



Department of
**Culture, Arts
and Leisure**
www.dcalni.gov.uk



ELITE FACILITIES PROGRAMME FOR NORTHERN IRELAND'S OLYMPIC/PARALYMPIC SPORTS

STAGE ONE GUIDANCE BOOKLET

This document is available in other accessible formats on on-line at www.sportni.net or by contacting our office:

Telephone: 028 9038 2222
E-mail: elitefacilities@sportni.net
**Address: Sports Council for Northern
Ireland
House of Sport
Upper Malone Road
Belfast
BT9 5LA**

Minicom: 028 9068 2593

The Sports Council for Northern Ireland

The Sports Council for Northern Ireland is a non-departmental public body, accountable to the Department of Culture Arts and Leisure. The organisation was established under the Recreation and Youth Service Northern Ireland Order 1986.

Elite Facilities Programme for Northern Ireland Olympic/Paralympic Sports

The Olympic & Paralympic Games in 2012 (The Games) will, among other things, act as a catalyst for the development of sport in the UK. Northern Ireland intends to capitalise on the Olympics by increasing standards of performance both in the Games and in the years beyond and increasing levels of sustained participation in sport.

Creating improved facilities on the back of this demand will leave a legacy for Northern Ireland thus maximising the economic and social impact of the Games.

The Games provide an opportunity to address some of the infrastructure deficit, which has contributed to the underdevelopment of sport in Northern Ireland. As part of the wider Investment Strategy for Northern Ireland, approximately £53 million has been provisionally allocated for investment in elite facilities for Olympic/Paralympic sports. This funding is earmarked for distribution in support of sports infrastructure projects.

Any investment in elite facilities will be managed through a competition involving potential project sponsors who believe they can contribute to the Government's objectives for the Games in 2012.

The Department of Culture Arts and Leisure has asked the Sports Council for Northern Ireland (SCNI) to manage this programme on their behalf. An initial competition for the 50m swimming pool facility has already been initiated with stage one decisions announced.

The Sports Council would now like to invite stage one applications for other elite facilities, relating to the sports on the next page.

What sports will be considered?

OLYMPIC SPORTS
Athletics
Badminton
Basketball
Boxing
Canoeing
Cycling (Mountain biking)
Cycling (Road)
Cycling (Track)
Equestrian
Fencing
Gymnastics
Hockey
Judo / Taekwondo
Rowing
Sailing
Shooting
Table Tennis
Tennis
Volleyball
Weightlifting

Any facilities developed for the Olympic Sports must comply where appropriate with the requirements for the Paralympic Sports.

PARALYMPIC SPORTS
Athletics
Boccia
Cycling
Equestrian
Football 5-a-side and 7-a-side
Goalball
Judo
Powerlifting
Rowing
Sailing
Shooting
Swimming
Table Tennis
Volleyball (Sitting)
Wheelchair Basketball
Wheelchair Fencing
Wheelchair Rugby
Wheelchair Tennis

Who can apply?

Applications will be welcomed from either the public sector, the private sector, governing bodies of sport, club or community based organisations. Applicant organisations must meet the minimum technical, operational and high performance needs of the relevant sport's governing body/ies. Details of these requirements should be obtained from the appropriate governing body of sport.

In determining which organisations can be considered for an award, the SCNI will take account of the various directions issued by the Department of Culture Arts and Leisure and the Department of Finance and Personnel.

The following criteria will be applied in relation to the eligibility of applicant organisations.

Is your organisation eligible to apply?

Your organisation must:

Have independence from SCNI	Applications can only be considered from organisations that operate independently from the SCNI.
Be properly constituted	Applications can only be received from properly constituted organisations or organisations with statutory powers.
Have a bank account, income and expenditure statement or audited accounts	Applicant organisations will be requested to submit a minimum of four years' income and expenditure statements or audited accounts. To be eligible to apply, the submitted income and expenditure statements or audited accounts must not raise concerns about the viability of your organisation and must demonstrate financial need for the project.
Have security of tenure	The SCNI seeks to ensure that projects funded through the Elite Facilities Programme will remain in the intended and agreed use for a reasonable period of time. Therefore applications must be submitted from the organisation that owns or will own the proposed project. The applicant organisation must therefore be able to evidence the existing or proposed security of tenure for the proposed project. The security of tenure must be evidenced by means of deeds or a lease for the proposed project site.

	<p>The minimum length for the security of tenure will be determined by the level of award and by the risk level allocated to the project by the SCNI. As a guide:</p> <p>Up to £1 million investment requires 21 years tenure from the date of permission to proceed with construction of the project.</p> <p>From £1 million up to £5 million requires 50 years tenure from the date of permission to proceed with construction of the project.</p> <p>From £5 million and above requires 99 years tenure from the date of permission to proceed with the construction of the project.</p>
Provide equality of opportunity	<p>Applicant organisations must be able to demonstrate a commitment to equity and to providing equality of opportunity. Their constitution and actions must demonstrate that they do not discriminate on the grounds of age, gender, disability, race and ethnicity, religious belief, political opinion, marital status, having or not having dependants, sexual orientation or social class.</p> <p>Applicant organisations must supply a formally adopted SCNI approved Equity Statement.</p>
Have Child Protection statement and policy	<p>Applicant organisations must have a formally adopted child protection statement and policy that complies with the Code of Ethics and Good Practice for Children's Sport.</p>
Have management representation by users	<p>The management arrangements for the proposed project must have representation from the key stakeholders/users, such as the appropriate governing body of sport, clubs, community groups etc.</p>
Not be in breach of previous SCNI awards	<p>The SCNI may only consider an application from a previous grant recipient, when any outstanding issues relating to non-compliance of any previous SCNI award has been fully addressed to the satisfaction of the SCNI.</p>

Not be committed by purchase, contract or other binding agreement	Applicant organisations must not have committed itself by purchase, contract or other binding agreement, before receiving any offer of award and permission to proceed from the SCNI.
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Applications are also welcomed from ‘for-profit’ organisations that are willing to enter into a legal agreement protecting the public good for the period of the award. Any such agreements would be required to specify details such as (but not exclusively):

- The number of years the facility would be available to the public;
- The number of hours per week the facility would be available for sports development purposes;
- The pricing structure for sports development activity;
- The partnerships that will be set up in order to ensure the public good, e.g. links with governing bodies, local authorities, community associations etc.

Partnership Funding

The competition can provide up to 75% of the capital costs of providing facilities suitable for training to the highest level of international competition. A minimum of 25% of costs must be found from an alternative source such as private investment, a local authority or the governing body.

Operating costs will need to be underwritten by project sponsors; this could be in partnership with other organisations and/or through some wider potential development activity.

How many ‘elite facilities’ can your organisation apply for?

It is possible for applicants to apply for more than one elite facility, if, for example, they are promoting a series of independent facilities or a single facility serving multiple sports.

How will the competition work?

There will be a multi-stage process.

1. Stage One

Interested parties should submit potential projects, for either upgrade of existing facilities or new build on the Stage One application form. SCNI will require a site assessment visit with the applicant organisation and will carry out an organisational health check.

2. Stage Two

Short-listed applicant organisations will be requested to produce, to Government economic appraisal standard, an Outline Business Case and design work for further evaluation. Applicant organisations may be required to adhere to the OGC Gateway Review process (or equal and approved process) and the OGC Achieving Excellence model and guidance notes.

The assessment will be coordinated by the SCNI and preferred bidders will be identified for approval by the Department of Culture Arts and Leisure and the Department of Finance and Personnel, in accordance with normal capital investment procedures.

3. Stage Three

Preferred bidders will be requested to develop their Outline Business Case to Full Business Case, to Green Book standard and undertake associated design work. Further site assessment visits must be facilitated by the applicant organisation.

The assessment of the Full Business Cases will be coordinated by the SCNI and presented to the Department of Culture Arts and Leisure and the Department of Finance and Personnel for budget approval, in accordance with normal capital investment procedures.

Successful applicants will be required to seek staged approvals from the Sports Council through the project management phase, to final payment, completion and long-term monitoring and evaluation stages.

What is the timetable for the competition?

Following the launch of the Elite Facilities Programme, this competition will adhere to the following timetable:

Competition Stage	Date
Closing date for stage one applications	4pm, 30 March 2007
Announcement of shortlist	September 2007
Closing date for stage two applications	January 2008
Announcement of preferred bidders	April 2008

Where can my organisation get an application form?

A stage one-application form and associated documents are available via www.sportni.net or from the Project Team at the address below.

Elite Facilities Programme
c/o Sports Council for Northern Ireland
House of Sport
Upper Malone Road
Belfast
BT9 5LA

Completed stage one application forms must be received by the Sports Council at the above address by **4pm on Friday 30 March 2007**.

If you have any queries regarding this competition please contact Alison Campbell at the Sports Council on 028 90 381222.

Evaluation Criteria

Applications will be assessed, against the criteria detailed on the following pages. This assessment will be coordinated by the SCNI. The SCNI will communicate stage one decisions to all applicant organisations during September 2007.

Applications will be assessed against the specified eligibility requirements and assessment criteria.

Eligibility requirements – applications must demonstrate that they meet the minimum eligibility requirements to be deemed eligible for full assessment under stage one of this competition.

Assessment criteria – eligible applications will be assessed against the assessment criteria outlined on the next pages. Each application will be allocated scores accordingly and in addition to meeting the eligibility criteria, applications must meet a minimum assessment score at stage one of 55 to be considered to progress on to stage two.

Minimising abortive costs

In order to minimise expenditure on the costs associated with making a stage two application, the SCNI reserves the right to limit the number of applications moving to stage two for each sports facility. Only those applications that compete most favourably against the scoring matrix, in respect of each facility type will be invited to progress to stage two. In light of this, even applications that exceed the minimum assessment score may not be invited to proceed to stage two. In no circumstances will more than three applications be invited to progress to stage two per facility type. Where there is a gap of 20% or more between scores, the lower scoring application/applications will not be invited to progress to stage two.

Evaluation criteria summary:

EVALUATION CRITERIA	MAXIMUM SCORE
1. Facilities must be suitable for training for the highest level of international competition.	20
2. Have the support of the relevant Governing Body of sport.	5
3. Facilities must have equality of access, preferably to be open to the public and improve access to quality structured, sports development.	15
4. Facilities must demonstrate an impact on improved sporting performance.	5
5. Facilities must demonstrate an impact on the regeneration of the area in which it is situated, particularly on such areas as: <ul style="list-style-type: none"> • Targeting New Social Need and Tackling Social Exclusion; • Health Inequalities; Education and skills; • Community Safety; • Environmental Improvements. 	5
6. Facilities must demonstrate an impact on improving the image of Northern Ireland internationally.	5
7. Must have the minimum amount of public sector contribution necessary to secure the anticipated public good.	10
8. Must demonstrate operational viability and sustainability without any further on-going subsidy from Government.	15
9. Must be deliverable by 2010 and demonstrate suitable management structures.	20
Applications deemed eligible must surpass the minimum assessment score of:	55
Please also read 'Minimising abortive costs' section.	

The SCNI reserves the right to amend assessment scoring as appropriate as subsequent stages.

Evaluation criteria explained:

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>1. Facilities must be suitable for training for the highest level of international competition.</p>	<p>Applicant organisations must meet the essential technical requirements of the governing body of the appropriate Olympic/Paralympic sport(s). Applications must confirm in their application which essential technical requirements they will /will not meet through the proposed project.</p>	<p>Applications will be assessed in terms of their realistic plans to meet the essential, highly desirable and desirable technical requirements of the governing body of appropriate Olympic/Paralympic sport(s). Applications should confirm in their application which highly desirable/desirable requirements they will/will not meet through the proposed project. Early plans for inspirational design and environmental considerations will be assessed.</p>
	<p>Applicant organisations should obtain both essential, highly desirable and desirable technical requirements from the governing body of the appropriate Olympic/Paralympic sport.</p>	
<p>2. Have the support of the relevant Governing Body of sport.</p>	<p>Applicant organisations must meet the essential operational requirements of the governing body of the appropriate Olympic/Paralympic sport(s). Applications must confirm which essential operational requirements they will/will not meet through the proposed project.</p>	<p>Applications will be assessed in terms of their realistic plans to meet the desirable requirements of the governing body of the appropriate Olympic/Paralympic sport(s). Applications should confirm which desirable operational requirements they will/will not meet through the proposed project.</p>
	<p>Applicant organisations should obtain both essential and desirable operational requirements from the governing body of the appropriate Olympic/Paralympic sport(s).</p>	

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>3. Facilities must have equality of access, preferably to be open to the public and improve access to quality structured, sports development.</p>	<p>As a minimum requirement, applicant organisations must demonstrate how they will meet their Section 75 responsibilities for the proposed project and services. As a minimum standard, applicant organisations must commit to the Foundation level of the Equality Standard - A Framework for Sport.</p> <p>Applications must provide summary evidence of how quality of access will be provided to the proposed structured sports development programmes.</p>	<p>Applications will be assessed against the measures in The Equality Standard A Framework for Sport, particularly against the Preliminary, Intermediate and Advanced Level.</p> <p>Applications should confirm how these measures would be met.</p> <p>Applications will be assessed in terms of proactive measures to improve access, address inequalities and barriers to quality structured sports development.</p> <p>Applications will be assessed in terms of the quality of the proposed sports development programmes and realistic key performance indicators proposed.</p> <p>The effectiveness of the proposed management plans to manage the balance between public access and high performance, community, club and school structures development programmes will also be assessed.</p>
	<p>Applicant organisations should obtain The Equality Standard – A Framework for Sport from the SCNI. Section 75 information is available from: www.equalityni.org.</p>	

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>4. Facilities must demonstrate an impact on improved sporting performance.</p>	<p>Applications must evidence that the proposed project will facilitate improved standards of performance for the appropriate Olympic/Paralympic sport. Applications must therefore demonstrate in their application, how they will facilitate the minimum operational and high performance needs of the governing body of the appropriate Olympic/ Paralympic sport.</p>	<p>Applications will be assessed against the extent to which the proposed project will demonstrably contribute to the improvement of performance standards in the appropriate Olympic/ Paralympic sport. This will involve an assessment of:</p> <ul style="list-style-type: none"> • how the operational and high performance requirements of the governing body/ bodies of the appropriate sport/ sports will be met, which are critical to performer development; • the proposed operational agreements and management structures between the applicant organisation, the governing body/ bodies and clubs/other stakeholders that enable the delivery of high performance plans; • the suitability of the project for holding training camps e.g. the flexibility of the promoter in terms of arrangements for transport, access, catering, accommodation, staffing, support services etc. • the extent to which key staff employed at the centre will understand the needs of high performance sport and the need for flexible working arrangements to accommodate high performance athletes; • the experience of the promoter in the hosting of high performance events; • the commitment of the promoter to contribute to the costs of employment, or to directly employ performance support staff

		<p>e.g. high performance coaches, strength and conditioning staff, sports science/medicine personnel;</p> <ul style="list-style-type: none"> • the applicant organisation's understanding and arrangements to ensure ethical issues around child protection and anti-doping are addressed within the facility; • the applicant organisation's understanding and commitment to access for all and other disability related issues. • the contribution of the proposed project to Paralympic sport(s). <p>This will also involve an assessment of 'Performance Sport' and Key Performance Indicators proposed.</p>
	<p>Applicant organisations should obtain both essential and desirable operational requirements and high performance plans from the governing body of the appropriate Olympic/Paralympic sport.</p>	

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>5. Facilities must demonstrate an impact on the regeneration of the area in which it is situated, particularly on such areas as:</p> <ul style="list-style-type: none"> • Targeting New Social Need and Tackling Social Exclusion; • Health Inequalities; Education and skills; • Community Safety; • Environmental Improvements. 	<p>Applicant organisations must evidence in their application, how proposed sports development plans will provide for realistic positive impacts on: health; education and skills; community safety; environmental improvements and any other factors relevant to the community.</p>	<p>The extent to which the proposed project will demonstrably address TSN, TSE; health inequalities; education and skills; community safety; and environmental improvements will be assessed. This will involve an assessment of the level of:</p> <ul style="list-style-type: none"> • consultation with representative groups; • partnership and effective joint service provision; • targeted and innovative programmes and resourcing; • sustainability of community interventions; • realistic and related key performance indicators proposed.

Evaluation criteria	Eligibility requirements	Assessment criteria
6. Facilities must demonstrate an impact on improving the image of Northern Ireland internationally.	The applicant organisation must identify and detail what measures will be put in place to ensure that the proposed project contributes to an improved international image of Northern Ireland.	Applications will be assessed on the extent to which the proposed project will improve the image of NI internationally, in terms of: <ul style="list-style-type: none"> • the anticipated media coverage from events, which may be realistically hosted at the proposed project; • measures to ensure positive and effective media coverage of events; • anticipated usage of the proposed project as an international training venue by other countries; • economic and cultural impacts; • measures to ensure a positive and effective media coverage of the facility design including peer review for the particular facility type.
7. Must have the minimum amount of public sector contribution necessary to secure the anticipated public good.	Applicant organisations must demonstrate financial need for the requested investment.	Applications will be subjected to a value for money assessment of the contribution of the project towards SCNI Key Performance Indicators, measured against the award value requested.

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>8. Must demonstrate operational viability and sustainability without any further on-going subsidy from Government.</p>	<p>Applicant organisations must demonstrate that their organisation is operationally viable and solvent. In addition, applicant organisations must have the necessary financial systems and controls, and governance arrangements in place to safeguard the investment of public funds. Applicants must also provide evidence that they can:</p> <ul style="list-style-type: none"> - secure the necessary partnership funding for the capital project; and - meet all the necessary revenue costs associated with the project, and sustain all appropriate repair/ maintenance/ replacement costs. 	<p>Applicant organisations will be assessed against how they can:</p> <ul style="list-style-type: none"> • secure the necessary capital partnership funding for the capital project; • cover all the revenue costs associated with the project; • sustain all repair/replacement/ maintenance costs and • manage existing debt and any proposed additional borrowing in relation to the project. <p>Applicant organisations will also need to demonstrate that they have fully researched and used an appropriate method of benchmarking the proposed running costs for the facility against comparable facilities.</p>

Evaluation criteria	Eligibility requirements	Assessment criteria
<p>9. Must be deliverable by 2010 and demonstrate suitable management structures.</p>	<p>As a minimum requirement, applicant organisations must demonstrate how the project will be deliverable and operational by March 2010. Applicant organisations must therefore demonstrate suitable management plans in terms of the capital construction project and indeed the operational sports project, with associated programmes/services. Applicant organisations must demonstrate full awareness of and proposed adherence to the: legislative; policy; accountability; financial; regulatory requirements and directives and provide evidence of effective governance.</p>	<p>Applications will be assessed in terms of their proposed management structures, in relation to:</p> <ul style="list-style-type: none"> • best practice management of the capital project to ensure deliverability by March 2010; and • best practice management of the operational sports project. <p>CAPITAL PROJECT: Applicant organisations will be expected to demonstrate how their proposed management structures integrate government best practice guidance including: design quality, value and risk engineering, sustainable procurement and delivery to specified time, cost and whole life quality parameters.</p> <p>OPERATIONAL PROJECT: Applicant organisations will be expected to demonstrate the proposed management of the operational project, in terms of governance, finance, risk and participation and high performance sports development.</p>

Other useful information

Customer Service Standards

We have agreed this charter to ensure the best possible service and high standards of customer care.

1. We seek the views of our customers and partners and take account of them in our work.
2. We take account of the needs of our customers and respond to their diverse interests.
3. We ensure that we are easily contactable and answer telephone, email and letter communications promptly and efficiently, taking account of differing communication needs.
4. We aim to achieve high standards of professional conduct.
5. We aim to be open, accountable and transparent reflecting the highest standard of public accountability.
6. We aim to provide clear and relevant information, guidance and feedback.
7. For each of our award funding programmes, we aim to provide clear, concise information throughout the process.
8. We aim to process award applications effectively and efficiently.
9. We operate both a complaints and an appeals process.
10. We monitor our performance through a system of customer service benchmarks and aim to continually improve the service we offer.

Unsuccessful applications

There is no entitlement to an award. Your application will be in competition with others for limited funds available. With the likelihood of more applications for awards than there are funds available, it is unfortunately inevitable that even good quality projects will be rejected because they compete less favourably than others against the established criteria.

With the limited funds available, each application will be in competition with others, irrespective of the facility proposed. It is unlikely that the budget will be sufficient to make an award in respect of all of the Olympic/ Paralympic sports listed.

If your organisation is unsuccessful with your application, we will:

- A. Communicate to your organisation in writing the reasons why your application could not be offered an award on this occasion.
- B. Offer the opportunity to discuss the reasons for rejection with a named officer.

Complaints

If you are dissatisfied with the service you have received from the SCNI, you may make a complaint.

The following is the three-step process if you wish to make a complaint.

- Step one Telephone/e-mail/write to the person concerned. All complaints will be acknowledged within five working days and a full explanation will be given within a further ten working days.
- Step two If you are not satisfied with the response you can write to the chief executive. You will receive an acknowledgement within five working days and your complaint will be reviewed and a written response sent to you within a further 15 working days.
- Step three Should you still be unhappy, you can write to the chief executive asking him to put the matter before a meeting of the SCNI. These meetings take place bi-monthly.

Appeals

If you believe we have not followed our procedures or misinterpreted information regarding your application for funding, you can make an appeal

An appeal against a decision of the SCNI can only be made on the grounds that:

- A The SCNI has misunderstood or misinterpreted material information contained in the applicant's application, and/or
- B There is a substantial or material breach of the SCNI's policies, procedures and criteria as set out in the guidance booklet in regard to the applicant's application.

A full copy of the appeals procedures and a copy of the appeals form is available by contacting the SCNI on 028 9038 1222 or the SCNI web site www.sportni.net. The appeals procedure and form will be issued on receipt of written expressions of dissatisfaction and on formal request.

Appeals must be submitted within two months of the date on the original letter of rejection. Appeals received after two months cannot be considered.

Further redress

If you feel that we have not dealt with your complaint or appeal in a satisfactory manner, you can contact the Commissioner for Complaints (Ombudsman) at the following address.

The Ombudsman
Freepost
Belfast
BT1 6RR

Tel: 0800 343424 (freephone)
028 9023 4912

The Ombudsman is totally independent of the SCNI and will normally expect you to have raised the complaint with us before referring to him.

The standards we expect of applicants

- The government's financial directions to the SCNI require us to obtain from award applicants whatever information may be necessary to safeguard public funds and to carry out random validation checks. You should take care to ensure, therefore, that the details you provide are correct.
- Any misleading statements (whether deliberate or accidental) given at any stage during the application process may render the application invalid, and you may be liable to return any money already paid out as an award.
- All cases of suspected fraud involving SCNI funds will be reported to the PSNI. In the case of suspected or proven fraud or in the cases of suspected or proven supply of incomplete, incorrect or misleading information, as part of, or in support of, an application, the SCNI reserves the right, at its absolute discretion, to suspend, amend, terminate or recover any offer of award or any payments made in respect of the Elite Facilities Programme.
- Information on applications is stored on computer and, in accordance with the Data Protection Act, such information is confidential. Public bodies share information stored on a computer database to enable them to prevent fraudulent applications and to co-ordinate processing of complementary applications. Some of the information you supply on the application form will be shared with other public bodies and/or government departments.
- Any approach, be it direct or indirect by an applicant, its officers, servants, contractors, personal or professional representatives or advisers made to members of the Sports Council, its Committee or officers of the Elite Facilities programme, which, in the view of the Sports Council or their advisers, constitutes an attempt in any way to influence the outcome of an application will, at the absolute discretion of the Council, render the application ineligible for further consideration.

Further useful resources may be obtained from the SCNI with particular relevance to the Elite Facilities Programme are:

The Long Term Athlete Development Model
The Equality Standard - A Framework for Sport
SCNI' s Environmental Policy
Monitoring Guide and Key Performance Indicators
Governing Body contact details