



PITCH MAINTENANCE PROGRAMME

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 COMUNITIES	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 The Pitch Maintenance Programme is financed by funds made available through the Department for Communities.

The Pitch Maintenance Programme aims to improve pitch maintenance programmes at facilities in receipt of Sport NI monies.

The purpose of this investment programme is to provide routine pitch maintenance equipment for previously funded sports facilities to prolong the useful life of existing facilities to ensure participation opportunities are provided and increasing the value for money from Sport Northern Ireland's historical investment.

3. What level of funding can I expect?

3.1 Budgets

The Pitch Maintenance Programme is financed by funds made available by Department for Communities. Sport NI may use any reserve list of high quality projects to bid for further funds.

Based on previous experience of Sport NI capital funding schemes, it is likely that the Pitch Maintenance Programme will be heavily oversubscribed for the funds available.

3.2 Award Thresholds

In response to this demand against finite funds available it has, therefore, been necessary to set an indicative upper limit for awards.

The minimum award available is £1,000 and the maximum is £4,950 for any project.

Sport NI can fund up to 100% of total project costs and non-recoverable VAT.

3.3 Eligible costs

Eligible costs include equipment and VAT. If your organisation is registered for VAT, VAT costs will not be eligible.

4. Is my organisation eligible to apply?

4.1 Eligible types of organisations

Organisations that have been successful in receiving funding from Sport NI specifically for pitch construction under any of the following capital funding programmes are eligible to apply:

- Building Sport Programme
- Places for Sport Programme
- Sport Matters Community Capital Programme
- Single Facility Fund Programme

Please **do not** submit an application to this programme if you have never received funding from Sport NI or were funded under a different programme to those listed above.

4.2 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.
- The applicant organisation must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Councils' recognition policy and be affiliated to a recognised governing body;

5. Is my project eligible?

5.1 Project eligibility requirements

Eligible projects will include projects that:

- The applicant organisations has received funding from Sport NI specifically for pitch construction under any of the following capital funding programmes:
 - Building Sport Programme
 - Places for Sport Programme
 - Sport Matters Community Capital Programme
 - Single Facility Fund Programme;
- Have an annual pitch maintenance programme which supports the rationale for the proposed equipment list;
- Have two quotations for items of equipment, not older than one month of the programme closing date (i.e. quotations cannot be older than Friday 8th December 2017 and must remain valid for 90 days from the date of quotation);
- Primarily, benefit the inhabitants of Northern Ireland and be located in Northern Ireland.

5.2 Equipment eligibility requirements

Eligible equipment will include projects that:

- Are equipment only and demonstrate additionality to existing resources.
- Include single capital items which cost more than £1,000 and have an economic life-span of more than one year.
- Have not already purchased equipment.

5.3 Award Eligibility requirements

The project will:

- Show a detailed and quality annual pitch maintenance plan.
- Demonstrate security of tenure of five years.

5.4 What types of projects/project elements will not be funded?

As this programme is for the purchase of **routine pitch maintenance equipment only**, no applications for any other project type will be accepted.

6. What is the application process?

6.1 Equipment Only Application Procedure

- i. Complete application form and upload completed Annual Pitch Maintenance Plan.
- ii. If the Application meets the eligibility criteria and scores highly against Sport NI's assessment criteria, the applicant will be shortlisted and invited to proceed to the next stage of the process - development of the project with the appointment of suppliers and delivery of equipment.
- iii. Please note your project may score highly, but there may be insufficient funds available to progress your project. In this case, Sport NI will place the project on a reserve list, awaiting confirmation of future budget.
- iv. If the application does not meet the eligibility criteria or does not score highly against the assessment criteria, the application will be rejected.

6.2 Closing Date

Please ensure the completed Application and Pitch Maintenance Plan are submitted within the deadlines as detailed below:

Submission of:	Closing Time/Date:
Application And Pitch Maintenance Plan	4.00pm on Monday 15 th January 2018

6.3 Is any further information required?

Projects will not be required to have any of the following at time of application:

- Security of tenure

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 Safe Guarding Procedures 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.

- 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.

7. How will my project be assessed?

7.1 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
<u>Pitch Maintenance Plan</u>	
1. Demonstrable annual pitch maintenance plan The plan clearly sets out how the pitch (es) will be maintained and can be linked to the rationale provided for each item of equipment.	60%
2 Detailed rationale provided for each item of equipment A detailed rationale provided for each item of equipment which clearly relates to the submitted annual pitch maintenance plan.	40%

How will my project be scored?

The Pitch Maintenance Plan will be scored as follows:

0 No evidence of a maintenance plan or links to the proposed equipment.

1 Little evidence of a coherent maintenance plan with no links to the proposed equipment.

2 Some evidence for an annual maintenance plan provided but limited links to the proposed equipment.

3 Good evidence and detailed rationale provided for routine equipment which mostly links to the proposed annual pitch maintenance plan.

4 Well documented evidence and detailed rationale provided for proposed equipment which links coherently and logically to the maintenance plan.

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.

8. What assistance is available to applicants?

8.1 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
Fax: 028 9038 3891

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

8.2 External Assistance

Sport NI would advise that you may wish to consult with the following agencies when preparing your Application and completed Pitch Maintenance Plan:

- Governing Body of Sport
- College for Agriculture, Food and Rural Enterprise.

9. What happens if your application is unsuccessful?

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.

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.

10. 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.

10.1 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.

10.2 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.

10.3 Further Redress

If you feel that we have not dealt your complaint 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.

10.4 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**.

10.5 Freedom of Information

Any data gathered by Sport NI in relation to this programme will 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.