – and appropriate action to address imbalances.
- Guidance on the requirement that applicants must not be in receipt of funding from another source (either council or external) for the same costs for which a grant is to be awarded should be reviewed, reinforced and rigorously monitored to ensure instances of double funding are avoided. Action should be taken to ensure that similar guidance is included for grants awarded elsewhere within .

#### 3.2 Medium to Long Term

These are recommendations which, if approved, should be implemented as soon as possible and certainly within six months to one year:

- Action should be taken to determine and specify the overarching aims of the Support for Sport scheme and the individual grants. This should consider existing and emerging strategies – both internal and external, particularly relating to participation, performance, health, equality, and community development.
- Action should be taken to establish aims and required outcomes of grants which relate to participation, particularly by target/priority groups (ie older, younger, women, disabled).
- An appropriate framework should be developed for regular review and evaluation of the scheme, making use of information provided through monitoring activities, to ensure that funding provided is leading to activity which meets the scheme's stated aims and objectives.

- An element of the funding provided should be directed to individuals, particularly to support performance development and attendance at higher level competitions. For example, an individual grant could be established linking with governing bodies and open to potential Olympians and Paralympians in the run up to London 2012.

- The aims and objectives of hospitality grants should be reviewed. If appropriate, measures should be put in place to ensure this funding contributes to larger event bringing significant numbers of visitors to the city and using council facilities. The option of redirecting a part of this funding to other areas such as individuals could be considered.

- The system of making retrospective grant payments should be reviewed, and the possibility of making full or part advance payments fully investigated and, if appropriate, implemented.

- The possibility of working with appropriate governing bodies or similar to facilitate attendance on courses should be fully investigated and if appropriate, implemented. For example, following needs analysis, a coach education programme could be considered in partnership with governing bodies, funded directly through Support for Sport, at reduced cost and making use of council facilities.

- Achievement of ClubMark should be, if not a requirement of grants, encouraged through appropriate means – for example, making dedicated grant awards available to ClubMark holders.

#### 3.3 Governance Recommendations

The recommendations made by AGRS, as outlined in the preceding section, apply to aspects of the internal administration of the scheme, and as such have been accepted by officers and will be implemented accordingly.



APPENDIX 1 – SUPPORT FOR SPORT GRANT GUIDELINES

**Support for Sport – Small Development Grants**

*Description*

The Support for Sport Small Development Grant Scheme provides small grants to assist Belfast-based sports clubs and community organisations engaged with sport and physical activity.

Awards of up to £1000 may be made for the following:

Training of Coaches – to support clubs who wish to train new or existing coaches in any area which will benefit the club. This includes all levels of accredited sports specific coaching qualifications.

Club Development Training - to support clubs who are working towards improvement through achievement of awards such as Sports Equity, Coach Profile, Coaching Young Performers, first aid qualifications, child protection training, and fitness qualifications.

Kick Start – to support new clubs which are starting up (or existing clubs which are starting up a new section) through assistance with initial start up costs such as coaching costs and facility hire (NB clubs with their own facilities may only apply for facility hire necessary to deliver outreach activities which must be conducted elsewhere). Clubs who apply for this area of funding may also be eligible to apply for a one-off equipment grant (see below).

Try-it Event - for clubs wishing to hold an event to promote their organisation or sport and to attract more people to join. Funding will only be offered to programmes which are additional to normal club training sessions. Funding will cover costs such as facility hire (only if the event is being held outside the club's own facilities), coaching costs, marketing, officials' costs, medals, trophies and certificates.

Sports Festival/Development Event – for clubs wishing to organise an event to provide new competitive opportunities for junior or beginner members or to raise the club profile, including facility hire (only if the event is being held outside the club's own facilities) officials' costs, medals, trophies and certificates.

The following may also be awarded:

Equipment Grant – a one off payment of £250 towards the purchase of new training equipment for clubs (or new sections within existing clubs) which have been established within the past three years.

With the exception of Equipment Grants (above), funding will only be provided for up to 75% of the total eligible costs of any project – ie applicants will be expected to provide for at least 25% of the total project costs from other sources.

### Who can apply?

Any applicant to the Support for Sport Small Development Grant Scheme must –

- Be a club or a constituted community group<sup>1</sup> affiliated to a governing body recognised by Sport NI or otherwise recognised by Belfast City Council
- Have a valid constitution. If associated with a parent body such as a church or religious group, the sub-organisation must be open to all sections of the community and have a separate constitution relating to the sports-based activity
- Have a bank account in the applicant's name
- Be Belfast-based i.e. must meet, train and compete within Belfast. NB where a club is situated at the boundary with another council area, Belfast residents must comprise at least 75% of the club's membership.

### What we will fund/will not fund

Eligible costs for which funding may be provided include the following:

- Staff costs (for coaches, umpires, referees etc)
- Tutor costs or course fees (for training provided by Governing Bodies or other recognised training providers)
- Costs of facility hire (for events taking place outside applicants' premises)
- Reasonable costs for marketing materials, if used to promote the club/event – such as flyers and programmes
- Costs of medals, certificates or trophies issued to mark an achievement or commemorate an event (this does not include gifts etc presented to *paid* officials, coaches etc)
- Costs of travel within Belfast for visiting teams

Grants will not be provided for the following:

- Costs of refreshments, catering and hospitality
- Costs of travel outside Belfast
- Costs of clothing and equipment (except in the case of specific Equipment Grants, as outlined above)
- General club running costs such as insurance, league fees, maintenance etc
- Non based activities, for example club social activities
- Church based activities not associated with a club or affiliated to governing body
- School activities

### Principles

In addition to any requirements outlined in the above sections, the following will apply:

1. Funding limit per applicant – in any one year, applicants may submit more than one application (for example for separate projects or for different phases of the same project). However, the *total* amount which a single organisation

may be awarded per financial year will be limited to £1000. This does not include the Equipment Grant, which may be awarded in addition, if applicable.

2. Applicant contribution – applicants must contribute at least 25% of the total cost of projects to be funded by the scheme. For example, to receive the maximum grant of £1000, total project costs must be at least £1333 (of which the applicant will contribute at least £333). NB this does not apply to Equipment Grants.
3. Specified allocations – in the letter of offer to successful applicants, Belfast City Council will detail the total grant to be awarded and may specify the breakdown of how this will be spent on each element of the overall activity. Any deviation from this guidance may result in funding being withheld and may affect any future applications the organisation wishes to make.
4. Repeat events – specific events which are repeated (for example, annual events) will only be awarded grant support on a maximum of three occasions in a five year period.
5. Coaching staff – paid coaches who lead sessions must hold relevant, recognised Governing Body qualifications and sufficient insurance cover to enable them to coach unassisted (subject to Governing Body guidelines on child protection and working with vulnerable adults).
6. Training – club development training must be conducted by a recognised training organisation.
7. Equipment – all equipment purchased through the Scheme must be for club use – the cost of equipment for use by individuals is not eligible.
8. Facility hire – facilities for which hire costs are to be funded must be situated within the Belfast City boundary. An exception may be made when facilities which are essential to a project are not available within the City – however, such instances will be considered on a case by case basis.
9. Post activity reporting – prior to receipt of any funds, applicants should submit a Development Report (documentation for which will be provided to successful applicants) within six weeks of completing the event describing the outcomes and the costs incurred. The Development Report must be signed by two office holders within the organisation.
10. Provision of receipts – the Support for Sport Small Development Grant Scheme operates by reimbursing costs incurred by applicants. Submission of the Development Report (above) must include
  - an official invoice from the goods / service provider with a official paid stamp on it, or
  - original receipts for all costs incurred from the goods / service providerThis is the only proof of payment we will accept

11. Processing of payment – upon satisfactory submission of the Development Report (that will be assessed by the sports development officer) with accompanying receipts (to meet the above standards set by the finance department), grant payment will be processed and the applicant will receive a

<sup>1</sup> A well-run community group must be formally set up with clearly documented aims and rules by which it will be run, and which should include the legal powers it needs to achieve its aims. The aims and rules should be widely available and must set out in the groups "governing document" This document could be a memorandum and articles of association, a constitution, a set of rules, or a trust deed.

letter confirming the final amount which will be transferred to the nominated bank account.

12. Failure to provide information – applicants who fail to provide any necessary information requested by Belfast City Council within designated timescales may forfeit their funding and jeopardise any future applications they may wish to make.

13. Changes to programmes – any changes which an applicant wishes to make to their programme must be requested in writing and agreed with Belfast City Council in advance. Failure to do so may invalidate the offer of support.

14. Double funding – applicants must not be in receipt of funding from another source for the same costs for which a Small Development Grant is to be awarded, or must not be in receipt of funding from another Council for any activity. If necessary, Belfast City Council reserves the right to contact other organisations to confirm that applicants are not in receipt of such double funding.

15. Fraudulent claims – Belfast City Council will carry out frequent spot checks on applicants, and reserves the right to make visits during programmes. Exact dates, times and venues of events, courses to be attended etc must be provided in the application, and any changes notified in writing. Where there is found to be a fraudulent claim made on or on behalf of an organisation, this may invalidate the offer of funding and may affect any future applications the organisation wishes to make.

16. Marketing materials – Belfast City Council's logo should be incorporated in all marketing materials produced by applicants. This can be provided on request.

17. Information on awards – information on all grants awarded will be made available to any party on request.

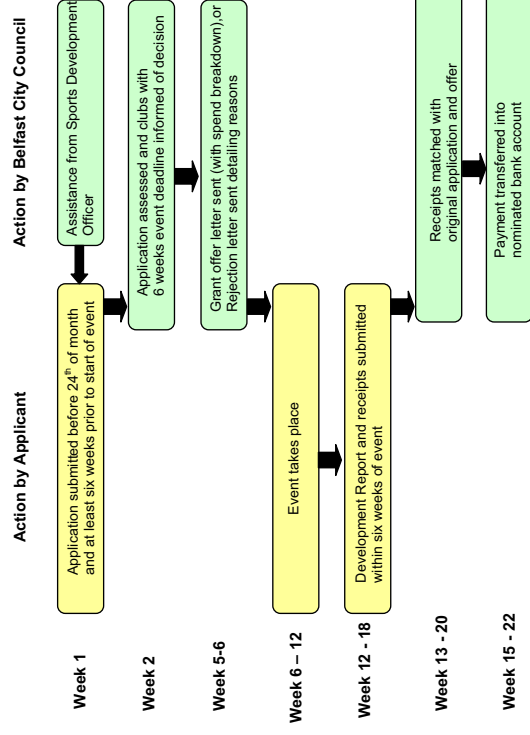
#### How to apply

To apply for funding under the Support for Sport Small Development Grant Scheme applicants must complete the relevant application form in full. Please note that incomplete forms will be returned, and may prevent applications from being considered. Forms are available through the contact details listed below.

Applications are assessed in the first week of each month. Completed application forms must be received prior to the 24<sup>th</sup> of each month in order to be considered at the next assessment.

As approval and notification of award takes at least six weeks, it is important that application forms are submitted at least six weeks prior to the start date of any activities to be funded.

The following diagram outlines this process, along with an indication of the typical timescale required.



## Support for Sport – Hospitality Grants

### Description

The Support for Sport Hospitality Grant Scheme provides small grants to assist sports clubs and community organisations (hereafter referred to as 'clubs') engaged with sport and physical activity with providing hospitality when hosting events within Belfast that will bring visitors to the City.

Awards may be made for the following:

Event Hospitality – to assist with providing hospitality for competitors from outside Northern Ireland who are taking part in competitions held in Belfast-based clubs. A maximum of £1000 may be awarded for events involving competitors from within the United Kingdom and Republic of Ireland only; for events involving international competitors from outside these areas, a maximum of £3000 may be awarded.

Celebration Hospitality - to assist clubs with providing hospitality when hosting celebratory events to recognise the achievements of teams and individuals from Belfast. A maximum of £500 may be awarded.

### Who can apply?

Any applicant to the Support for Sport Hospitality Grant Scheme must –

- Be a club or community organisation<sup>2</sup> affiliated to a governing body recognised by Sport NI or otherwise recognised by Belfast City Council
- Be a sports governing body (providing that the hospitality will be provided at an event within Belfast)
- Have a valid constitution. If associated with a parent body such as a church or religious group, the sub-organisation must be open to all sections of the community and have a separate constitution relating to the sports-based activity
- Have a bank account in the organisation's name
- With the exception of governing bodies (above), be Belfast-based (ie must meet, train, compete, and be administered within Belfast and/or have Belfast residents comprising at least 75% of its membership)

### What we will fund/will not fund

Eligible costs for which funding may be provided include the following:

- Costs of catering (including the costs of food, non-alcoholic drinks and directly related non-food consumables, and the costs of using contracted caterers where required)
- 

<sup>2</sup> A well-run community group must be formally set up with clearly documented aims and rules by which it will be run, and which should include the legal powers it needs to achieve its aims. The aims and rules should be widely available and must set out in the groups "governing document". This document could be a memorandum and articles of association, a constitution, a set of rules, or a trust deed.

Grants will not be awarded for the following:

- Staff costs
- Costs of facility hire
- Costs of event marketing
- Costs of gifts, medals, certificates, trophies etc
- Costs of travel or accommodation
- Hospitality for church events with the purpose of promoting the practice of a particular religion and church based activities not associated with a club or affiliated to a governing body
- Hospitality for school events

### Principles

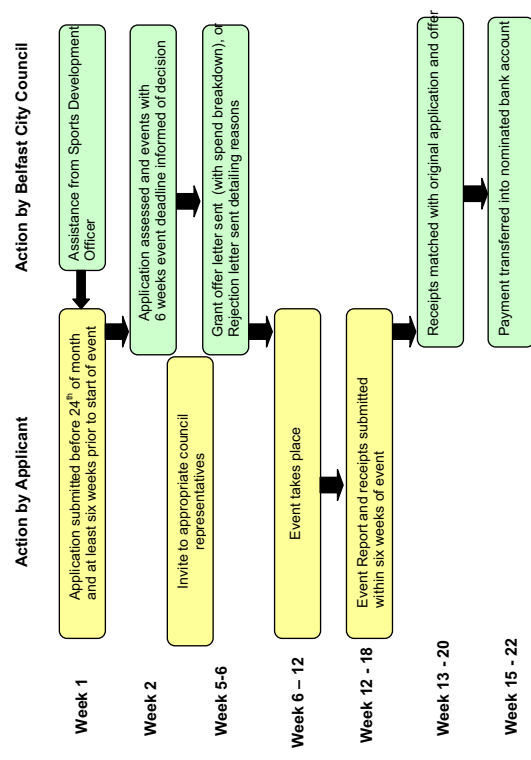
In addition to any requirements outlined in the above sections, the following will apply:

1. Funding limit per applicant – in any one year, applicants may submit more than one application (for example for separate events). However, the total amount which a single organisation may be awarded per financial year will be limited to £3000 (or £1000 in the case of Event Hospitality awarded for events involving competitors from Northern Ireland only).
2. Cost per head - for events held at clubs' own premises, funding may be offered to a maximum of £5 per head; for events held elsewhere, a maximum of £12-15 per head (depending on the venue) may be offered. In any case, the total amount to be offered will not exceed £3000 (or £1000, as above).
3. Nature of hospitality – it is expected that hospitality provided will be no more substantial than a finger buffet or similar. For higher profile occasions it may be appropriate for larger meals to be provided; applications for such hospitality will be considered on a case-by case basis. Funding will not be provided for alcoholic drinks.
4. Repeat events – specific events which are repeated (for example, annual events) will only be awarded grant support on a maximum of three occasions.
5. Facilities used – when hospitality is to be provided outside clubs' own premises, Belfast City Council facilities should be used if practicable. In any case, all venues used must be in Belfast, and visiting competitors who are receiving hospitality must be staying in Belfast.
6. Post activity reporting – prior to receipt of any funds, applicants must submit an Event Report (documentation for which will be provided to successful applicants) within six weeks of completing the event etc, describing the outcomes and the costs incurred. The Event Report must be signed by two office holders within the organisation.
7. Provision of receipts – the Support for Sport Hospitality Grant Scheme operates by reimbursing costs incurred by applicants. Submission of the Development Report (above) must include
  - an official invoice from the goods / service provider with a official paid stamp on it, or
  - original receipts for all costs incurred from the goods / service provider

Applications are assessed in the first week of each month. Completed application forms must be received prior to the 24<sup>th</sup> of each month in order to be considered at the next assessment.

As approval and notification of award takes at least six weeks, it is important that application forms are submitted at least six weeks prior to the start date of any event to be funded.

The following diagram outlines this process, along with an indication of the typical timescale required.



8. Processing of payment – upon satisfactory submission of the event report (that will be assessed by the sports development officer) with accompanying receipts (to meet the above standards set by the finance department), grant payment will be processed and the applicant will receive a letter confirming the final amount which will be transferred to the nominated bank account.

9. Tourism appeal – in their application, clubs must provide details, including expected numbers, of visiting participants and spectators who are expected to stay in Belfast through the event for which they are requesting funding. This information will be used when assessing the relative merits of competing applications for funding.

10. Failure to provide information – applicants who fail to provide any necessary information requested by Belfast City Council within designated timescales may forfeit their funding and jeopardise any future applications they may wish to make.

11. Changes to programmes – any changes which an applicant wishes to make to their event must be requested in writing and agreed with Belfast City Council in advance. Failure to do so may invalidate the offer of support.

12. Double funding – applicants must not be in receipt of funding from another source for the same costs for which a Hospitality Grant is to be awarded, or must not be in receipt of funding from another Council for any activity. If necessary, Belfast City Council reserves the right to contact other organisations to confirm that applicants are not in receipt of such double funding.

13. Fraudulent claims – Belfast City Council will carry out frequent spot checks on applicants, and reserves the right to make visits during events. Exact dates, times and venues of events must be provided in the application, and any changes notified in writing. Where there is found to be a fraudulent claim made on or on behalf of an organisation, this may invalidate the offer of funding and may affect any future applications the organisation wishes to make.

14. Information on awards – information on all grants awarded will be made available to any party on request.

15. Invitation of senior council representatives – if the club or organisation requests attendance of a senior council representative, the Lord Mayors department is contacted with further engagement forms to be completed. The decision to attend is controlled by the Lord Mayors office.

#### How to apply

To apply for funding under the Support for Sport Hospitality Grant Scheme applicants must complete the relevant application form in full. Please note that incomplete forms will be returned, and may prevent applications from being considered. Forms are available through the contact details listed below.

## Support for Sport – Large Development Grants

### Description

The support for sport large development grant scheme annually awards a limited number of grants of £5000 to assist Belfast based sports clubs wishing to develop by undertaking new initiatives.

### Who can apply?

Any applicant to the support for sport large development grant scheme must:

- Be a club or organisation affiliated to a governing body recognised by Sport Northern Ireland
- Have a valid constitution, if associated with a parent body such as a church or religious group, the sub-organisation must be open to all sections of the community and have a separate constitution relating to the sports-based activity.
- Have a bank account in the organisations / club name
- Be Belfast based (i.e. must meet, train and compete, and be administered within Belfast and / or have Belfast residents comprising at least 75% of its membership)
- Have in place a current, active club development plan covering a minimum of three years
- Open to all sections of the community
- Have a child protection or vulnerable adult policy (if applicable)
- Have an equality statement
- Be able to provide up-to-date accounts

Possible categories of funding include:

- Specialist coaching support
- Sports science support
- Outreach programmes
- Satellite centres or feeder programmes (Belfast based)
- Coach mentoring programmes
- Creation of partnerships – with schools, community groups, clubs and other sports
- Crime diversion projects
- Community safety projects
- Working with excluded or under represented groups
- Development of centres of excellence or academies
- Development of new sections within a club

Large development grants will not fund projects that involve:

- Travel outside Belfast
- Purchase of equipment
- General club running costs
- Capital projects or repairs
- One off events
- Production of a club development plan
- Funding to set up a new club

- Existing projects
- Non-club based activities
- Ineligible groups not meeting above criteria

### Conditions

In addition to any conditions outlined in the above sections, the following will apply:

1. **Funding limit per applicant** – In any one year, applicants may submit only one application, limiting the total amount which a single organisation may be awarded £5000 per financial year (1<sup>st</sup> April – 31<sup>st</sup> March). Unsuccessful applicants can reapply.
2. **Transfer of funds / project reporting** – successful applications will be offered up to a maximum full grant of £5000. When successful, £4000 of this will be transferred to the nominated bank account. The remaining £1000 will be transferred following the submission of an interim report showing evidence of the successful project development. This report will be completed no later than six months into the project.
3. **Project commencement** – funding will not be provided for projects beginning prior to October. This is the date by which it is likely that grants will be awarded and funds transferred to successful applicants
4. **Failure to provide information** – applicants who fail to provide any necessary information requested by Belfast City Council within designated timescales may have to forfeit their funding
5. **Changes to programmes** – any changes which an applicant wishes to make to their programme must be requested in writing and agreed with Belfast City Council in advance. Failure to do so may invalidate the offer of support.
6. **Double funding** – applicants must not be in receipt of funding from another source for the same activities / initiative for which a large development grant is to be awarded, or must not be in receipt of funding from another council for any activity. If necessary, Belfast City Council reserves the right to contact other organisations to confirm that applicants are not in receipt of such double funding.
7. **Fraudulent claims** – Belfast City Council will carry out frequent spot checks on applicants, and reserve the right to make visits during projects. Exact dates, times and venues of project must be provided in the application, and any changes notified in writing. Where there is evidence of a fraudulent claim made on or on behalf of an club / organisation, this may invalidate the offer of funding and may affect any future applications the organisation wishes to make
8. **Publicity** – Successful applicants must be prepared to make representatives available for appropriate publicity activities organised by Belfast City Council
9. **Marketing materials** – Belfast City Council's logo should be incorporated in all marketing material produced for the initiatives / activities funded or part funded through the support for sport scheme. Logo and identity guidelines can be provided on request.

## APPENDIX 2 – STRATEGIC ALIGNMENT MATRIX

10. Information on awards – information on all grants awarded will be made available to any party on request.

*How to apply*

To apply for funding under the support for sport large development grant scheme, applicants must complete and submit a self assessment form during April and May (forms are available through the contact details listed below). Please note that incomplete forms will be returned and may prevent applications from being considered.

Applicants who successfully meet the requirements of the self assessment form will be issued with a full large development grant application form, which must be completed by the 10<sup>th</sup> of July.

Full application will be assessed and ranked by Belfast City Council according to a pre-determined marking process (details of which are available on request). A limited number of grants will be awarded to the highest ranking applications in September.

*Contacts*

For assistance with your application please contact –

Claire Moraghan  
Sports Development Officer  
Tel: 028 9032 0202 ext. 3414  
Email: [cmoraghanc@belfastcity.gov.uk](mailto:cmoraghanc@belfastcity.gov.uk)

Further information and application forms can be downloaded at [www.belfastcity.gov.uk/supportforsport](http://www.belfastcity.gov.uk/supportforsport)

Completed self Assessment forms should be submitted to –

Support for Sport  
Parks and Leisure Department  
Belfast City Council  
2nd Floor, Adelaide Exchange  
24-26 Adelaide Street  
Belfast  
BT2 8DG









APPENDIX 5 - QUESTIONNAIRE

External Complementarity

Grant	Summary	Alignment (positive)*	Alignment (negative)*
Sport Northern Ireland Sport Matters Community Capital Programme	Capital funding programme, in summary, Sport Northern Ireland Sport Matters Community Capital Programme is a fund of historically low value of BNI capital in sport for those who have not previously been engaged in sport and physical activities. Value from £3,000 to £26,000	Specific aims of supporting individuals to develop their skills and talents (when Support for Sport does not fund)	
Canoe Clubs	Club grants to improve facilities, qualifications, and generally invest in club sustainability	Specific aims with regard to social change (rather than club sustainability) in respect to participation etc)	Potential to overlap with Support for Sport with respect to aspects such as equipment and coaching qualifications
Sport for Change	Comic Relief programme providing grants for community groups and individuals using sport as a tool for addressing social inclusion issues in communities most in need (e.g. participation, sports performance, health etc)	Specific aims with regard to social change (rather than club sustainability) in respect to participation etc)	
RFA Stability	Value up to £10,000 for Small Grants, people by encouraging organisations to provide facilities, training, and equipment. Grants are available to assist in developing the participation of disabled people in sailing	Specific aims with regard to disabled people in sailing	Potential to overlap with Support for Sport with respect to aspects such as equipment and training
Andy Fairbairn Memorial Trust	Value up to £10,000 for Small Grants, young people the chance to develop an existing interest in the great outdoors	Specific aims with regard to disadvantaged young people in the great outdoors	
Dickie Bird Foundation Grants	To assist financially disadvantaged young people under 18 years of age to attend canoeing courses (with the cost of clothing, equipment and travel expenses)	Provision of support to individuals (when Support for Sport does not fund)	
CAN Business	Value up to 50% of specific coaching qualification	Specific funding for coaching related activities	Potential to overlap with Support for Sport with respect to coaching qualifications
Mary Pease Trust	To assist talented individuals with grants towards the cost of legitimate out-of-preparation, training and competition in sporting activities recognised by the Trust. Funds competitors of proven ability at judged against World, British and Irish standards indicates potential to compete at international level, with distinction in British and Irish Championships.	Provision of support to individuals (when Support for Sport does not fund) It should be noted that Support for Sport does not fund £2500 contribution to the Trust	
Canoe Foundation Grant	To change people's lives through the positive impact of the canoe as a Young People Equality Facility, international work and heritage. Value discretionary	Specific funding for coaching related activities	Potential to overlap with Support for Sport with respect to various grants

\* Factors which either complement or may serve to prevent conflict with the current Support for Sport programme  
\* Factors which may conflict with the current Support for Sport programme

## Support for Sport survey

Support for Sport assists sports clubs and community organisations to develop sport and physical activity across Belfast. Funding has been provided for coaching qualifications, competition, club development and improving the health and wellbeing of the people of Belfast for the past 8 years. To ensure that the fund is fit for purpose and meeting the needs of your community we would like to review the fund with your help.

Please complete the attached survey with as much detail as possible. Thanks for taking the time to respond.

After answering the questions on a page, click on the Next >> button to move to the next page. When you are finished just click on the Submit button.

Please complete the survey by **Monday 29th November 2010 at the latest.**

Are you a sports club or community organisation?

- Sports Club  
 Community Organisation  
 Other  
 If Other, please specify

What sport/physical activity do you participate in?

- |                                       |                                       |  |  |   |
|---------------------------------------|---------------------------------------|--|--|---|
| <input type="checkbox"/> Archery      | <input type="checkbox"/> Equestrian   | <input type="checkbox"/> Fencing         | <input type="checkbox"/> Martial Arts      | <input type="checkbox"/> Swimming       |
| <input type="checkbox"/> Athletics    | <input type="checkbox"/> Fitness      | <input type="checkbox"/> Gaelic Football | <input type="checkbox"/> Modern Pentathlon | <input type="checkbox"/> Table Tennis   |
| <input type="checkbox"/> Badminton    | <input type="checkbox"/> Golf         | <input type="checkbox"/> Handball        | <input type="checkbox"/> Hurling           | <input type="checkbox"/> Taekwondo      |
| <input type="checkbox"/> Baseball     | <input type="checkbox"/> Hockey       | <input type="checkbox"/> Ice Skating     | <input type="checkbox"/> Judo              | <input type="checkbox"/> Tennis         |
| <input type="checkbox"/> Basketball   | <input type="checkbox"/> Karate       | <input type="checkbox"/> Kickboxing      | <input type="checkbox"/> Lifesaving        | <input type="checkbox"/> Terpin Bowling |
| <input type="checkbox"/> Boccia       | <input type="checkbox"/> Netball      | <input type="checkbox"/> Racquetball     | <input type="checkbox"/> Rowing            | <input type="checkbox"/> Trampoline     |
| <input type="checkbox"/> Bowls        | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rugby League    | <input type="checkbox"/> Rugby Union       | <input type="checkbox"/> Triathlon      |
| <input type="checkbox"/> Boxing       | <input type="checkbox"/> Racquetball  | <input type="checkbox"/> Shooting        | <input type="checkbox"/> Skiing            | <input type="checkbox"/> Volleyball     |
| <input type="checkbox"/> Canoeing     | <input type="checkbox"/> Rowing       | <input type="checkbox"/> Soccer          | <input type="checkbox"/> Softball          | <input type="checkbox"/> Weightlifting  |
| <input type="checkbox"/> Canoeing     | <input type="checkbox"/> Rugby Union  | <input type="checkbox"/> Squash          | <input type="checkbox"/> Other             | <input type="checkbox"/> Wrestling      |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Shooting     |  |  | <input type="checkbox"/> Yachting       |
| <input type="checkbox"/> Cricket      | <input type="checkbox"/> Skiing       |  |  |   |
| <input type="checkbox"/> Curling      | <input type="checkbox"/> Soccer       |  |  |   |
| <input type="checkbox"/> Cycling      | <input type="checkbox"/> Softball     |  |  |   |
| <input type="checkbox"/> Dance        | <input type="checkbox"/> Squash       |  |  |   |
- If Other, please specify

Name of your club or organisation - optional

Have you applied to Support for Sport before?

- Yes  
 No

What type of grant did you apply for? Please tick all that apply

- Small Development (£1000)  
 Large Development (£5000)  
 Hospitality  
 Equipment

How many successful applications has your club made?

- 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

How many unsuccessful applications has your club made?

- 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

How did you find out about Support for Sport? Please tick all that apply

- Direct mail  
 Other sports club  
 Grant tracker  
 Press coverage  
 Leisure centre staff  
 City Matters magazine  
 Advertisements  
 Internet / council website  
 Other

If Other, please give details

What do you think the best means of communicating support for sport is?

- Direct mail  
 Other sports club  
 Grant tracker  
 Press coverage  
 Leisure centre staff  
 City Matters magazine  
 Advertisements  
 Internet / council website  
 Other

If Other, please give details

What area of support did you apply for? Please tick all that apply

- Coach Education  
 Club Development Courses  
 Start up costs for new club / section  
 Try-it Events  
 Sports Festival / Development Event  
 Equipment  
 Hospitality  
 Other

If Other, please give details

On a scale of difficulty, how did you find the application process on the small and hospitality grants?

- Not applicable
- Not difficult
- Some difficulty
- Very difficult

If you found it difficult, please give details about what made it difficult for you

On a scale of difficulty, how did you find the application process on the large development grant?

- Not applicable
- Not difficult
- Some difficulty
- Very difficult

If you found it difficult, please give details about what made it difficult for you

Did you use the guidance notes while making your application?

- Yes
- No

If Yes, how did you find them?

- Very helpful
- Helpful
- Confusing
- Made no difference

On a scale of difficulty, how did you find the Support for Sport report to complete?

- Not difficult
- Some difficulty
- Very difficult

If you found it difficult, please give details about what made it difficult for you

How did you find the reimbursement system used by Belfast City Council following the event / training etc?

- Met with our requirements
- Neutral opinion
- Made it difficult for the club

Please give reasons for your response

Do you think Support for Sport funding has benefitted your club and its members?

- Yes

- No
- Not applicable

If No, please give details on how you feel we could improve Support for Sport so that it would benefit your club and members

If Yes, in what ways do you feel your club and members have benefitted? Please respond to all sections

	Not Applicable	Contributed Somewhat	Contributed Significantly	Was Essential
Increased participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New club established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New section established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased number of volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improved coaching skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention of coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching the goals of clubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieving club success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieving individual success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving health and wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased opportunities for women and girls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased opportunities for disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased opportunities for older people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Other, please give details

Please rate the following funding categories in order of importance for your club / organisation, with option 1 being most important and option 7 being least important

Option 1

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality
- Equipment

Option 2

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality

Equipment

**Option 3**

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality
- Equipment

**Option 4**

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality
- Equipment

**Option 5**

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality
- Equipment

**Option 6**

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up Grants
- Hospitality
- Equipment

**Option 7**

- Coach Education
- Club Development e.g. First Aid, child protection courses
- Competition
- Individual grants
- Start-up grants
- Hospitality
- Equipment

**Do you feel that funding from Support for Sport contributes to improving community relations?**

- Yes
- No

**If Yes, in which way(s) does it contribute? Please tick all applicable boxes**

- Provides opportunity for cross-community partnerships
  - Decreases antisocial behaviour
  - Develops inter-generational work
  - Improves relations with ethnic minorities
  - Other
- If Other, please specify*

**Please feel free to make any additional comments on the Support for Sport Scheme**

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**Please click on the Submit button to forward your responses to us.**

**Thank you for taking the time to complete this survey  
Why have you never applied to Support for Sport?**

- Didn't know it was available
  - The categories available do not suit our club's needs
  - The application is too difficult
  - Other
- If Other, please provide further details*

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**Would you be interested in attending an information/guidance session on Support for Sport?**

- Yes
- No

**If Yes, please provide your contact details**

Name

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Address

City

Postcode

Contact Number

Email Address

**If No, would you like to be removed from our mailing list?**

- Yes
- No

**Please feel free to make any additional comments on the Support for Sport scheme**

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**Please click on the Submit button to forward your responses to us.**

**Thank you for taking the time to complete this survey**