

Causeway Coast and Glens Sports Grant & Bursary Programme 2023/24

Guidance Notes

Causeway Coast and Glens Sports Grant & Bursary Programme will be a rolling fund and will remain open throughout the year until the budget is expended, at which point the fund will close for applications.

Guidelines Number	SGBP
Version Number	1
Author	P O' Brien

Date of Screening of Policy	10.10.23
EQIA Recommended?	YES/NO
Date Adopted by Council	
Date Guidelines Revised	

Contents

1.0 Introduction

- 1.1. Purpose of Grant Programme
- 1.2 Overview of fund
- 1.3 Levels of grant award
- 1.4 General principles
- 1.5 Who can apply?
- 1.6 What can be funded?
- 1.7 What cannot be funded?
- 1.8 Exclusions

2.0 How to answer the questions

3.0 How we assess and score your application

- 3.1 Eligibility assessment
- 3.2 What if an application is not eligible?
- 3.3 Assessment and Scoring
- 3.4 How decisions are made
- 3.5 What happens if an application is successful?
- 3.6 What happens if an application is unsuccessful?
- 3.7 Government Funding Database
- 3.8 Fraud and Corruption
- 3.9 Late applications

Appendix 1

Data Protection Act

Freedom of Information Act

1.0 Introduction

The Causeway Coast and Glens Sports Grants & Bursary Programme is available to local individuals, local sports clubs, and National Governing Bodies (NGB's) representing a sport recognised by Sport NI

If required, you can discuss your application with one of Council's Sports Development Managers before submitting your application:

Sports Development Team - sportsdevelopment@causewaycoastandglens.gov.uk

1.1. Purpose of Sports Grant & Bursary Programme

The Sports Grant & Bursary Programme is about supporting local athletes and clubs to develop sport in the Causeway Coast and Glens Borough Council area.

If you or your organisation is successful in securing a grant/bursary, you will be contractually obliged to work closely with the Sports Development Managers in the Council, including active participation in any review processes and the provision of monitoring and evaluation information as required.

1.2 Overview of Sports Grant & Bursary Programme

Applicants applying for funding from the Causeway Coast & Glens Sports Grant & Bursary Programme will have to demonstrate how their organisation contributes to the development of sport in a club setting or the positive impact the grant can have for an individual towards their sporting career. This should link to Council Strategy (2021-25) 'Healthy and Engaged Communities'.

1.3 Levels of grant award

Sports Grant & Bursary Programme	Maximum Grant Amount
Council will consider 100% funding of total eligible costs up to a maximum of £400 for eligible applications from Sports Clubs, National Governing Bodies, or Individuals.	£400

This is a competitive process, and all grant awards will be determined on the basis of merit.

Applicants are advised that success in securing Council funding in the past will not automatically guarantee funding in the future. Council reserves the right to reduce the amount of funding awarded if we do not consider that the amount applied for represents value for money or if there are insufficient funds available to meet the request. Council also reserves the right to close the call at short notice depending on available funding.

Please Note: Applicants will have to provide all evidence requested once the application expenditure is complete. This may include receipts, bank statements (for clubs/NGB's only), application outcomes, end of application Evaluation/ Progress report and / or any other documentation deemed necessary. This list is not exhaustive. If requested documentation is not supplied, then final payments will be withheld or / and advanced payments will need to be repaid back to Council. Please do not apply for funding if you cannot supply these items.

1.4 General Principles

In line with Council's Grant Funding Policy the overarching principle for all Council grant funding is that of meeting local needs which have been identified and prioritised by Council or by others but acknowledged by Council. Any activity that cannot be shown to meet the following basic requirements will not be provided with funding:

- Have a clearly identified need.
- Can deliver outcomes which meet this need.
- Deliver cost effective and quality service provision, fitting with the purpose and remit of the funding.
- Be delivered by a credible organisation or individual with the capacity to deliver the project as stated.
- Reflect the statutory remit of Causeway Coast and Glens Borough Council, aligning with Council's Corporate Plan, the relevant Service plan and that they can meet the specific criteria of the fund, in this instance the Sports Grants Programme criteria.
- Applicants must demonstrate their commitment to promoting Good Relations and Equality of Opportunity.
- In the interests of transparency, equality, and accountability all applicants will have a right of appeal should their application be rejected.
- The programme and grant awards will be determined on applicants meeting the scoring threshold, and availability of funds for the grant. Applicants are advised that individuals and organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered i.e., the application must be submitted before the activity takes place e.g., prior to travelling to a representative competition or prior to a coach education course.
- Applications will be open to individuals, constituted sports clubs and NGB's of sport. Applicants must demonstrate that they can meet the criteria of the programme.

- Individuals, Sports Clubs and NGB's of Sport must promote social inclusion, equality of opportunity, and good relations.
- It is a prime responsibility of Council to ensure the proper and efficient use of and accountability for public funding. Applicants will therefore be required to demonstrate the need for financial assistance.

1.5 Who Can Apply?

The Causeway Coast and Glens Sports Grant & Bursary Programme is available to local individuals, local sports clubs and NGB's representing a sport recognised by Sport NI.

Council will consider up to 100% funding of total eligible costs up to a maximum of £400.

To be eligible for this Grant you must be one of the following:

- A Constituted Sports Club within Causeway Coast and Glens Borough Council area
- An Individual who is a resident of Causeway Coast and Glens
- An NGB applying on behalf of an Individual who is a resident of Causeway Coast and Glens (Please note – individual athletes under the age of 18 will require parental consent)

Please note the following:

- Sports Clubs / Individuals must be involved in a sport that is recognised by Sport Northern Ireland (see link)- <http://www.sportni.net/wp-content/uploads/2023/01/List-of-UK-Recognised-NGBs-and-Sport-List.pdf>
 - NGB's of Sport must be recognised by Sport Northern Ireland
- and**
- All applicants (individuals or sports club/) must be at 'amateur' status.

If you are satisfied that you are eligible to apply, you **MUST** meet the following criteria:

- Be an organisation based in or be a resident of the Causeway Coast and Glens Borough Council area
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Be able to demonstrate a fair and equitable ethos through established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Be able without prejudice to meet the obligations of Section 75 of the Northern Ireland Act (1998), to demonstrate regard to the desirability of promoting Good Relations between persons of different religious belief, political opinion or racial group.
- Be accountable to local people through an established constitution, open membership, committee elections, accounting procedures and Annual General Meetings. The Office Bearing positions of Chairman, Secretary and Treasurer should be held as a minimum.

- Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever, arising from all or any of the group activities including the project for which they are applying for funding. To also ensure that any individuals or organisations worked with are properly insured.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Safeguarding Children/ Safeguarding Adults policies are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts or be able to present a bank statement in the case of newly established groups.
- Have arrangements in place for dispersing the group's funds if they dissolve/ end.
- Where appropriate, evidence of satisfactory risk assessments and insurances must be provided by individuals, sports clubs and NGB's on request.
- Sports Clubs which have restrictive memberships will be excluded from the process.
- Agree to Causeway Coast and Glens Borough Council's promotion, monitoring, evaluation, and training procedures as required.
- Causeway Coast and Glens Borough Council retains the right to request any of the above mentioned documentation at any stage of the grant process.

1.6 What can be funded?

	Item	Sports Clubs *	NGB's	Individuals
Element 1	Representative / International Expenses	£400.00	£400.00	£400.00
	Maximum Applications	Multiple (if for different individuals)	Multiple	1
	Maximum Grant Total	£400 per Individual	£400 per Individual	£400.00
Element 2	Safety Equipment	£200.00	N/A	N/A
	Coach Education	£300.00	N/A	N/A
	Seeding Grant	£150.00	N/A	N/A
	Maximum	£400.00	£0.00	£0.00

** Sports Clubs are the only applicant type that can apply for both Elements 1 and 2 of this fund.*

Sports Clubs: Can make multiple applications of up to £400 for multiple individuals under Element 1 of this Fund.

Sports Clubs can make one application per year for up to £400 for a combination of Coach education, Safety Equipment and Seeding costs.

Individuals: Can make one application per year for up to £400 for Representative / International Expenses

NGB's: Can make multiple applications for up to £400 if for different individuals for Representative / International Expenses

Examples of Eligible costs and grant award limits.

- Representative / International Expenses (maximum grant available £400)
e.g., Ulster, Northern Ireland, Ireland, GB
- Safety Equipment for a Club (maximum grant available £200)
e.g., Equipment to aid player safety when participating.
- Club Coach / Official Education (maximum grant available is £300 for a generic course and £200 for a sports specific course). **Please note, any applications for coach/official education courses must be made via the Sports Club. This grant is for Coaches / Officials that are members of a local sports club.**
e.g., NGB Level 1 / officials / umpire / judge / referee (Sports Specific courses)
e.g., Safeguarding, first aid (Generic courses)
- Seeding Grant for a New Club (maximum grant available £150)
e.g., Available to a 'new' sports club as a start-up grant. New is defined as having been first registered with their NGB in the previous 12 months.

Additional Notes;

- One successful application per year (for an individual)
- Club / NGB applications e.g., A sports Club or NGB can make applications on behalf of multiple / different individuals.
- Representative / International expenses applications must provide an NGB Letter of support
- If the application is on behalf of a Junior (under 18 years) then Parents / Guardians contact details must be supplied
 - Declaration required if any funding has been received from any other sources e.g., NGB, Sports Club, Other Source
 - The Award must be used for costs directly related to participation in sport
 - Travel and accommodation costs are eligible under Representative / International Expenses.

1.7 What cannot be funded?

In general, the following will not normally be eligible for funding through the Sports Grant & Bursary Programme:

- Activities that do not directly benefit Causeway Coast & Glens Council residents.
- Activities that are considered to be the responsibility of another statutory organisation or Council fund.
- Retrospective expenditure where activities have started or services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g., cash payments unsupported by an approved petty cash system.
- General running costs of current activities (e.g., electricity, rent, insurance etc)
- Insurance
- Affiliation, entry or membership fees
- Publications, marketing and websites
- Consultancy fees
- Access NI registration fees
- Capital costs including building costs/ capital expenditure/ Office equipment/ furniture/ maintenance equipment
- Entertainment costs, food or beverages
- Secondary, further or higher education costs
- Activities promoting religious or political beliefs
- Fundraising Events
- Clothing
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g., VAT.
- Festivals - carnivals/ fundays/ parties/ commemorative/anniversary events
- Salary costs.
- Alcohol costs.
- Gratuities, gifts and prizes.
- Leasing equipment
- Equipment not related to health and Safety for your Club (Please note seeding grant can be used to purchase equipment agreed by the Sports Development team)

1.8 Exclusions

In general, it is important to note that this funding programme will not normally award grants to the following:

- Any activity/ sport not recognised by Sport NI
- Groups operating outside the Causeway Coast and Glens Council area that do not benefit residents within the Council area.
- Organisations that are 'For-Profit'.
- Organisations with charitable fundraising as their main focus.

- Schools are not eligible to apply.
- Organisations who have substantial, demonstrable reserves (applicable to Sporting Organisations).
- Political Organisations
- Retrospective applications will not be considered.
- Sports Clubs which have restrictive memberships will be excluded from the process.
- Sports clubs and NGB's of Sport that cannot evidence to Council that they are financially sound. Council require evidence of audited accounts.
- Sports Clubs and NGB's must have all documentation relevant to demonstrate good governance practices (e.g., Council may require copies of Child protection policy, equality statement, financial processes etc.).
- Representative trips and coach and official education courses already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
- Council's Core Themes are contained within the Corporate Plan and are available at www.causewaycoastandglens.gov.uk Applications must be compatible and in no way conflict with Council's Corporate Plan.
- Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
- Causeway Coast and Glens Borough Council support must be acknowledged prominently on all promotion of the grant awarded and the individual and sports club must agree to take part in any promotion of the grant as requested by Council.

2.0 How to answer the questions

Applications for financial assistance from Causeway Coast and Glens Sports Grant & Bursary Programme 2023/24 should be submitted online at <https://grants.ccgbcapps.com/>

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available in exceptional circumstances. Please contact the Council's Central Funding Unit via email grants@causewaycoastandglens.gov.uk

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application.

Q1 Outline Details of your project and describe what the grant will be used for? e.g.,

- *an international tournament where you are representing your country, with dates, venue, competition level and costs of travel and accommodation.*
- *a coach education course, with dates, level, the Awarding NGB and costs.*
- *an item of safety equipment required to take part in your sport. Name the item and cost*
- *seeding grant to use towards the costs of starting up a 'new' sports club*

Q2 Demonstrate the need for the funding and who will benefit? – e.g.,

- *travel to international competition to further your representative career.*
- *requirement that my Club has a Level 2 coach at each age group.*
- *helmets are a compulsory item to play our sport*
- *a new club looking to buy equipment to get started.*
- *who are the main beneficiaries e.g., a player, coach, official or sports club*

Q3 Sustainability – e.g.,

- *How will you ensure that your application will assist with keeping people involved in sport or progressing their careers?*

3.0 How we assess and score your application

Every application that is received requesting a Sports Grant or Bursary will be assessed for the following:

- to ensure that the organisation / individual is eligible to apply to the Sports Grant & Bursary Programme
- for reassurance of the organisation’s capability to deliver the proposal, and
- how well the proposal meets community needs and contributes to Council’s Strategic Priorities

An acknowledgement receipt will be electronically issued to you once your submission has been received. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be forwarded to the relevant section for a full assessment and scoring against the stated criteria.

Timeline for grants process

1. Applications will be processed on a rolling basis until the funds are exhausted (Council reserve the right to close the grant at short notice).
2. Applications will be assessed by Council’s Funding Unit and Sports Development Team on a rolling basis following submission.
3. If successful, a Letter of Offer will be issued.
4. Payment for grants will be specified in the Letter of Offer.
5. We aim to release funding 21 days after verification of satisfactory receipts.

3.1 Eligibility assessment

Eligibility assessments of the application form are awarded a pass or fail eligibility rating. For your application to progress to full scoring and assessment it must meet the required eligibility criteria (listed below). If your application does not achieve this, it will be deemed ineligible and will not be progressed.

Applicant	Eligibility
Individual Applicants	<ul style="list-style-type: none"> - 18+ or parent/guardian details/confirmation - Be resident in Causeway Coast and Glens area. - Provide bank details/ parents or guardian details if individual is under 18. - NGB Letter of recognition (Sport NI recognised sport) - Amateur status
Sporting Groups	<ul style="list-style-type: none"> - Constitution in place. - Provide updated accounts. - Recognised Sport by Sport NI - Bank details - Amateur status - Safeguarding policies and procedures in place <p><i>If applying for Representative / International Expenses, Sporting Groups must also provide the following</i></p> <ul style="list-style-type: none"> - 18+ or parent/guardian details - Be resident in Causeway Coast and Glens area - Provide bank details/ parents or guardian details if individual is under 18
National Government Body (NGB)	<ul style="list-style-type: none"> - Constitution in place. - Provide updated accounts. - Recognised Sport by Sport NI - Bank details - Amateur status - Safeguarding policies and procedures in place - 18+ or parent/guardian details - Individuals receiving awards must be resident in Causeway Coast and Glens Borough Council area - Provide bank details/ parents or guardian details if individual is under 18. <p>Please Note - In addition, all individual's details (18+) or parents/guardians details must be supplied as part of the application.</p>

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified and the reasons will be outlined to you, it will not proceed to assessment and scoring.

If an organisation is not eligible for funding through the Sports Grant & Bursary Programme, organisations should contact the relevant contact email listed on page 3 who will try to help with signposting to alternative sources of funding.

If an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then you will be signposted to who you

should apply to. If signposted elsewhere you will be required to complete and submit the relevant application form.

3.3 Assessment and Scoring

Assessment & Scoring

	Criteria	Score awarded out of 5	Weighting	Possible Score
1	<p>Application detail E.g. An international tournament where you are representing your country, with dates, venue, competition level and costs of travel and accommodation.</p> <p>A coach education course, with dates, level, the Awarding NGB and costs.</p> <p>An item of safety equipment required to take part in your sport. Name the item and cost.</p> <p>Seeding grant to use towards the costs of starting up a 'new' sports club.</p>		x6	30
2	<p>Identified Need. Who will benefit? E.g. travel to international competition to further your representative career.</p> <p>Requirement that my Club has a Level 2 coach at each age group.</p> <p>helmets are a compulsory item to play our sport.</p> <p>A new club looking to buy equipment to get started.</p> <p>Who are the main beneficiaries e.g., a player, coach, official or sports club.</p>		x10	50
3	<p>Sustainability E.g. How will you ensure that your application will assist with keeping people involved in sport or progressing their careers?</p>		x4	20
	Total			100

Applications must score 65% in order to avail of funding.

3.4 How decisions are made.

Each year Council agree a budget for this Programme. The programme will remain open throughout the year until the budget is expended. Council Officers will assess and score the applications at various times throughout the year. Contact the Sports Development Team for advice on when the next assessments will take place. This will help you plan your application to ensure that grant-aid is awarded in time, should you be successful. When the scores are finalised, applications will be returned to Council's Central Grant Funding Unit who will inform you of the decision within 7 days of your application being scored.

3.5 What happens if an application is successful?

If an application is successful, Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Signed Letters of Offer must be accepted within 14 days of the award being issued.

Successful applicants are required to provide monitoring and evaluation information as outlined in the Letter of Offer. Officers may discuss the monitoring information with the groups that were funded and also with some of the people who have benefited from the community activity.

3.6 What happens if an application is unsuccessful?

Officers from the relevant service unit will be available to discuss why the application was unsuccessful, to develop a working relationship and provide practical developmental support to address areas of concern.

An appeals process / review procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed by assessment panels for individual applications are applied fairly and consistently.

The review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

3.7 Government Funding Database

Please be aware we are required to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding.

If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

3.8 Fraud and Corruption

Causeway Coast and Glens Borough Council is committed to carrying out business fairly, honestly and openly and has a zero tolerance towards fraud, bribery and corruption. Causeway Coast and Glens Borough Council expects full compliance with the requirements of both the Fraud and Corruption Policy and Bribery Act 2010 from Groups or Individuals applying for, or in receipt of grant aid. This is also relevant to Councillors, Employees, Agents, Partners and Suppliers involved in your project/event. Causeway Coast and Glens Borough Council is committed to developing, implementing and maintaining effective procedures and controls to prevent any occurrence of fraud and corruption. The Fraud and Corruption Policy can be found on the Causeway Coast and Glens Borough Council website. All cases of irregularities or anomalies involving attempted or suspected fraud will be reported to appropriate authorities, including the Northern Ireland Audit Office, PSNI and any other relevant funding body (if applicable) or departments within the Council (if applicable).

Causeway Coast and Glens Borough Council reserves the right to disallow any other grant applications and claims submitted by a group or an individual member of a group in respect of the financial year and to apply a moratorium on Council funding to any group or individual member of a group where fraudulent activity has been identified within the current financial year and for at least two forthcoming financial years. This also applies to individuals applying or claiming for bursaries.

Causeway Coast and Glens Borough Council will inform the group's Chairperson where attempted or suspected fraud has been identified.

3.9 Late applications

It is the responsibility of each applicant to ensure that their application is submitted prior to any advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure submission on time.

Note – currently the Sports Grants Programme is open throughout the year and will only close when resources are depleted.

Appendix 1

Data Protection Act

- We will 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.
- We 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.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Funding Unit holds personal information on an electronic management system and/or in hard copy for the purpose of administering Councils grants process in Causeway Coast and Glens Borough. As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent.

Further information about your rights, how to contact the Data Protection Officer and how long information is held or how we process any payments made can be found at:
<https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemptions that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk