

Affiliated Clubs & Entities Guidance Notes

Sports Sustainability Fund





APPLICANTS SHOULD APPLY THROUGH THEIR RESPECTIVE GOVERNING BODY AND NOT DIRECTLY TO SPORT NI

1. What is the purpose of this fund?

The purpose of this COVID-19 relief funding is to deal with the economic consequences of the health pandemic, providing the intervention needed to prevent the sports sector being unduly impacted by the current disruption.

Applications to the fund must provide evidence of financial 'need' due to COVID-19 (the difference between the current period's surplus/deficit from 1 April 2020 to 31 December 2020 and the average surplus/deficit from the previous years).

2. Who is eligible to apply?

Governing bodies Recognised¹ by Sport NI will submit applications on behalf of their affiliated clubs and entities.

Any club based in Northern Ireland and currently affiliated to a governing body recognised by Sport NI is eligible to submit a completed application to their governing body.

3. What do eligible clubs need to submit to their governing body?

Eligible clubs must submit the following documentation to their governing body to support the application process:

- Application Form (Microsoft Excel spreadsheet);
- Approved² annual accounts for the last 3 financial years e.g. 2017, 2018 and 2019;
- Approved² management accounts for the period 1 April – 31 December 2020;
- Approved² projected figures for 1 January – 31 March 2021; and
- Copy of a bank statement dated within the last 3 months.

¹ Recognised by Sport NI - meaning that the governing body is named on the Recognition list, per the UK Recognition policy as implemented by the UK Sports Councils - <http://www.sportni.net/sportni/wp-content/uploads/2019/09/List-of-UK-Ireland-Recognised-NGBs-and-Sport-List-November-2020.pdf>

² 'Approved' meaning having gone through the 'normal' process of producing accounts for the organisation. For some larger organisations, this will involve audited or certified accounts being approved by committee and then accepted by the members at the AGM.

For smaller organisations, accounts may simply be prepared by the Treasurer and approved by the members. As long as each organisation's own way of approving accounts has been followed then this is acceptable.

For the management accounts, 'approval' would be expected to be at a management committee level (or equivalent) as a minimum.



Sport NI intends to provide transparency throughout the programme. Any amounts applied for by a governing body on behalf of both itself and its affiliated clubs and entities, as well as all amounts awarded, will be publicly available.

4. What are the deadlines?

The closing date for applications to be submitted by the governing body to Sport NI is:

Submission of:	Closing Date:
Application and Requested Documentation	3pm on Monday 11 January 2021

The deadline for clubs and entities to submit the documentation requested in Question 3 will be communicated by the relevant governing body in due course. Affiliated clubs and entities should contact their governing body for specific information.



Example of completed spreadsheet for clubs and entities

Club Name: Name Club		Club's post code: Post code																																																																																																
PART 1 This year - 9 months from 1 April 2020 to 31 December 2020 £		PART 2 Previous 3 years (from accounts)																																																																																																
Income (Revenue, Turnover) - match day income 10 - memberships 10 - competitions and events 5 - hospitality 0 - sponsorship 5 - Covid-related grants 5 - 'normal' revenue grants 5 - other income generating activities 5 45		<table border="1"> <thead> <tr> <th></th> <th>2017 £</th> <th>2018 £</th> <th>2019 £</th> <th>9 month Average £</th> </tr> </thead> <tbody> <tr> <td>Income (Revenue, Turnover)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- match day income</td> <td>110</td> <td>125</td> <td>100</td> <td>83.75</td> </tr> <tr> <td>- memberships</td> <td>50</td> <td>50</td> <td>50</td> <td>37.5</td> </tr> <tr> <td>- competitions and events</td> <td>40</td> <td>30</td> <td>40</td> <td>27.5</td> </tr> <tr> <td>- hospitality</td> <td>15</td> <td>15</td> <td>15</td> <td>11.25</td> </tr> <tr> <td>- sponsorship</td> <td>5</td> <td>10</td> <td>5</td> <td>5</td> </tr> <tr> <td>- Covid-related grants</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>- 'normal' revenue grants</td> <td>5</td> <td>0</td> <td>0</td> <td>1.25</td> </tr> <tr> <td>- other income generating activities</td> <td>30</td> <td>30</td> <td>35</td> <td>23.75</td> </tr> <tr> <td></td> <td>255</td> <td>260</td> <td>245</td> <td>190</td> </tr> <tr> <td>Expenditure</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- wages & salaries</td> <td>60</td> <td>60</td> <td>60</td> <td>45</td> </tr> <tr> <td>- match day costs</td> <td>80</td> <td>90</td> <td>80</td> <td>62.5</td> </tr> <tr> <td>- competitions and events costs</td> <td>35</td> <td>30</td> <td>35</td> <td>25</td> </tr> <tr> <td>- hospitality costs</td> <td>10</td> <td>15</td> <td>10</td> <td>8.75</td> </tr> <tr> <td>- all other operating costs</td> <td>40</td> <td>35</td> <td>45</td> <td>30</td> </tr> <tr> <td></td> <td>225</td> <td>230</td> <td>230</td> <td>171.25</td> </tr> <tr> <td>Trading or Operating Surplus/(Deficit) for period</td> <td>30</td> <td>30</td> <td>15</td> <td>18.75</td> </tr> </tbody> </table>			2017 £	2018 £	2019 £	9 month Average £	Income (Revenue, Turnover)					- match day income	110	125	100	83.75	- memberships	50	50	50	37.5	- competitions and events	40	30	40	27.5	- hospitality	15	15	15	11.25	- sponsorship	5	10	5	5	- Covid-related grants	0	0	0	0	- 'normal' revenue grants	5	0	0	1.25	- other income generating activities	30	30	35	23.75		255	260	245	190	Expenditure					- wages & salaries	60	60	60	45	- match day costs	80	90	80	62.5	- competitions and events costs	35	30	35	25	- hospitality costs	10	15	10	8.75	- all other operating costs	40	35	45	30		225	230	230	171.25	Trading or Operating Surplus/(Deficit) for period	30	30	15	18.75
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Expenditure (Cost of Sales and Admin. Expenses) - wages & salaries 4 - match day costs 2 - competitions and events costs 2 - hospitality costs 0 - grants 1 - all other operating costs 0 9		PART 7 - Approvals i. We certify that we have read and understood the guidelines and criteria applicable to application for funding and agree to comply in full. ii. We certify, on behalf of the applicant, that all the information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate, having taken all reasonable steps to ensure this. iii. We hereby further certify that we have made full and complete disclosure of all the relevant facts relating to the application or its subject matter whether supportive of the application or otherwise. We undertake to inform Sport NI fully and immediately in writing of any material amendments or changes in the circumstances of the applicant or any part of the subject matter of the application which may in any way affect the application whensoever and howsoever arising. iv. We hereby undertake that from the date of any award, no-one will be denied access to the project in respect of which an award has been paid whether in full or in part, on the grounds of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, disability, and persons with dependants without just reasonable and proper cause. Authorised officer bearer/post holder 1: <input type="text"/> Print name <input type="text"/> Date: <input type="text"/> Date: <input type="text"/> Authorised officer bearer/post holder 2: <input type="text"/> Print name <input type="text"/> Date: <input type="text"/> Date: <input type="text"/>																																																																																																
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Explanatory notes:

The spreadsheet has been created in order to compare the 9 month period from 1 April 2020 – 31 December 2020 (the period of COVID-19) with what a 'normal' 9 month period for your organisation looks like, and to identify financial need based on this. It is only considering 'Operating' or 'Trading' income and expenditure. The figures required for entry should come from the organisation's income and expenditure account (also referred to as a profit and loss account).

Each cell has a comment attached to it to provide further clarification on what is required to be entered. Scroll over the cells on the online version to see this.

Some cells have been set up to automatically calculate a figure, using the other figures that have been entered. These cells do not allow you to enter figures into them.

Club/Entity name and postcode should be entered in the appropriate cell at the top of the spreadsheet.



PART 1 – This year’s figures. Specifically the 9 months from 1 April 2020 to 31 December 2020. These should be taken from the organisation’s approved management accounts for the period.

PART 2 – The previous three years’ figures. If last year’s accounts included any significant overlap into the period being asked for in Part 1 (1 April 2020 to 31 December 2020) then please use the last full set of accounts before this. This section is calculating what a ‘normal’ year looked like for an organisation so it is important that the significant effects of COVID-19 are not included here. The ‘9 month Average’ column in this section calculates the average figures, based on the historic accounts information entered. The figures in this column cannot be amended.

PART 3 – This calculates the ‘need’ due to COVID-19 (the difference between the current period’s surplus/deficit from 1 April 2020 to 31 December 2020 and the average surplus/deficit from the previous years. Any additional funding confirmed but not yet received should be entered in the ‘Other confirmed assistance’ cell. The ‘Request for assistance – Current’ cell is the amount of ‘need’. If this figure is negative then no ‘need’ has been demonstrated and no application should be submitted for this period.

PART 4 – This financial year’s projected figures. Specifically the 3 months from 1 January 2021 to 31 March 2021. These should be taken from the organisation’s approved management accounts projections for the period. This section is optional, as some organisations may not be in a position to evidence this.

PART 5 – This calculates the ‘need’ due to COVID-19 (the difference between the projected period’s surplus/deficit from 1 January 2021 to 31 March 2021 and the average surplus/deficit from the previous years. Any additional funding confirmed for this period should be entered in the ‘Other confirmed assistance’ cell. The ‘Request for assistance – Projected’ cell is the amount of ‘need’. If this figure is negative then no ‘need’ has been demonstrated and no application should be submitted for this period.

PART 6 – Evidence of figures. Documentation to evidence the figures entered should be available and forwarded with your application. The boxes beside each piece of information should be selected as ‘Yes’/‘No’ as applicable. For the information requested at Part 1 and Part 2, if the boxes are not selected as ‘Yes’ then the application will show as ‘INCOMPLETE’ and should not be submitted until all required information is available. For the information requested at Part 4, if the box is not selected as ‘Yes’ or ‘N/a’ then the application will show as ‘INCOMPLETE’ and should not be submitted until all required information is available. Note that, should no information be submitted for Part 4, then ‘N/a’ should be selected here, enabling the application to be considered ‘COMPLETE’.

PART 7 – Two authorised officer bearers/post holders should enter their names and date here, as a ‘signature’ that the application conforms with the conditions of the programme listed.