

Aims of Support for Sport

The following aims have been kept in line with corporate themes, the departmental plan and link to club priorities for development as gleaned from the review consultation.

Support for Sport aims to:

- promote and support lifelong participation in sport and physical activity;
- work with sports clubs and community organisations to help create an active, healthy and vibrant City;
- guide and assist coaches and volunteers to attain coaching awards so as to provide high quality and consistent coaching and leadership;
- prioritise opportunities for participation in under represented groups and specifically women/girls, people with disabilities and older people;
- promote sport and physical activity as a social integration and health improvement tool;
- celebrate success with our sports people and welcome visitors to Belfast;
- reward quality clubs achieving “Clubmark” status and
- support our talented athletes achieve their potential and hold them up as role models for an aspiring population.

There are several different types of grants under the Support for Sport brand:

- small development grants
- individual grants (TBC)
- hospitality grants
- large development grants
- events grants (under Development Department)

Small Development Grants

Small development grants provides assistance to Belfast-based sports clubs and community organisations that participate in sport and physical activity.

You can apply for grants of up to £1,000 for:

- **coach education training**

For clubs that want 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**

For clubs that are working towards improving through achieving awards such as Sports Equity, Coach Profile, Coaching Young Performers, first aid qualifications, child protection training and fitness qualifications.

- **a 'kick start'**

For new clubs that are starting up (or existing clubs that are starting up a new section), we can help with initial start up costs such as coaching costs and facility hire. (Clubs with their own facilities may only apply for facility hire necessary to deliver outreach activities which must take place elsewhere). Clubs who apply for this area of funding may also be eligible to apply for a one-off equipment grant (see below).

- **a 'try-it' event**

For clubs that want to hold an event to promote their organisation or sport and to attract more people to join. We will only offer funding to programmes which are additional to normal club training sessions. Funding will cover costs such as facility hire (if the event is being held outside your club's facilities), coaching costs, marketing, officials' costs, medals, trophies and certificates. (See maximum costs)

- **a 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's profile, This might include facility hire (only if the event is being held outside the club's own facilities) officials' costs, medals, trophies and certificates. (See maximum costs)

We will only provide funding for up to 75% of the total eligible costs of any project; applicants will be expected to cover at least 25% of the total project costs from other sources.

You can also apply for an **equipment grant**. This is a one off payment of £250 towards the purchase of new training equipment for new clubs or new sections within existing clubs that have been established within the past three years. The equipment must be for club use, equipment for individual/personal use is not eligible.

Who can apply?

You should:

- be a club or a constituted community group¹ affiliated to a governing body that is recognised by Sport NI or by Belfast City Council
- have a valid constitution. If your club is associated with a parent body such as a church or religious group, the club 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 club/organisation name
- be Belfast-based i.e. meet, train and compete within Belfast. **If your club is situated at the boundary with another council area, Belfast residents must make up at least 75% of club membership.**
- Be signed by 2 office holders within the sports club of community organisation.

What we will fund

- staff costs (for coaches, umpires, referees)
 - Paid coaches must have the appropriate level of qualification. This will ensure they are able to provide quality coaching to the participants (taking into account the number, age group and ability of the group)
 - It is the responsibility of the club/organisation to check qualifications and where appropriate to ensure that all coaches and volunteers are AccessNI checked
- 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 club premises)
- reasonable costs for marketing materials, such as flyers and programmes, if used to promote your club or event (to a maximum of £200).
- costs of travel within Belfast for visiting teams, and
- costs of medals, certificates or trophies (to a maximum of £200). This does not include gifts presented to paid officials and coaches.

We will **not** provide grants for:

- refreshments, catering and hospitality
- travel outside Belfast
- clothing and equipment (except in the case of specific equipment grants, as outlined above)
- general club running costs such as insurance, league fees and maintenance
- non sports based activities, for example club social activities, or
- school and church based activities that are not associated with a sports club or those not affiliated to governing body.

¹ A well-run community group must be formally set up with clear aims and rules for its management, 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 group's governing document. This document could be a memorandum and articles of association, a constitution, a set of rules, or a trust deed.

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. Previous awards – should be disclosed on the application form with reference numbers. A new award will not be made while a previous grant is still active and any necessary documentation (receipts and evaluation form) is still outstanding.
3. 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.
4. 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.
5. 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.
6. 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).
7. Training – club development training must be conducted by a recognised training organisation.
8. Equipment – all equipment purchased through the Scheme must be for club use – the cost of equipment for use by individuals is not eligible.
9. 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.
10. Post activity reporting – prior to receipt of the first 50% of eligible funds, applicants must sign and return the letter of offer within four weeks of receipt. In order to release the remaining funds following completion of the training/event you must complete a development report form describing the outcomes and the costs incurred. The Development Report must be signed by two office holders within the organisation and must be submitted with original receipts. Invoices will not be accepted as proof of payment and failure to submit the requested information may hold up your payments.

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11. Provision of receipts – the Support for Sport Small Development Grant Scheme operates by releasing 50% of eligible costs and reimbursing the remaining eligible costs incurred by applicants following the 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

This is the only proof of payment we will accept

12. Processing of payment – upon satisfactory submission of the signed letter of offer 50% of eligible funds will be released into the named bank account. At the end of the programme a development report (that will be assessed by finance department) must be submitted with accompanying receipts (to meet the above standards set by the finance department). The final 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. Marketing materials – Belfast City Council's logo should be incorporated in all marketing materials produced by applicants. This is available to download on www.belfastcity.gov.uk/brand
18. Information on awards – information on all grants awarded will be made available to any party on request under the Freedom of Information Act 2000.

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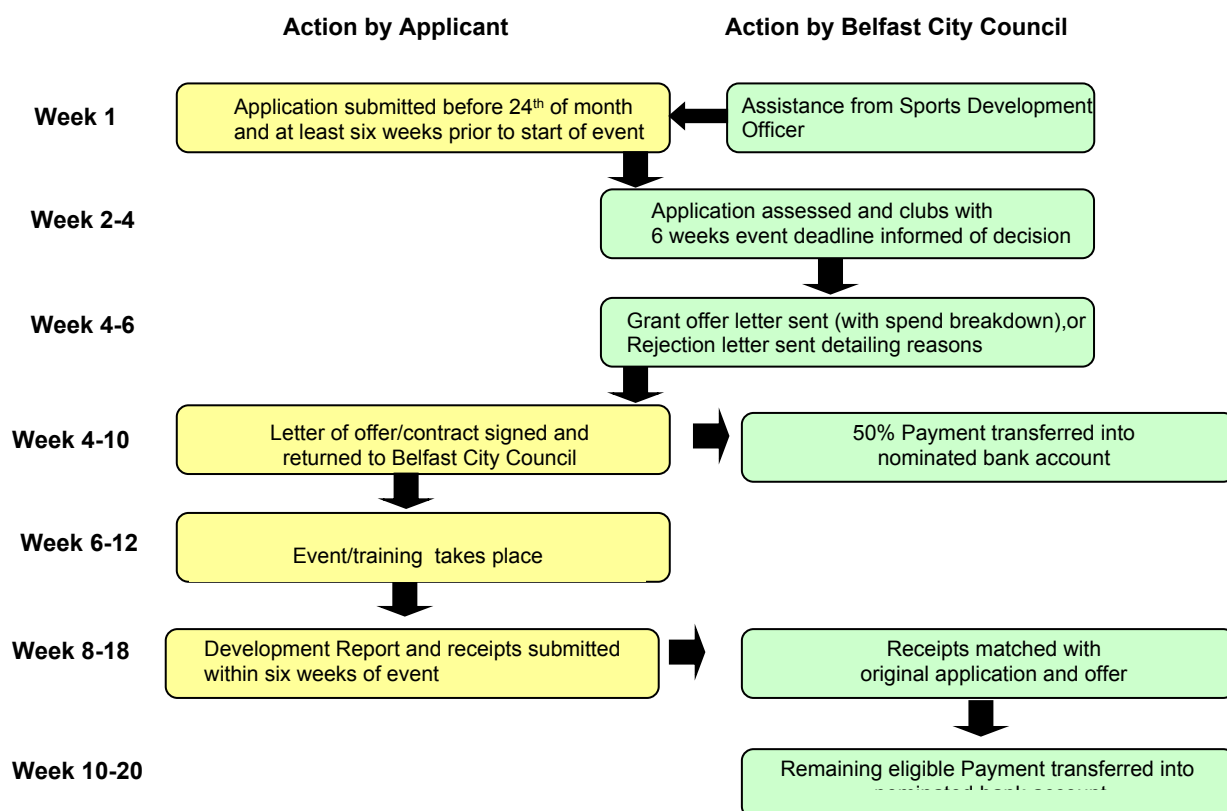
How to apply

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 online www.belfastcity.gov.uk/supportforsport or by contacting Claire Moraghan or Paddy McGrattan on 02890 320202.

Applications are assessed in the first week of each month. Completed application forms must be received prior to the 24th 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 Individuals

Purpose

To financially assist talented athletes striving for success on the international stage. Grants will assist towards expenses for preparation, training and competition recognised by their sports governing body.

Criteria For Competitors

- Applications are welcomed from Governing Bodies **only** who will make the application on behalf of the athlete.
- Competitors seeking grant aid must currently be on Governing Body High Performance Squads or equivalent in an Olympic, Paralympic or Commonwealth Sport.
- Applicants in receipt of Sport Northern Ireland's Athlete Investment Programme (AIP) grant or an award from the Mary Peters Trust will **not** be considered for funding.
- Applications are welcomed from individuals playing "team sports" that meet the recognised governing body criteria.
- Grant aid will be offered towards personal out of pocket expenses arising from travel to UK mainland or abroad to train, and for participation in governing body approved competitions outside Northern Ireland.
- The maximum award that can be made to an individual in any financial year will be limited to £1000.00.
- All applicants will be requested to complete a monitoring form, which will be forwarded three months after the application is submitted. Recipients who do not submit a report on how the funding was spent and any results attained will not be considered for a future award.
- Successful athletes will be asked on occasions to make appearances and assist the council with launches and photo shoots were possible.
- Incomplete applications will not be considered.
- Where the supported event does not take place or the athlete does not attend for personal reasons, consideration will be given for a future eligible event. If this is not possible the recipient will be expected to return the funding.

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Procedure

- Applications must be submitted on the approved application form and must be completed in full for consideration.
- Applications are accepted all year but will only be considered 3 times per year.
 - 31 April
 - 30 September
 - 31 January
- Applications, while completed by the Governing Body, must be signed by the individual and in the case of an athlete under 18 must also be signed by a parent/guardian.
- Applications will be assessed using governing bodies ranking lists for individuals and squads to ensure that the allocation of funds is to the best advantage of sport.
- Applicants are required to declare any other sources of funding e.g. sponsorship, SportNI, Irish Sports Council or UK Sport investment.

Ineligible Costs

- Insurance costs
- Membership/licensing costs
- Day-to-day living costs
- Equipment
- Salaries
- Any costs associated with the preparation of a Support for Sport application
- Any costs deemed by Belfast City Council as unreasonable or excessive related to this programme.

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 major sporting competitions held in Belfast.

The following criteria would be applied to prospective events (seeking hospitality fund support):

Bringing <50 visitors to the city – not eligible for a grant

>50 visitors but <100 – £1,000 maximum allowable grant

>100 visitors but <200 – £2,000 maximum allowable grant

>200 visitors – £3,000 maximum allowable grant.

Club Centenary Celebrations – £1,000 maximum allowable grant

Celebration Hospitality - to assist clubs with providing hospitality when hosting celebratory events to recognise the achievements of teams and individuals from Belfast. – it is likely that these type of events may be hosted by the Lord Mayor/Deputy Lord Mayor subject to availability.

Who can apply?

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

- Be a club or community organisation² 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)

² 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.

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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
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.
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. Processing of payment– the Support for Sport Grant Scheme operates by releasing 50% of eligible costs and reimbursing the remaining eligible costs incurred by applicants following the submission of the Development Report.
7. Releasing of funds - upon satisfactory submission of the signed letter of offer 50% of eligible funds will be released into the named bank account. At the end of the programme a development report (that will be assessed by finance department) must be submitted with accompanying receipts (to meet the above standards set by the finance department). The final grant payment will be processed and the applicant will receive a letter confirming the final amount which will be transferred.

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8. Provision of receipts –. 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
 - the post-event report must be returned (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.

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.

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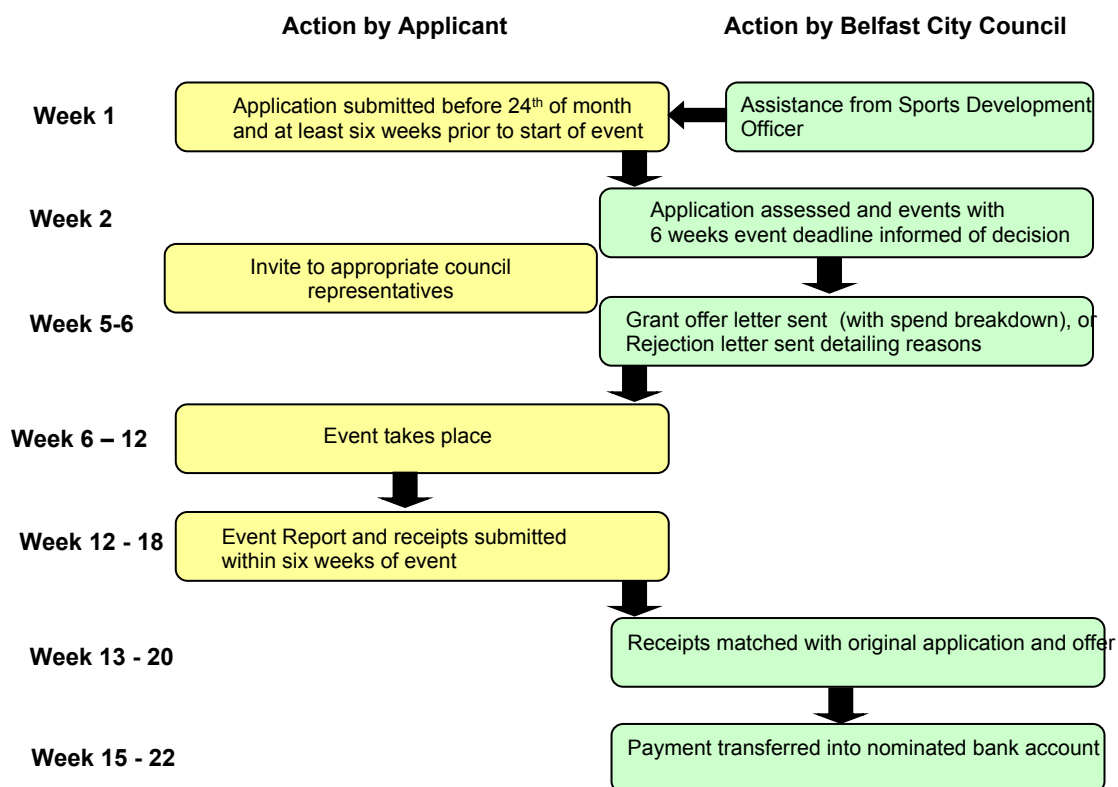
How to apply

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 online www.belfastcity.gov.uk/supportforsport or by contacting Claire Moraghan or Paddy McGrattan on 02890 320202.

Applications are assessed in the first week of each month. Completed application forms must be received prior to the 24th 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.



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, cubs 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 (1st April – 31st 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.
10. Information on awards – information on all grants awarded will be made available to any party on request.

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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 designated date in July.

Full applications will be assessed and ranked by Belfast City Council according to a pre-determined marking process.

A limited number of grants will be awarded to the highest ranking applications following September Council.

Contacts

For assistance with your application please contact –

Claire Moraghan
Sports Development Officer
Phone: 02890 320202 ext. 3414

Paddy McGrattan
Sports Development Officer
Tel: 028 9032 0202 ext. 3533
Email: mcgrattanp@belfastcity.gov.uk

Further information and application forms can be downloaded at
www.belfastcity.gov.uk/supportforsport

Completed self Assessment forms should be submitted to –

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