



**EVERY BODY ACTIVE 2020:
OUTDOOR SPACES**

INFORMATION & GUIDANCE NOTES

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1. About Sport Northern Ireland

1.1 Background

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland. Sport Northern Ireland is sponsored by the Department for Communities (DFC).

It was established on 31 December 1973 under the provisions of the Recreation and Youth Service (Northern Ireland) Order 1973 with its main objective being the furtherance of sport and physical recreation.

1.2 Sport NI's Corporate Plan (2015-2020)

Our corporate vision is:

Northern Ireland: renowned as a place where people enjoy, engage, and excel in sport.

This vision is supported by the following mission statement and strategic objectives:

Mission Statement:

To lead sports development at all levels producing more participants and more winners.

In order to achieve this vision Sport NI has identified three strategic objectives:

STRATEGIC PRIORITIES	DEFINITION
1. SPORTING COMMUNITIES	To increase and support the number of people adopting and sustaining a sporting lifestyle.
2. SPORTING CLUBS	To enable more people to develop and reach their sporting goals through a structured environment.
3. SPORTING WINNERS	To help more Northern Ireland athletes win at the highest level.

This Corporate Plan 2015-2020 summarises our contribution to delivering on the targets and key steps within Sport Matters. It also includes our plans for investing Exchequer and National Lottery funds.

It re-enforces our commitment to ensuring that sport and physical recreation is for everyone, regardless of age, gender, race, disability, marital status, sexual orientation, dependency, religious belief or community background. Along with our partner organisations, we are moving forward to contribute to a shared and equal future for everyone in Northern Ireland.

Sport Northern Ireland remains clear that the values and cultures of an organisation drives its commitment to providing people in Northern Ireland with world class sporting experiences.

1.3 Sport NI Programmes and Initiatives

Sport NI operates a range of programmes and initiatives that may offer support to your organisation, its projects or programmes. These funding priorities are periodically reviewed. Please refer to the Sport NI website www.sportni.net for the most up-to-date information.

2. What are the objectives of the Investment?

2.1 Everybody Active 2020: Outdoor Spaces (EBA 2020) is financed by funds made available through the National Lottery.

EBA 2020 aims to develop new outdoor recreation infrastructure facilities spread across Northern Ireland.

The proposed aims of the capital investment programme are:

- To positively contribute to targets outlined in The Northern Ireland Strategy for Sport and Physical Recreation (2009-2019);
- To positively contribute to the targets outlined in The Outdoor Recreation Action Plan for Northern Ireland;
- Increase community participation in sport and physical recreation, particularly amongst under-represented groups (females, over 50s, people with a disability, and people living in areas of greatest social need);
- Partially address the sports facility deficits identified in the 2009 Active Places Research Report and the Sports Facilities Strategy for Northern Ireland;
- To support 'Together Building a United Community' strategy; and
- To promote social inclusion.
- At least 17 new outdoor recreation infrastructure facilities developed and geographically spread across Northern Ireland;
- At least one new outdoor recreation infrastructure facility within each district council area;
- At least 480,000 user counts in the period April 2020 – March 2021 through new outdoor facilities.

3. What we will fund

The aim of the funding is to fund new outdoor recreation infrastructure facilities spread throughout Northern Ireland that cater for outdoor recreation activities.

What is outdoor recreation?

Sport NI definition of outdoor recreation is as follows:

“Outdoor recreation encompasses all sport and physical recreation that takes place in the natural environment whether on land, water or air. On land it includes but is not restricted to venues such as woodlands, uplands and open land, caves, beaches and urban parks but also includes activities that take place on trails. In water it can include coastal waters, lakes and rivers and can be on or under the water.”

For the purposes of this programme, Sport NI considers the list of outdoor activities appropriate to achieve the outcomes of the programme may include the following recognised sporting activities:

LAND	WATER	AIR
<ul style="list-style-type: none">• Adventure Racing• Field archery• Caving• Climbing• Cycling• Fell Running• Horse Riding• Mountain Biking• Orienteering• Parkour• Walking	<ul style="list-style-type: none">• Angling• Canoeing• Diving• Kite surfing• Open Water swimming• Sailing• Surfing• Waterski and Wakeboard• Windsurfing	<ul style="list-style-type: none">• Gliding• Hang-gliding and Paragliding• Skydiving and Parachuting

The emphasis of this programme is to encourage people to access the natural environment in responsible and sustainable ways for sport and physical recreation. The natural environment is considered to be woodland and forests, open moorland, riverside, lakeside and coast, urban park land and farmland. The development of short trails on or around pitches is not considered as creating access to the natural environment.

4. What level of funding can I expect?

4.1 Budgets

EBA 2020 Outdoor Spaces is financed by funds made available by Sport NI through the National Lottery.

4.2 Award Thresholds

EBA 2020 Outdoor Spaces is targeted at small scale capital projects that should normally not be greater in cost than £250,000.

The minimum award available is £10,000 and the maximum is £120,000 for any project.

Total Project Cost	Maximum Sport NI Funding	Maximum Sport NI Grant
Below £100,000	75%	£75,000
Over £100,000	50%	£120,000

Prior to an award being issued, applicants will have to demonstrate the remaining partnership funding.

4.3 Eligible costs

Eligible costs include design fees, construction, VAT and electronic monitoring. If your organisation is registered for VAT, VAT costs will not be eligible.

4.4 Costs incurred by unsuccessful applicants

There is likely to be a small number of awards made under this programme. Therefore your organisation should consider carefully whether you wish to carry out any developmental work (e.g. external consultancy fees) as any development costs incurred are at your own risk.

4.5 Project Locations

Sport NI have set a target of a minimum of 17 new outdoor recreation infrastructure facilities with a minimum of one facility completed in each of the 11 council areas (subject to application). Applicants must provide a separate application for each individual site.

4.6 Challenge Fund

A challenge fund format will be utilised to determine the ranking of projects with projects scored against set Sport NI criteria. The threshold for eligibility for funding will be a score of 60%

The top scoring project in each council area will be funded provided it scores above the threshold. Once there is one funded project in each council area (subject to applications) all other applications are given an overall ranking based on score and will be offered funding until the budget is fully allocated.

Note that there is no maximum quota set against each council area for the number of successful projects allocated funding.

5. Is my organisation eligible to apply?

5.1 Eligible types of organisations

A wide range of groups are eligible to apply to the programme for funding. These include:

- Voluntary organisations;
- District Councils;
- Community associations;
- Governing Bodies; and
- Charities
- Statutory agencies.

EBA 2020 Outdoor Spaces will not fund:

- Individuals and Sole Traders;
- Companies which aim to make a profit; and

However, where an individual or company is a land owner, they can enter into an agreement with one of the eligible groups who can apply for funding for that land (on the provision of a lease, licence or permissive agreement).

5.2 Applicant eligibility requirements

To be considered eligible within this programme, all applicant organisations must meet the following criteria:

- The applicant organisation must be properly constituted, which does not discriminate on the grounds of age, gender, disability, race and ethnicity, religious belief, political opinion, marital status, having or not having dependants or sexual orientation, and is not for profit.
- The applicant organisation must have good governance structures with evidence of equality and child protection policies.

6. Is my project eligible?

6.1 Project Eligibility Requirements

Eligible projects must:

- Meet Sport NI's interpretation of Outdoor Recreation; "Outdoor recreation encompasses all sport and physical recreation that takes place in the natural environment whether on land, water or air. On land it includes but is not restricted to venues such as woodlands, uplands and open land, caves, beaches and urban parks but also includes activities that take place on trails. In water it can include coastal waters, lakes and rivers and can be on or under the water." Please refer to page 5 for a list of the activities considered to meet the aims of this programme.
- Adhere to "The principles and standards for sustainable trails and community trails development in Northern Ireland"*¹ published by Outdoor Recreation Northern Ireland on behalf of Sport NI and NI Environment Agency;
- Have a Community Outdoor Recreation Action Plan which details active engagement, programmed activity and community support that clearly demonstrates how the developed infrastructure will increase participation, particularly amongst under-represented groups and the sedentary population; and
- Benefit the inhabitants of Northern Ireland and be located in Northern Ireland.

6.2 Award Eligibility requirements

The project will:

- Show quality design and as applicable meet requirements as per Outdoor Recreation Northern Ireland: Principles and Standards for Trail Development in Northern Ireland.
- Demonstrate security of tenure (SoT):
 - Outdoor recreation projects are often unique in nature. In order to deliver outdoor recreation projects Sport NI will accept a variety of SoT requirements on the proposed project site, such as freehold, leasehold, permissive agreements or alternatives suggested by applicants that meet Sport NI needs.
 - Due to the complexity of arranging such agreements Sport NI do not require completed SoT arrangements at the time of application. However, by the time of application each project must be able to demonstrate the willingness of land owners to enter into relevant SoT agreements. This will normally be via a signed and dated letter.

¹ Available from ORNI, The Stableyard Barnetts Demesne, Malone Rd, Belfast BT9 5PB; [Phone: 028 9030 3930](tel:02890303930)

7. What is the application process

7.1 Application process

Sport NI will only accept applications using the online process at <http://www.sportni.net/funding/our-funding-programmes/every-body-active-2020-outdoor-spaces/>

7.2 Closing Date

Please ensure that the completed Application is submitted within the deadlines as detailed below:

Submission of:	Closing Time/Date:
Application	4.00pm on Tuesday 28 th February 2017

7.3 Is any further information required?

Applicants are required to submit at the time of application:

- Completed online application form
- Completed Community Outdoor Recreation Action Plan
- Demonstration of commitment of Security of Tenure, eg letter from land owner

PROJECTS WILL NOT BE REQUIRED TO HAVE ANY OF THE FOLLOWING AT TIME OF APPLICATION:

- **Planning approval;**
- **Design Teams appointed;**
- **Security of tenure.**

Applicants are advised not to appoint a design team or secure planning permission in advance of an application. Design teams will need to be procured through an approved public procurement process.

PLEASE NOTE IF YOUR APPLICATION FORM IS SUCCESSFUL, ADDITIONAL INFORMATION WILL BE REQUIRED AT A LATER DATE.

The information requested may include (but is not limited to) some or all of the following:

- A signed and dated copy of Constitution, Rules or Memorandum and Articles of Association of the applicant organisation, which includes appropriate Child Protection and Equality Statements;
- Governance/Financial health-check of the organisation by Sport NI to ensure that the organisation is within its remit to be fit for purpose to receive public funds.
- Solvency/viability/financial need information.

If your organisation has been in existence for **more than two years:**

- One year's audited annual accounts OR
- Two years' income and expenditure statements along with a completed Statement of Assets and Liabilities (see SNI template).

Sport NI will not accept accounts whereby the most recent year-end is more than 12 months at the time of assessment.

If your organisation has been in existence for **less than two years:**

- Income and expenditure statement or audited annual accounts; PLUS
- Completed "Projected Income and Expenditure Account" for the remainder of the two year period.
- Copy of most recent bank statement (s), (no older than three months), for all bank accounts held by the applicant organisation.
- Confirmation of partnership funding including availability of finance for any shortfall in funding for the project;
- Letter from one of the following confirming your organisation exists and is bona fide:

Organisation applying for Award	Letter required from:
Sports Club	Governing Body
Community organisation	Local Authority Community / Sports Development Officer

- Evidence of security of tenure of proposed project site including folio map;
- Statutory approvals e.g. Planning permission and environmental impact assessment.
- Sport NI reserves the right to request further information from applicants to assist with the preparation of the business case.

Do not submit any of the above information now as we do not need it to assess your Application.

8. How will my project be assessed?

8.1 Assessment Criteria

The following criteria will be used to prioritise applications. Only those scoring highly in all areas are likely to be successful in attracting awards.

Assessment Criteria	Weight
Community Outdoor Recreation Action Plan	
1. Increasing sustained participation To increase participation in sport and physical recreation especially among underrepresented groups* which support lifelong participation in sport and physical recreation in community settings	50%
2. Need for the project Project is based or adjacent to the top 25% of the most deprived Super Output Areas ² in Northern Ireland Project impacts on people living in areas of high social need Lack of existing access to the natural environment Lack of access to other doorstep opportunities for sport and recreation	30%
3. Strategic alignment Evidence as to how the project links to the local authority draft community plan Alignment with other elements of the Every Body Active 2020 programmes	20%

How will my project be scored?

Each section of the Action Plan will be scored against planned actions, need or alignment to meet the aims and objectives of EBA 2020 Outdoor Spaces **as follows:**

0-2 Little or no evidence provided.

3-5 Reasonable evidence provided.

6-7 Good evidence provided.

8-10 Well documented and robust evidence provided.

- Sport NI expect to see very clear need articulated, strong and extensive community engagement having been undertaken and planned actions highlighted in a detailed manner. This should be done to provide confidence that the infrastructure will be very well used by the community and increase local levels of physical activity for underrepresented groups.
- The planned actions should include:
 - What you are going to do?

² http://www.nisra.gov.uk/deprivation/super_output_areas.htm

- How you are going to do it?
- Who is responsible (internal or external to the lead group/organisation)
- What level of community engagement has been undertaken?

Sport NI reserves the right to hold a reserve list. This list will be used to react to the future availability of budgets for capital investment, or to identify replacement schemes in case of natural drop-out from applicants that have received approval to proceed to the next stage of assessment.

Sport NI makes no commitment to fund any projects on the 'reserve' list.

9. WHAT ASSISTANCE IS AVAILABLE TO APPLICANTS?

9.1 Capital Sports Development Team

If you require any clarification regarding the information provided in these Guidance Notes or advice/guidance concerning the questions within the Application you can contact the Capital Sports Development Team at:

Sport Northern Ireland
House of Sport
Upper Malone
Belfast
BT9 5LA
Tel: 028 9038 3833

Damien McConville
Tel: 028 9038 3849
Email: damienmccconville@sportni.net

Stephen McIlveen
Tel: 028 9038 3848
Email: stephenmcilveen@sportni.net

Or Sport NI Outdoor Recreation team:

Mike McClure (Active Outdoors Development Officer)
Tel: 028 90383855
Email: mikemcclure@sportni.net

Or alternatively you can log on to our website at www.sportni.net

9.2 Information Workshops

Sport NI has scheduled a number of information workshops to assist applicants with the completion of the Application and Action Plan, as follows:

Date	Time	Venue
Monday 7th Nov 2016	16:00 – 19:00	Loughs Agency, Derry
Thursday 10th Nov 2016	16:00 – 19:00	Waterways Ireland, Enniskillen
Monday 14th Nov 2016	16:00 – 19:00	Clotworthy House, Antrim
Thursday 17th Nov 2016	16:00 – 19:00	Ballymote Community Centre, Downpatrick
Monday 21st Nov 2016	16:00 – 19:00	House of Sport, Belfast
Thursday 24 th November	17:00 – 20:00	Mid Ulster Council Offices, Cookstown

These workshops will provide general advice and are designed to assist applicants on how to undertake the application process.

To register to your place at one of the roadshows – please email aidancreamer@sportni.net

10. WHAT HAPPENS IF YOUR APPLICATION IS UNSUCCESSFUL?

10.1 There is no entitlement to an award. Your Application will be in competition with others for the 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.

10.2 If you are unsuccessful with your Application we will:

- a) Communicate to you in writing the reasons why your Application could not be offered an award on this occasion;
- b) Offer the opportunity to receive feedback on the reasons for rejection with a named officer.

11. Other Useful Information

If you contact us for any reason you become one of our 'customers'. This Customer Charter is a guide to the level of service you can expect.

11.1 Customer Service Standards

Sport NI's customer services charter is currently under review by Sport NI's Board. The new customer service charter will be placed on our website when available and will apply to this programme.

11.2 Complaints

If you are dissatisfied with the service you have received from SNI 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 follow the review procedure as listed in Section 10.3.

11.3 Review Procedure

A request for a formal review of a decision made by Sport NI can only be made on the grounds that:

- (a) The Applicant has sought funding from Sport NI of £30,001 or more;
- (b) the Applicant contends that Sport NI has made a material error in the assessment of the Applicant's application for such funding, resulting in an irrational, unfair or unreasonable decision being made in relation to funding;
- (c) the Applicant contends that Sport NI has committed a material breach of its own procedures relating to the assessment of the funding application (as set out in any relevant Sport NI documentation applicable to the application for funding) resulting in an irrational, unfair or unreasonable decision being made in relation to funding.

A full copy of the review procedure is available on the Sport NI website.

11.4 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). The Ombudsman is totally independent of Sport NI and can be contacted at the following address:

The Ombudsman
Freepost
Belfast
BT1 6RR
Tel: 0800 343 424 (freephone)
028 9023 4912

The Ombudsman will normally expect you to have raised the complaint with us before referring to him.

11.5 The Standard We Expect of Applicants

- Sport NI requires applicants to provide 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 may render the Application invalid, and you may be liable to return any money already paid out.
- The above information submitted will be held by Sport NI in compliance with the Data Protection Act 1998. All government departments share information on projects to enable them to prevent fraudulent applications and to co-ordinate the processing of complementary applications. Information provided by the applicant may be made available to other departments or agencies for the purpose of preventing or detecting crime.
- Any direct or indirect approach by an applicant, its officers, servants, contractors, personal or professional representatives or advisors made to members of Sport NI, its Committees or officers which, in the view of Sport NI or their advisors 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**.

11.6 Freedom of Information

Any data gathered by Sport NI in relation to this programme will be held in accordance with the terms of the Freedom of Information Act 2000.

Applicants should note that in accordance with the Freedom of Information Act 2000, information regarding both successful and unsuccessful applications may be made available to the public via the World Wide Web and a variety of publications and is disclosable under Freedom of Information (FOI) or Environmental Information Regulation (EIR) requests.