



# **Review Procedure**

---

**August 2010**

**Council Paper No: SNI/10/158**

This document sets out Sport Northern Ireland's Review Procedure which is relevant to decisions concerning applications to Sport Northern Ireland for funding of £30,001 or more.

**SPORT NORTHERN IRELAND**

## **REVIEW PROCEDURE FOR FUNDING DECISIONS**

1. Subject to the provisions set out below, the following Review Procedure may be invoked by any person who has applied to Sport Northern Ireland (“**Sport NI**”) for funding **of £30,001 or more** (an “**Applicant**”) and received notice of a decision from Sport NI in relation to that funding application.
2. Following the date on which Sport NI issues a written decision not to award any funding to an Applicant or to award less than the level of funding sought by an Applicant (a “**Funding Decision**”), that Applicant<sup>1</sup> may:
  - (a) within 10 Days, make a **Request for Further Information** about the Funding Decision (using the pro-forma attached in Appendix A to this Review Procedure), in which case Step 3 below shall apply; or
  - (b) (subject to the provisions below) within 30 Days, make a **Request for Formal Review** of the Funding Decision (using the pro-forma attached in Appendix B to this Review Procedure) in which case Steps 4-7 below shall apply.

In either case, the Request for Formal Review/Request for Further Information shall be acknowledged in writing by Sport NI within 5 Days of the date of receipt.

3. Where a Request for Further Information is made, Sport NI shall aim to provide this within 10 calendar days of receipt of the request, although this may take longer depending on the nature of the request. The Applicant shall have a period of 20 Days from the date of issue of the further information by Sport NI or 30 Days from the date of issue of the Funding Decision to the Applicant (whichever period is longer) to submit a Request for Formal Review, in which case Steps 4-7 below shall apply.
4. A Request for Formal Review may be made by an Applicant where :
  - (a) the Applicant has sought funding from Sport NI of £30,001 or more;and, either:
  - (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;

or

---

<sup>1</sup> Note that these procedures are only open to those persons in whose name an application for funding has been submitted. Applicants making a Request for Further Information or a Request for a Formal Review should note that neither procedure may be used to amend, enhance or supplement the original application.

- (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.
- 5. Where a Request for Formal Review is made by an Applicant in relation to a Funding Decision, an independent third party (“**Independent Reviewer**”) shall be appointed by Sport NI from a standing panel of three independent persons to review that Funding Decision.
- 6. Where an Independent Reviewer is appointed to investigate a Funding Decision, that person:
  - (a) may, at his/her absolute discretion, seek further information and/or documentation from the Applicant and/or Sport NI personnel in relation to the Funding Decision; and
  - (b) following his/her review, shall prepare a non-binding, written recommendation (a “**Formal Review Recommendation**”), which shall set out:
    - (i) each of the grounds of the complaint;
    - (ii) the steps taken by the Independent Reviewer to investigate the complaint;
    - (iii) the reasons for accepting or rejecting each of the grounds of the complaint; and
    - (iv) a recommendation in relation to the particular relief sought by the Applicant.
  - (c) provide a copy of the Formal Review Recommendation to Sport NI management and the Applicant.

The Applicant and Sport NI management shall be invited by the Independent Reviewer to submit any comments they may have on the Formal Review Recommendation to the Board of Sport NI in advance of any meeting at which the Formal Review Recommendation is to be considered.

- 7. The Board of Sport NI shall consider the Formal Review Recommendation and any further comments made by the Applicant and/or by or on behalf of Sport NI management, and make a final decision on the complaint (setting out its reasons for the decision). This shall be communicated in writing to the Applicant. No further right of review under these procedures shall exist in relation to the complaint in question.

8. In disseminating information relating to the procedures above to meet the needs of minority groups, Sport NI shall provide information in Braille, large print, audio cassette, video cassette and minority ethnic language format in accordance with Sport NI policy.
9. References to 'Days' in this Review Procedure are to calendar days. Where any period referred to in this Review Procedure would ordinarily expire on a day that is not a working day (e.g. a Saturday, Sunday or a public or bank holiday in Northern Ireland), that period shall be extended until the next working day.

**APPENDIX A**

**REQUEST FOR FURTHER INFORMATION**

*This Request for Further Information must be returned by the Applicant to the Director of Corporate Services, Sport NI within 10 days of the date on which Sport NI issues a Funding Decision (as defined in the Review Procedure) to the Applicant. Please use additional sheets if required.*

**NAME OF APPLICANT:**

---

**NAME OF CONTACT FOR CORRESPONDENCE:**

---

**ADDRESS FOR CORRESPONDENCE:**

---

---

---

**TEL:**

---

**EMAIL:**

---

**NAME OF PROJECT/PROGRAMME:**

---

**PLEASE SPECIFY THE FURTHER INFORMATION SOUGHT BY THE APPLICANT FROM SPORT NI IN RELATION TO THE FUNDING DECISION:**

---

---

---

---

---

---

---

\_\_\_\_\_  
**SIGNED FOR AND ON BEHALF  
OF APPLICANT**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**APPENDIX B**

**REQUEST FOR FORMAL REVIEW OF FUNDING DECISIONS  
BY SPORT NORTHERN IRELAND**

*This Request for Formal Review must be returned by the Applicant to the Director of Corporate Services, Sport NI within 20 days of the date of issue by Sport NI to the Applicant of any further information requested by it or within 30 days of the date of issue of the Funding Decision (as defined in the Review Procedure) to the Applicant (whichever period is longer). Please use additional sheets if required.*

**NAME OF APPLICANT:**

---

**NAME OF CONTACT FOR CORRESPONDENCE:**

---

**ADDRESS FOR CORRESPONDENCE:**

---

---

---

**TEL:**

---

**EMAIL:**

---

**NAME OF PROJECT/PROGRAMME:**

---

---

---

**PLEASE SPECIFY THE FUNDING DECISION YOU WISH TO HAVE REVIEWED (BY REFERENCE TO CORRESPONDENCE FROM SPORT NI):**

---

---

---

---

---

---

---

---

---

---

