



MULTI-FACILITY FUND

STAGE TWO INFORMATION & GUIDANCE BOOKLET

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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 Northern Ireland'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 Northern Ireland has identified three strategic priorities:

| 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 – The Northern Ireland Strategy for Sport and Physical Recreation 2009-2019. 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 Northern Ireland Programmes and Initiatives

Sport Northern Ireland 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 Northern Ireland website www.sportni.net for the most up-to-date information.

2. What are the objectives of this investment?

2.1 The Multi-Facility Fund is financed by funds made available through the National Lottery.

The Multi-Facility Fund aims to develop sports facilities.

The proposed aims of the capital investment programme are:

- Partially address identified sports facility deficits;
- To positively contribute to targets outlined in Sport Matters - The Northern Ireland Strategy for Sport and Physical Recreation (2009-2019);
- To positively contribute to objectives of Sport Northern Ireland's Corporate Plan.

3. What will be required by our organisation?

3.1 Applicant requirements

Prior to receiving an award, all applicant organisations must meet the following criteria:

- The applicant organisation must be properly constituted, and is not for profit.
- The applicant organisation must have good governance structures.
- 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.
- Financial need demonstrated for the award.
- Applicants must be financially viable and solvent.
- Must demonstrate partnership funding (please refer to section 'What level of funding can I expect?')

3.2 Award requirements

The project will:

- Show quality design by meeting minimum Governing Body technical requirements and adhering to British standards - BS8300:2009 'Design of buildings and their approaches to meet the needs of disabled people – Code of Practice'. Please refer to Sport Northern Ireland Technical guidance for further clarification.
- Undertake and/or complete a 'Club Mark' accreditation (or similar scheme) within 12 months of project completion (if applicable).
- Undertake and/or complete the Inclusive Sports Facility accreditation (or similar scheme) within 12 months of project completion (if applicable).
- Ensure that all fitness and conditioning equipment is designed to be accessible to people with a range of disabilities. All Sport Northern Ireland funded fitness equipment will be required to be IFI (Inclusive Fitness Initiative) Accredited.
- Demonstrate security of tenure:
 - Buildings/pitches – freehold or leasehold for at least 10 years;
 - Countryside projects - Sport Northern Ireland has unique security of tenure criteria for projects that promote access to the countryside such as mountain bike trails and canoe trails. Please contact Sport Northern Ireland to discuss these criteria prior to submitting your application.
- Capital projects must be financially sustainable.

4. What level of funding can I expect?

4.1 Budgets

The Multi-Facility Fund is financed by funds made available by Sport Northern Ireland, through the National Lottery. However Sport Northern Ireland may use any reserve list of high quality projects to bid for further funds.

Based on previous experience of Sport Northern Ireland capital funding schemes, it is likely that the Multi-Facility Fund will be heavily oversubscribed for the funds available.

4.2 Award Thresholds

The minimum award available is £100k and the maximum is £1m for any project.

| <i>Applicant</i> | <i>% of Funding</i> |
|-------------------------|----------------------------|
| District Councils | Up to 60% Funding |
| All other applicants | Up to 80% Funding |

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

4.3 Eligible costs

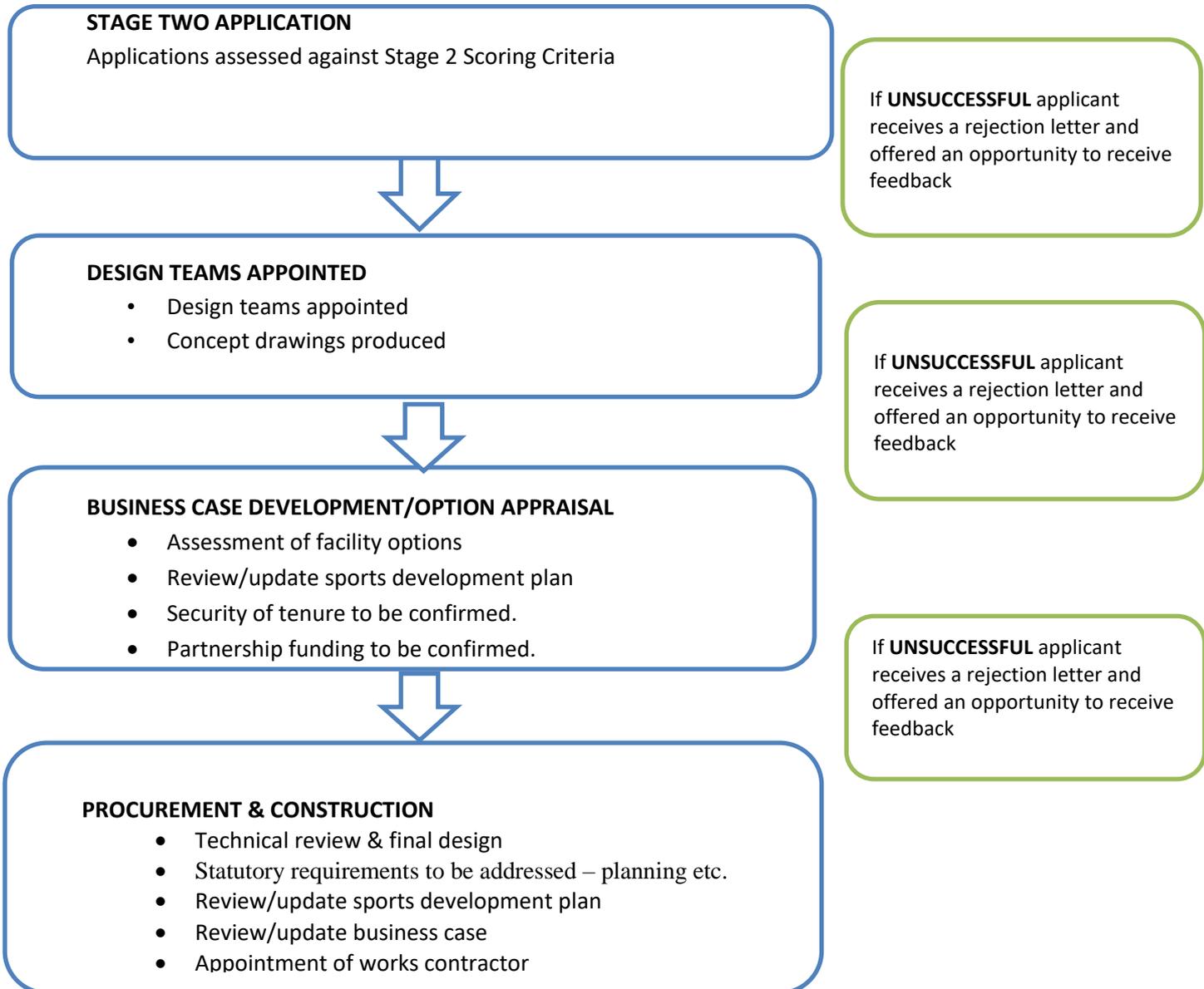
All costs are eligible including construction, associated equipment, fees etc. If your organisation is registered for VAT, VAT costs will not be eligible.

4.4 Costs incurred by unsuccessful applicants

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

5. What is the application process?

5.1 Application process



5.2 Closing Dates

Please ensure that the completed Stage Two Application Form is submitted within the deadline as detailed below:

| Submission of: | Closing Dates: |
|-----------------------|----------------|
| STAGE TWO APPLICATION | 22 March 2019 |

5.3 Is any further information required?

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

- Planning permission;
- Design teams appointed; or
- Security of tenure.

Applicants are advised not to appoint a design team or secure planning permission in advance of an application.

PLEASE NOTE IF YOUR STAGE TWO APPLICATION 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:

- Governance check of the organisation by Sport Northern Ireland to ensure that the organisation is/within its remit to be fit for purpose to receive public funds.
- Confirmation of partnership funding including availability of finance for all development costs and any shortfall in capital funding for the project (prior to Letter of Offer).
- Evidence of security of tenure for proposed project site including folio map.
- Statutory approvals e.g. planning permission.
- Sport Northern Ireland reserves the right to request further information from applicants to assist with the preparation of the business case.

6. How will my Stage 2 Application Form be assessed?

6.1 The following criteria will be used to assess your Stage 2 Application.

| | Assessment Criteria – Stage 2 Application | Scoring criteria |
|----|--|------------------|
| 1. | Consultation with user groups and partnership working | 0-4 |
| 2. | Increased total participation in sport | 0-4 |
| 3. | Increased participation in sport by underrepresented groups – females, over 50s, people with a disability and people from areas of social need. | 0-4 |
| 4. | Develop coaches, officials and volunteers within the club. | 0-4 |
| 5. | Experience of developing and constructing sports facilities. | 0-4 |
| 6. | Managing community sports facilities <ul style="list-style-type: none"> • Proposed management structure and operational requirements for the Multi-Facility project. • Previous experience of delivering sport programmes. | 0-4 |

Criteria 1

(Assessment will be based on the consultation report, intention to use forms and proposed timetable of use. Consideration will be given to facility need and similar facilities in the area).

0 No evidence of consultation with user groups or partnership working. No evidence of facility need.

1 Little evidence of consultation with user groups and partnership working to meet strategic aims and objectives. Little evidence of facility need. Little strategic impact is expected.

2 Some measures of consultation with user groups and partnership working to meet strategic aims and objectives. Some evidence of facility need. Limited strategic impact is expected.

3 Satisfactory measures of consultation with user groups and partnership working to meet strategic aims and objectives. Facility need demonstrated. Satisfactory practice followed and reasonable impact expected.

4 Good measures of consultation with user groups and partnership working to meet strategic aims and objectives. Good evidence of facility need. Good practice followed and strong impact expected.

Criteria 2
(Assessed on Sports Development Plan)

0 No evidence of additional planned sports development programmes to meet strategic aims and objectives.

1 Little evidence of additional planned sports development programmes to meet strategic aims and objectives and little strategic impact is expected.

2 Some measures of additional planned sports development programmes to meet strategic aims and objectives evidenced and limited strategic impact expected.

3 Satisfactory measures. Additional planned sports development programmes have been evidenced. Satisfactory measures evidenced and reasonable impact expected.

4 Good range of planned sports development programmes have been evidenced. Good practice followed and strong impact expected.

Criteria 3
(Assessed on Sports Development Plan)

0 No evidence of additional planned sports development programmes to meet strategic aims and objectives.

1 Little evidence of additional planned sports development programmes to meet strategic aims and objectives and little strategic impact is expected.

2 Some measures of additional planned sports development programmes to meet strategic aims and objectives evidenced and limited strategic impact expected.

Max. Score 2 – Excelling in one area only.

3 Satisfactory measures. Additional planned sports development programmes have been evidenced. Satisfactory measures evidenced and reasonable impact expected.

4 Good range of planned sports development programmes have been evidenced. Good practice followed and strong impact expected. **Score 4 – all covered well.**

Criteria 4
(Assessed on Sports Development Plan)

0 No evidence of additional proposals to develop coaching staff and volunteers i.e. governance and coach education programmes not evident. No evidence of programmes which will support the delivery of the sports development plan and meet strategic aims and objectives of the Multi-Facility Fund.

1 Little evidence of additional proposals to develop coaching staff and volunteers i.e. Little evidence of governance and coach education programmes which will support the delivery of the sports development plan and meet strategic aims and objectives of the Multi-Facility Fund.

2 Some measures of additional proposals to develop coaching staff and volunteers i.e. some measures of governance and coach education programmes which will support the delivery of the sports development plan and meet strategic aims and objectives of the Multi-Facility Fund.

3 Satisfactory measures. Additional planned coach/volunteer education programmes have been evidenced. Satisfactory measures evidenced and reasonable impact expected.

4 Good range of planned coach education programmes have been evidenced for both coaches and volunteers. Good practice followed and strong impact expected.

Criteria 5

(Assessed on experience evidenced of all stages of project development from project inception through to developing and constructing sports facilities).

0 No evidence provided of experience in developing and constructing sports facilities.

1 Little evidence provided of experience in developing and constructing sports facilities. Little previous experience demonstrated.

2 Some evidence provided of experience in developing and constructing sports facilities. Some previous experience demonstrated.

3 Satisfactory evidence provided of experience in developing and constructing sports facilities. Previous experience evidenced. Satisfactory measures outlined and reasonable impact expected.

4 Good evidence provided of experience in developing and constructing sports facilities. Previous experience evidenced. Good practice followed and reasonable impact expected.

Criteria 6

(Assessed on

a. Proposed management structure and operational staffing structure for the Multi-Facility project.

b. Previous experience demonstrated of delivering sport programmes).

0 No understanding of the management nor the operational requirements of the proposed facility. No experience demonstrated of delivering sports programmes.

1 Little understanding of the management and the operational requirements of the proposed facility. Little previous experience demonstrated of delivering sports programmes.

2 Some understanding of the management and the operational requirements of the proposed facility. Some previous experience demonstrated of delivering sports programmes.

3 Satisfactory level of understanding with regards of the management and the operational requirements of the proposed facility. Previous experience evidenced of delivery of sports programmes. Good practice followed and reasonable impact expected.

4 Good understanding of the management and the operational requirements of the proposed facility. Previous experience evidenced of delivery of sports programmes. Best practice followed and strong impact expected.

7. What assistance is available to applicants?

Capital Sports Development Team

If you require any clarification regarding the information provided in this booklet or advice/guidance concerning the questions within the application form you can contact the Capital Sports Development Team at:

Sport Northern Ireland
House of Sport
2A Upper Malone Road
Belfast
BT9 5LA
Tel: 028 9038 3833
Fax: 028 9038 3891
Email: funding@sportni.net

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

8. What happens if my Stage Two 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 discuss the reasons for rejection with a named officer.

9. 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.

9.1 Customer Service Standards

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

9.2 Complaints

If you are dissatisfied with the service you have received from Sport Northern Ireland 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.

9.3 Review Procedure

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

- (a) The Applicant has sought funding from Sport Northern Ireland of £30,001 or more;
- (b) The Applicant contends that Sport Northern Ireland 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 Northern Ireland has committed a material breach of its own procedures relating to the assessment of the funding application (as set out in any relevant Sport Northern Ireland 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 Northern Ireland website.

9.4 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 Northern Ireland 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.

9.5 The Standard We Expect of Applicants

- Sport Northern Ireland 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 in accordance with the European Union's Data Protection regulations (GDPR) and the Data protection Act (2018). 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 Northern Ireland, its Committees or officers which, in the view of Sport Northern Ireland 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**.

9.6 Freedom of Information

Any data gathered by Sport Northern Ireland 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.

9.6 Multi-Facility Fund Privacy Notice

Sport NI is committed to building trust and confidence in our ability to keep your information secure and our Privacy Notice explains how we do this. You can view Sport NI's Privacy Notice on our website (About Us-Access to Information-Privacy Notice).

Data Controller Name: Sport Northern Ireland

Address: House of Sport, 2a Upper Malone Road, Belfast, BT9 5LA

Telephone: 028 9038 1222

Data Protection Officer: Liz walker

Telephone: 028 9038 3878

Email: lizwalker@sportni.net

Why are you processing my personal information?

The information is processed for the purposes of making grant funding decisions on Multi-Facility Fund applications. This information will be used to make decisions, reduce risk of duplicate funding and fraud, have greater accountability, greater transparency and to provide a reporting and analysis tool.

What categories of personal data are you processing?

Categories of information processed include:

- Name;
- Address;
- Phone Number;
- Fax Number; and
- Email address

We also process special category data classes of information that may include:

- Race;
- Ethnic origin;
- Politics;
- Religion;
- Trade union membership;
- Genetics;
- Biometrics (where used for ID purposes);
- Health;
- Sex life; or
- Sexual orientation.

Where do you get my personal data from?

The application forms submitted as part of this funding programme which is then stored electronically on Sport NI systems.

Do you share my personal data with anyone else?

Your personal data is shared with the internal site of the Government Funding Database for the purposes of conducting Financial System and Controls

Your core information is also available on the public site of the Government Funding Database which is visible for all to see. The categories of data includes Name, Address, Phone Number, Fax Number, Email address. These details are normally pertaining to a representative of your organisation however they could also be personal details.

Retention of Records

We will ensure compliance with GDPR and DPA by ensuring that effective management of records, from when they are created, how they are stored and used, through to their disposal or archival is in place. Records are held in line with Sport NI's Retention and Disposal policy which is from 8-21 years depending on the project.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Sport NI's Data Protection Officer at the details above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

Changes to this Privacy Notice

We keep this privacy notice under regular review. Check this notice to make sure you are aware of what information we collect, how we use it and the circumstances we may share it with other organisations. This privacy notice was last updated in October 2018.

Consent

When submitting your application to the Multi-Facility Fund, you will be asked to consent to Sport NI sharing this information with other bodies.