



MULTI-FACILITY FUND

STAGE ONE 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. Is my organisation eligible to apply?

3.1 Eligible types of organisations

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

- Councils;
- Voluntary sports clubs;
- Community associations;
- Schools/Colleges/Universities;
- Education authorities on behalf of education establishments;
- Governing Bodies; and
- Charities.

The Multi-Facility Fund will not fund:

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

3.2 Applicant requirements

Prior to receiving an award, 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.
- The applicant organisation must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Councils' recognition policy and be affiliated to an 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?')

4. Is my project eligible?

4.1 Facility priorities

The Multi-Facility Fund will prioritise projects that:

- Create a Multi-Facility environment (with a mixture of indoor and / or outdoor provision) providing opportunities for community participation. Sport Northern Ireland defines 'multi-facility' as:

"Four or more different sports facility types located on a single site."

An example of a Multi-Facility project could include a natural turf pitch; synthetic pitch, sports hall, and a fitness suite. See page 10 for a detailed example.

- Are capital developments commensurate with facility needs identified.
- Can demonstrate consultation/support from three or more Sport Northern Ireland recognised Governing Bodies of Sport and deliver against their local priorities. The governing body letter of support must provide an overview of the proposed project, confirmation of the facility being supported, evidence of how the facility meets with their strategic priorities and a list of the main affiliated clubs that propose using the facility.
- Offer an enhancement, through modernisation, to existing provision and/or new build facilities and demonstrate additionality to existing resources.
- Have a long-term sustainable sports development plan which details programmed activity, aimed at significantly increasing participation.
- Show quality in design, and are fit for purpose (i.e. meets recommended technical specifications) to serve community need.
- Primarily, benefit the inhabitants of Northern Ireland and be located in Northern Ireland.

4.2 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 project must be financially sustainable.

4.3 Eligible and Ineligible project types

Projects should seek to create multi-facility environments with **four** or more different **facility types** located on a **single site**. This could be achieved by creating a **new** Multi-Facility environment or by **adding to/improving** existing facilities already in place. Projects must propose sports facilities which align with minimum design criteria set out by Sport Northern Ireland, Sport England or a Governing Body for Sport.

Existing facility types can contribute to the four different facility types if they meet minimum **competition** specifications. Exceptions will be made for schools, if facilities comply with the Department of Education Building Handbook.

The following facility types (either new build or upgrade) will be considered as part of any Multi-Facility environment proposal:

- Natural Turf Pitches (full size only & not floodlit)
- 2nd or 3rd Generation Synthetic Pitches (full size only and floodlit)
- Water-Based Synthetic Pitches
- Permanent Natural or Synthetic Turf Cricket Wickets
- Sports Halls (minimum 4 court with the exception of schools)
- Tennis Courts (minimum 2 courts)
- Fitness Suites (minimum 50 stations)
- Squash Courts/Handball courts
- Swimming Pools (minimum 25m x 13m – 6 lane)
- Bowling Greens (minimum 6 rinks)
- Skate Parks
- Climbing Walls
- Boxing Gyms
- Athletics Tracks (8 lane)
- Indoor handball courts

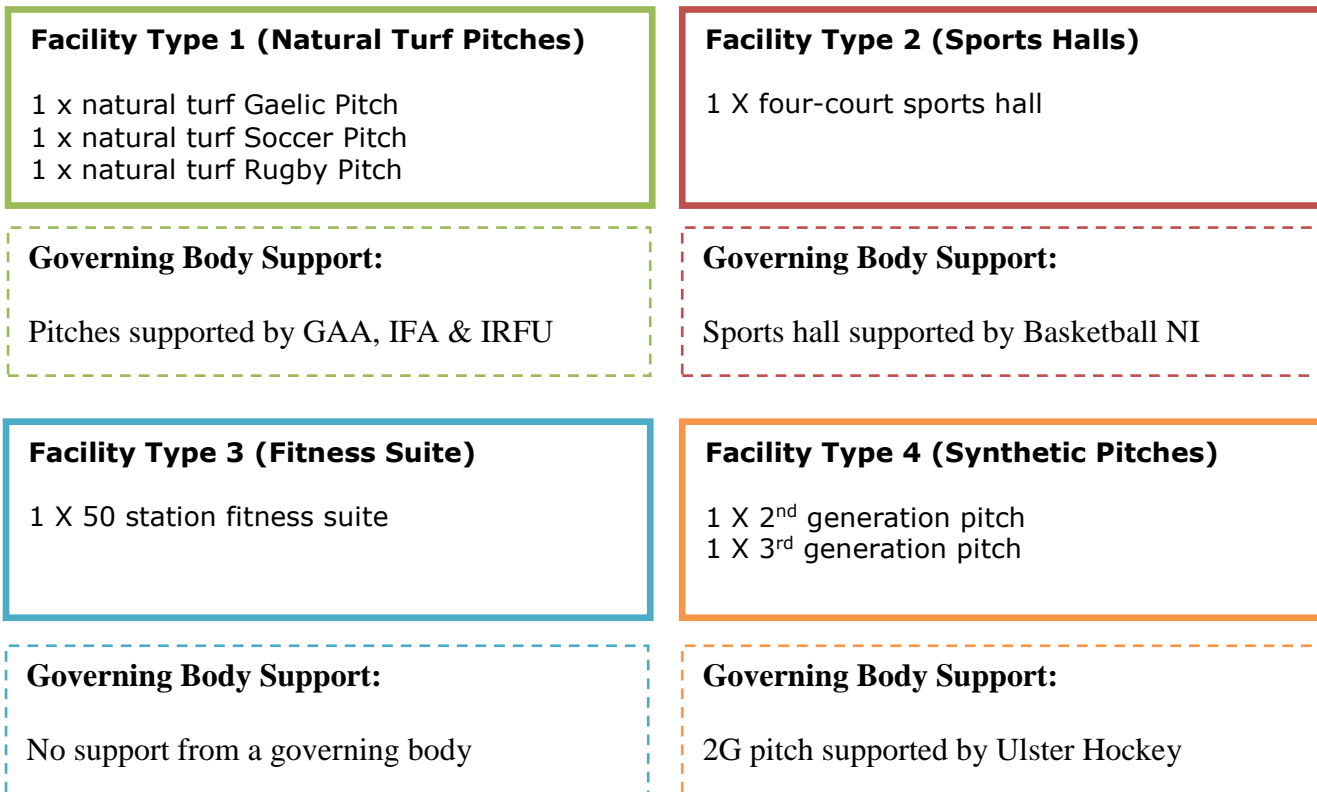
The following facilities will **not** be considered as facility types:

- Pitch Perimeter Trails (with or without exercise equipment)
- Changing Provision
- Social Facilities
- Club Rooms
- Activity Rooms/Multi-Purpose Rooms
- Ball Walls
- Outdoor Handball Courts/Walls
- Stand-alone Storage Facilities
- Spectator Provision
- Car Parking
- Treatment Rooms

NOTE: *These lists are not exhaustive. Sport Northern Ireland reserves the right to determine facility eligibility at its own discretion. Please refer to Sport Northern Ireland Technical guidance for further information.*

4.4 Example of a multi-facility project:

The model below shows **four sports facility types**, which can accommodate a wide range of sport and physical activity. The model also shows how at least three of the facility types can be supported by a different Governing Body of Sport. One Governing Body is limited per facility type:



5. What level of funding can I expect?

5.1 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.

5.2 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.

5.3 Eligible costs

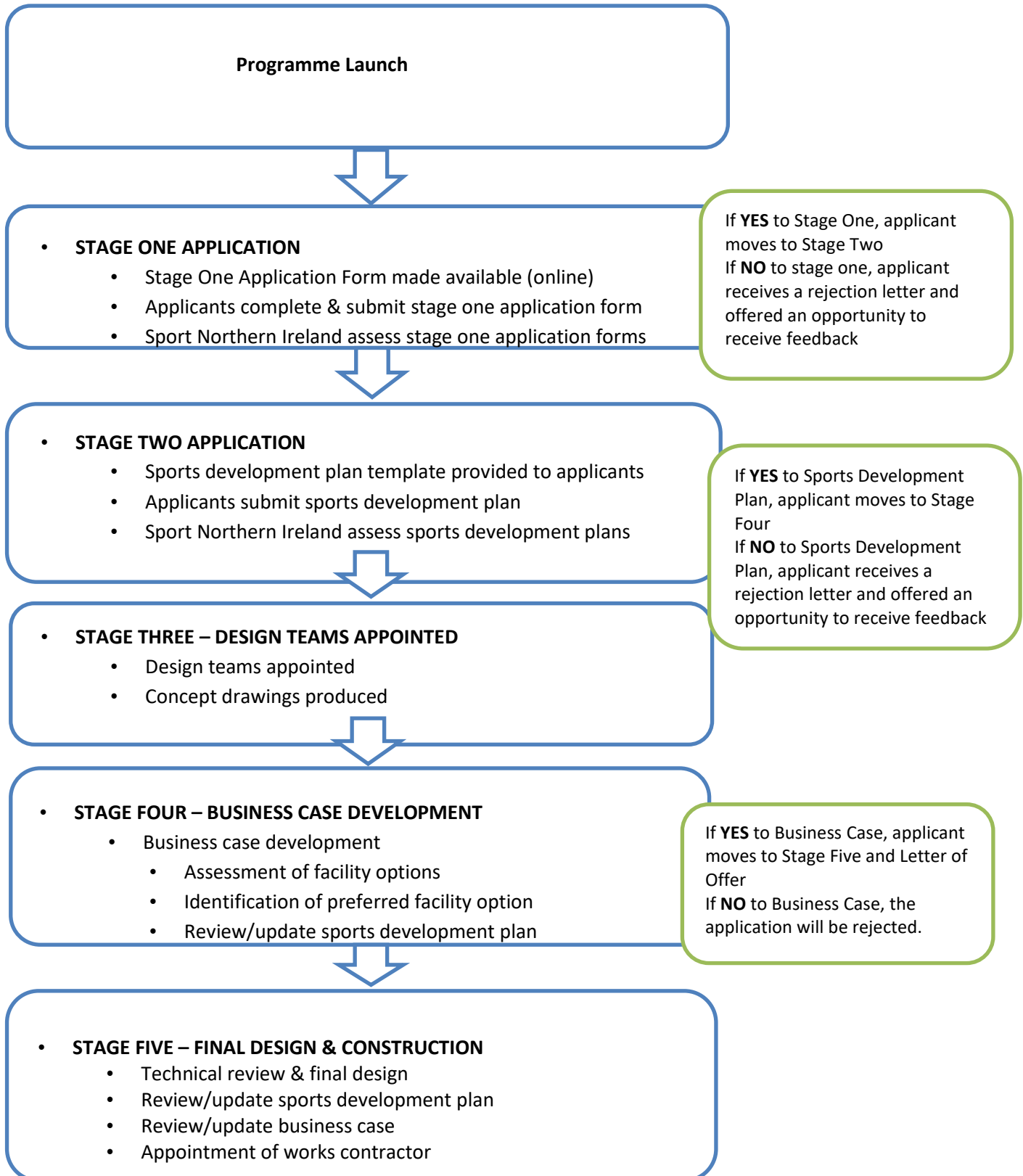
All costs are eligible including construction, associated equipment, fees etc. If your organisation is registered for VAT, VAT costs will not be eligible.

5.4 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.

6. What is the application process?

6.1 Application process



6.2 Closing Dates

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

Submission of:	Closing Dates:
STAGE ONE APPLICATION	Thursday 29 March 2018 at 4pm

6.3 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 1 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 of 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.

7. How will my Stage One Application Form be assessed?

7.1 The following criteria will be used to check applications.

Assessment Criteria – Stage 1 Application	Scoring criteria
<p>All applications will be checked initially for project eligibility using the following criteria:</p> <ol style="list-style-type: none">1. Creation of a multi-facility environment2. Support from three or more Governing Bodies of Sport <p>If your application achieves a pass at the initial eligibility check, Sport Northern Ireland will assess:</p> <ol style="list-style-type: none">3. The facility need for your proposal.	<p>Pass/Fail Pass/Fail Pass/Fail</p>

Should your project achieve a pass, your project will be invited to Stage Two.

8. 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

9. What happens if my Stage One 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.

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 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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 by Sport Northern Ireland 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 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**.

10.6 Freedom of Information

Any data gathered by Sport Northern Ireland 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.