

Information for Applicants

Antrim and Newtownabbey Borough Council

Leisure Grant Aid Scheme

Standard terms and conditions



1. General Principles Applying to the Leisure Grant Aid Scheme

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

- 1.1. This is a competitive programme and grant awards will be determined on the basis of merit. Applicants must demonstrate how they meet the eligibility criteria for each grant.
- 1.2. All applications must be completed in full, with supporting documentation uploaded in the relevant section. Applications that are not complete, do not provide a detailed project budget, or do not have supported documentation will not be considered. Applicants will be contacted and asked to submit any missing information.
- 1.3. Individuals must be residents and Sports Clubs must be based within the Borough;
- 1.4. Retrospective applications will not be considered i.e. the application must be submitted before event, activity or project takes place
- 1.5. Applications will only be accepted online, via the Grant Manager System.
- 1.6. Sports Clubs and Governing Bodies must:
 - Be voluntary constituted groups
 - Be affiliated to Sport NI, Irish or UK Sport Governing body.
 - Be properly constituted and include a decision making process, and aims and activities that are acceptable to the Council (a copy must be submitted with the application).
 - Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
 - Demonstrate that proposed activities are not a duplication of other activities.
 - Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
 - Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

- 1.7. For Governing Body applications, the event must be based within the Borough
- 1.8. Organisational financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds. Applicants must demonstrate financial need through provision of bank statements to evidence reserves.
- 1.9. Applicants should not lobby elected members or staff on the development, planning, delivery, implementation, management and/or administration in relation to the leisure grants process or; in Antrim and Newtownabbey Council's reasonable opinion should not cause or potentially cause Council to be brought into disrepute. If found to be in breach of this clause, the Applicants will be excluded from the application process and may be requested to repay the grant award in full (if already awarded). Applicants will not be eligible to make future grant applications.
- 1.10. Costs estimates detailed in applications must be in line with market standards and where possible represent value for money. i.e. travelling business class versus travelling economy class
- 1.11. You must acknowledge Council support by including the Council logo on all printed materials associated with your programme of work. Occasionally you may be asked to make appearances, assist Council with launches and photo shoots and reference Council in press releases relating to your grant.

We will give you more information about logos if your application is successful. For information on Council branding and logos please refer to www.antrimandnewtownabbey.gov.uk/Council/Press-Office.

Exclusions

Council will not normally fund the following:

Individuals:

- Salary costs
- Costs that are not clearly linked to the applicants sporting requirements
- Retrospective expenditure.
- Applications received after the closing date
- Alcohol or refreshments
- Equipment

Organisations

- Applicants/ events based outside of the Borough.
- Applications for specific projects that are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.

- Rent or hire of group's own facility
- Applications received after the closing date
- Unrelated professional fees. E.g. solicitor, surveyors, architects
- Bank charges, loans, deficits or fines.
- Costs that are already covered by other sources of funding.
- Charity or fundraising events.
- Costs that are not clearly linked to the project.
- Applications that provide no significant benefit to the Council area.
- Applications for projects that duplicate what already exists.
- Projects that are not in line with Council policies e.g. Corporate Plan, Community plan or Leisure Strategy
- Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation. This means that they cannot be paid for the provision of goods or services from the grant e.g. a club coach cannot be paid for in club coaching.
- Organisations that have previously received a grant from Council that was not managed in accordance with the terms and conditions of the Letter of Offer will not receive future funding.
- Alcohol or refreshments

Further details of what is eligible and ineligible are listed within the specific grant category.

If you are not sure whether you or your organisation and project meets the eligibility criteria, or you need more guidance on the application form, please contact the leisure grants team. You can find contact details at the end of these guidance notes.

2. Supporting Documentation:

Applications will not be assessed without supporting documentation which must be uploaded in the supporting documentation section of the application.

2.1. Individuals:

- **Athletes** Evidence of selection / performance levels (press cuttings, squad letters etc.)
- **Coaches & Officials:** Evidence of other relevant qualifications or selection to attend a course/ event.

2.2. Organisations

- Constitution.
- Management Plan.
- Sports/ facility Development Plan.
- Equal Opportunities (*only if you employ staff*).
- Safeguarding Children and Adults at Risk of Harm policy.

Additionally:

Capital category

- Evidence that funding is in place (outside of the application to Council) at the time of the application e.g. funding letter of offer from other funder, letter of intent, bank statements.
- Evidence of lease/ownership of land/ facility (Lease will normally be in at least 10 years or the economic life of the asset, whichever is greatest)
- Estimated project costs in line with Council procurement policies
- The Council will assess financial viability on one key criterion: the presence of positive net worth in the most up to date accounts submitted
- A relevant up to date Business plan.
- All cost estimates must be submitted with a detailed bill of quantities signed off by either a Quantity Surveyor or a suitably qualified architect.
- The applicant will comply with Public Procurement Policies as defined by Council at the point of grant award.
 - Up to £2,999: no quotations required but it is recommended as best practice to ensure value for money.
 - £3000 to £7,999.99 (excl. VAT), 3 quotations required.
 - £8,000 to £29,999.99 (excl. VAT), 4 quotations required.
 - £30,000 + tender exercise required.

3. How much can I apply for?

Category	Examples of eligible items		Maximum award
Grants to Athletes	Training and competition costs		50% of eligible costs up to £1,500 10 x 100% bursaries are available up to £1,500
Grants to Coaches & Officials (new)	E.g. Coach education costs or travel to officiate at events may be considered		50% of eligible costs up to £750
** Applications to these strands will only be accepted from a club every 2 years.	Education and Competition: coach education programmes; and or travel to an exceptional team competition		50% of eligible costs up to £1,500
	**Specialist Equipment with a lifespan exceeding 5 years		50% of eligible costs up to £7,500
	**Facility Improvement: applicants that wish to improve performance and increase participation levels or capacity through minor improvements to facilities		50% of eligible costs up to £10,000
Events Grant	e.g. local road race	Local Events	50% of eligible costs up to a maximum of £2,000
	e.g. UK/ Irish event taking place within the Borough	National Events:	50% of eligible costs up to £8,000

	e.g. international Cross Country or European Netball event taking place within the Borough	International events	50% of eligible costs up to £15,000
Capital Grant	Total project cost must be in excess of £40,000). If successful, applications can only be made once every 3 years.		Costs up to a maximum of £20,000
Defibrillator Grant	Mobile or Static Defibrillator		100% of total costs up to £1500
Fitness Suite Gold Card	Successful applications to this scheme will be entitled to 12 months MORE Membership allowing fitness suite, pool and health suite use at council Leisure centres within the Borough		12 months free use of Council fitness suites, pools and health suites (20 available)

4. Application and Assessment Process

Call Number	Opens	Closes	Notification of outcome
1	8 th April 24	31 st May 24	July 24
2	1 st June 24	31 st July 24	September 24
3	1 st August 24	31 st October 24	December 24
4	1 st November 24	31 st December 24	February 25
5	1 st January 25	28 February 25	April 25

For example, if an applicant applies anytime during call 2 (1st June – 31st July) all applications will be scored during the month of August and prepared for decision at Committee during the month of September.

1. All applications must be completed in full, with supporting documentation uploaded in the relevant section. Applications that are not complete, do not provide a detailed project budget, or do not have supported documentation will not be considered. Applicants will be contacted and asked to submit any missing information.
2. A panel will evaluate eligible applications against the category criteria. Applicants will be notified via email detailing the outcome of the application.

5. General Data Protection Regulations (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies and departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

In order to process your grant application, applicants are advised that:

- Council use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- Council may also share information with other departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- Council might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

6. Useful Contacts

General advice about the application process or on filling in the first sections or budgets in the application.	E: leisure.grants@antrimandnewtownabbey.gov.uk
Communications, PR and Marketing	T: 028 9446 3113 E: media@antrimandnewtownabbey.gov.uk

7. If your grant application is successful:

- 7.1.** In the event of a successful application a letter of offer will be issued together with procurement guidance and details of the claims process.
- 7.2.** The letter of offer which must be signed and returned within 10 days with the Grant recipient to provide details of a designated bank account for all transactions relevant to the funding
- 7.3.** The Grant shall be used only for the purposes of the Project as defined by the applicant in the application form or variations, which the Council has agreed to fund.
- 7.4.** The Council reserves the right to withhold any or all of the payments and/or require the Grant Recipient to repay part or all of the Grant if Council deems there to be a substantial or material change in the nature, scale or timing of the Project, or if the Grant is used for purposes other than those specified in the application or agreed variations.
- 7.5.** Grant payments will be made by the Council following submission and approval of completed Project Grant Claims. Claim forms must be supported by original receipts and supporting bank statements Payment will be dependent upon fully acceptable documentation being in place to support the claim.

- 7.6.** Council will release funds after verification of satisfactory receipts and evidence of payment (i.e. bank statements) (invoices will not be accepted). Claims must be for the items specified in the letter of offer.
- 7.7.** Payment will only be released to a group or individuals bank account and that account is the same as the details on the application and supporting documentation.
- 7.8.** The Council reserves the right to terminate or suspend authorisation of Grant Payments and/or to withhold any or all of the financial assistance should the Project not be delivered in line with this offer of Grant Aid.
- 7.9.** Costs are eligible from date of submission of application, subject to retention of receipts.
- 7.10.** In order to meet Council's audit requirements, when making a claim, applicants should retain copies of receipts and evidence of payments made in the form of Bank statements/credit cards.

Additionally

1. Organisations:

- Must send in the monitoring and evaluation forms within the agreed timescales.
- No aspect of the activity being funded should be party political in intention, use or presentation; or likely to be perceived as discriminatory on grounds of religion, colour, race, gender or disability.

2. Capital grants:

- An agreed proposal of works must be provided by an architect defining start and finish date of the project.
- A Certificate of Practical Completion must be submitted on completion of your project.
- The recipient will comply with Public Procurement Policies as defined by Council at the point of grant award.
 - Up to £2,999: no quotations required but it is recommended as best practice to ensure value for money.
 - £3000 to £7,999.99 (excl. VAT), 3 quotations required.
 - £8,000 to £29,999.99 (excl. VAT), 4 quotations required.
 - £30,000 + tender exercise required.

Summary of Grant application process:

