

Active Awards for Sport



Guidance Notes

Contents

Who can apply	2
What are the programme priorities	3
Activities and items Active Awards for Sport WILL Fund	4
Activities and items Active Awards for Sport WILL NOT fund	4
How to apply	5
How are you assessed	6
If you are successful	7
Payment	8
If you are unsuccessful	8
General information	9
Success stories	10 - 11

Welcome to Active Awards for Sport

Active Awards for Sport is a small grants programme primarily aimed at grassroots community based sport. The programme aims to prioritise investment in sports clubs, community groups and governing bodies of sport, especially those based in areas of greatest need that will deliver demonstratable increases in sports participation. In particular the programme will look to contribute to the NI Executives Strategy "Promoting Equality, Tackling Poverty and Social Exclusion."

Who can apply

- Governing bodies of sport (recognised by Sport Northern Ireland)
- Sport clubs (must be affiliated to a Governing Body of Sport recognised by Sport Northern Ireland)
- Charities (recognised by Charities Commission)
- Parent Teacher Association
- Community/voluntary groups

Applicants can only hold 1 award in a 12 month period. If your organisation was successful in Round 1 (Letters of Offer Issued June 2014) you are ineligible to apply.

Funding limits

Eligible groups can apply for grants from £1,000 - £10,000.

Key dates

The current round of funding closes for applications at 12 noon on the **20 October 2014**. Please consult our website for details of planned information sessions and funding clinics - www.sportni.net

Sport Northern Ireland envisages that the programme will open for future rounds of funding. Potential applicants will be notified as and when this happens.

What are the programme priorities

Sport Northern Ireland's Active Awards for Sport programme seeks to prioritise the development of grass roots sport and maximise positive community sport legacies.

- Increase participation in sport and physical recreation in sport especially among underrepresented groups:

- ✓ Women and girls
- ✓ People with a disability
- ✓ People from a minority ethnic group and
- ✓ Older people

- In particular Sport Northern Ireland welcomes applications that seek to encourage, support or enable improved community relations especially in interface areas.

- Deliver projects based in and benefitting areas of greatest need. (*Sport Northern Ireland has defined areas of greatest need as Neighbourhood Renewal Areas or the 25% most deprived Super Output Areas using the Northern Ireland Multiple Deprivation Measure 2010*).



Activities and items Active Awards for Sport WILL fund

Please note that only one application will be accepted per organisation. The following items/services are eligible in regards to the Active Awards for Sport application. Submitting an application is not a guarantee of receiving funding.

- ✓ Projects that will support increased participation in sport and physical recreation, especially among underrepresented groups.
- ✓ Sport specific coaching courses; provided they can be completed in full within communicated timeframes.
- ✓ CPD courses/training e.g. Disability Awareness, Sport Leadership, Club Development.
- ✓ Sport specific coaching fees – capped at £20p/h unless justification can be provided for higher rate.
- ✓ Project specific venue hire.
- ✓ Project specific travel within Northern Ireland.
- ✓ Project specific equipment – Buying equipment shouldn't be the focus of your project. We view equipment as a means to achieving our target of increasing participation in sport. Any application for equipment should explain why it is needed and how it will achieve this. Normally, no single item can be valued at over £1,000.
- ✓ Equipment hire to allow you to run your project.

Activities and items Active Awards for Sport WILL NOT fund

The following activities and items are ineligible and will not be funded under Active Awards for Sport:

- ✗ Capital works costs or any equipment that would incur cost and resource to install and remove e.g. standalone scoreboard with its own foundations and mains electrics supply.
- ✗ General organisation running costs, multimedia and performance equipment.
- ✗ Office equipment, furniture, maintenance equipment and maintenance costs,
- ✗ Salary costs, loan repayments and endowments and volunteer costs.
- ✗ Entertainment costs, food and beverages.
- ✗ Items which only benefit individuals (e.g. prizes; scholarships; bursaries; personal clothing; personal equipment; event tickets; shin guards; boots, kits; etc.) and non-essential items e.g. water bottles.
- ✗ Secondary, further or higher education e.g. A Levels, Degrees, etc.
- ✗ VAT that can be recovered from HM Revenue and Customs.
- ✗ Activities promoting religious or political beliefs.
- ✗ Retrospective funding or costs that will be incurred after the communicated grant period.
- ✗ Donations/fundraising events or activities.
- ✗ Organisation's own facility hire – groups cannot be paid for use of own venue.
- ✗ Insurance, affiliation, entry fees or membership fees.
- ✗ Sporting activities not recognised by Sport Northern Ireland.
- ✗ Accommodation/hotels.
- ✗ Curriculum time school programmes.
- ✗ Travel outside Northern Ireland.
- ✗ Publications, marketing and websites.
- ✗ Strategic planning/development e.g. consultancy fees.
- ✗ Access NI registration fees.
- ✗ Livestock.
- ✗ First aid kits/medical bags, defibrillators, medical personal costs, e.g. physio, sports therapist, etc.
- ✗ Non-inclusive fitness initiative (IFI) gym equipment e.g. treadmills, rowers, bikes, etc.
- ✗ Costs that are deemed to be unreasonable e.g. excessive goods/services.
- ✗ Existing activities already in place e.g. current training sessions, etc.

How to apply

The application process

Step 1: Plan your project

- Review Sport Northern Ireland Guidance Notes. Contact Sport Northern Ireland if you have any questions.
- Obtain accurate project costs. Groups should adhere to best practice guidance in regards to seeking best value and be in a position to show evidence of obtaining best value quotes should Sport Northern Ireland require this evidence.



Step 2: Complete your cost section

- Insert costs as per best value quotations.
- List all costs using layout guidelines contained in the application form.
- Applicants must provide a rationale for the need for equipment.
- Remember that there is a maximum cap of £20 per hour for coaches unless justification is provided that the coaching is specialised in nature.



Step 3: Complete your project target section

Applicants will be expected to submit the following information within this section:

Target

- Total number of participants
- Total number of young people
- Total number of females
- Total number of people with a disability
- Total number of people from ethnic community background
- Total number of older people
- Total number of qualified volunteers/coaches



Step 4: Complete your application

- Ensure you have full details of your organisation - names, addresses, phone numbers, email accounts etc.
- Ensure you have details of any partnership funding.
- Complete the application in full. Note you can “SAVE and FINISH” later and use the “Returning Applicant” link to complete your application at a later date.
- Review and submit by stipulated deadline.

How you are assessed

Please ensure that your application form represents your project in the best light. We cannot assess your project fully if you do not give us as much detail as possible about your organisation and your plans for the project.

Assessment Criteria	Score
Criteria 1: Project Tell us about your project. For example: <ul style="list-style-type: none">• What will you do?• When will you do it?• Where will you do it?• How will you do it?• Who will benefit?	50%
Criteria 2: Need How did you identify the need for this project? <ul style="list-style-type: none">• Have you consulted with potential participants?• How does your project fit strategically with relevant stake-holders?• Is there evidence of social need?	30%
Criteria 3: Sustainability How will you ensure that your project delivers long lasting benefits? <ul style="list-style-type: none">• Has the project development plans in place to sustain the project?• Has the project coaching in place to help sustain increased participation?	20%

If you are successful...

Sport Northern Ireland will issue you with a Letter of Offer.



You must return required documents to Sport Northern Ireland within 10 working days.



Required documents will be checked:

- Form of Acceptance – signed by two non related group members, one of which is an office bearer. Post the original copy to Sport Northern Ireland.
- Bank Account Detail Form – signed by two club officials and STAMPED and SIGNED by a bank official. Post the original copy to Sport Northern Ireland.
- Bank Manager Letter – STAMPED and SIGNED by the bank manager. Post the original copy to Sport Northern Ireland.
- Constitution (email a copy to Sport Northern Ireland)
- Child Protection Policy (email a copy to Sport Northern Ireland)



Sport Northern Ireland will issue a Permission to Proceed Letter



Sport Northern Ireland will endeavor to pay all claims within 30 days provided that there are no queries with any of the paperwork that is submitted – see Payment Section.



Applicants must submit the End of Grant Report when requested by Sport Northern Ireland. Sport Northern Ireland may require further evidence to support your targeted outcomes e.g. sign in sheets, parental consent forms etc. Sport Northern Ireland will conduct a 10% sample visit on successful projects. Original Bank Statements or STAMPED and SIGNED Bank Transaction Forms showing full settlement of the award, may be requested.

Payment

Sport Northern Ireland will endeavor to pay all claims within 30 days of receiving receipts/invoices and the claims paperwork, provided that there are no queries with any of the paperwork that is submitted.

Applicants can draw down funding provided they supply valid Pro Forma invoices/receipts followed by a full VAT invoice. Sport Northern Ireland will provide guidance as to what can be paid for in advance e.g. equipment and what can be paid for after expenditure has been incurred e.g. coaching and venue hire.

Sport Northern Ireland will carry out a sample check of 10% of all grant recipients. This is to ensure best practice has been achieved with regard to 'value for money' in the purchases of goods/services. Please ensure all relevant paperwork has been retained. (Sport Northern Ireland defines 'value for money' as obtaining two quotes).

If you are unsuccessful...

Sport Northern Ireland will issue you with a letter informing you of our decision.



You can request feedback by emailing feedback@sportni.net



If you require further feedback, Sport Northern Ireland may facilitate meetings on request. There is no appeals process.

General Information

Funding

Sport Northern Ireland have a limited budget for Active Awards for Sport and it is unlikely that we will be able to support all applications. Applicants will be notified when this is the case.

Suspected Fraud

Applicants are advised that any materially misleading statements (whether deliberate or accidental) given at any stage during the application process or award period could render the application invalid and the applicant liable to return any money already paid out on the project in question. Any cases of suspected fraud may be referred to the PSNI. This includes falsification of information, inappropriate use of funds and misinformation at the application stage.

Businesses that offer help

Sport Northern Ireland are aware that some businesses promote their services by telling potential customers about Active Awards for Sport. They may offer consultancy services or imply that they are acting on behalf of Sport Northern Ireland and will assist you for a fee or deposit. Sport Northern Ireland will review all applications and may contact clubs to ensure they are familiar with the projects that are being presented.

Sport Northern Ireland feel that the Guidance Notes give a clear indication of what Sport Northern Ireland are looking for, Sport Northern Ireland would not advise applicants to pay to have their Active Awards for Sport application completed as there is no guarantee that this will result in them being successful. Sports Development advice and guidance is available through district councils, National Governing Bodies of Sport and many community sport organisations, throughout Northern Ireland.

Data Protection Act

Sport Northern Ireland will use the information you give us on the application form during our assessment and for the life of any grant we award you, to administer and analyse grants and for our own research.

Sport Northern Ireland may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. Sport Northern Ireland may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.

Sport Northern Ireland may use the data you provide for our own research. Sport Northern Ireland recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act Sport Northern Ireland will release it, subject to exemptions; although Sport Northern Ireland may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let Sport Northern Ireland know when you apply.

Young People

Holy Cross Play Group received £1,481. This group delivered an Active Play project aimed at 36 young people aged from three to four years to improve their ABCs (Agility, Balance, Coordination). The group promoted key messages about how parents could encourage additional activity at home, as well as running football and GAA taster programmes to inspire young people to become involved in additional sporting activities.

“Holy Cross Active Play has been a great success and thanks to the equipment we can ensure that we deliver this programme to all new children who come to us, thus ensuring the legacy of the programme.”

Katrina McGann: Play Group Manager

People with a Disability

Eglinton Community Association received £2,965 towards a community sports project aimed at people with a disability and those who care for them. In total 41 people with a disability benefited from this project as well as their immediate families and friends and the community which totalled 398. The project introduced participants with a learning disability to a wide variety of sporting activities, which helped them to lose weight and improve their balance and mobility. Activities such as boxing, karate spin, and table tennis were delivered.

“Quite often families of a person with a disability may have to make sacrifices for their loved ones in terms of their fitness; this programme allowed people with a disability to take part in various sports and also provided some respite for their families to enjoy a wide range of sports.”

Debbie Caulfield: Development Officer

Women and Girls

The Northern Ireland Women's Football Association (NIWFA) received £6,596 which they used to roll out 10 Northern Ireland- wide girls' football camps in partnership with the Irish Football Association. The 'Girls Allowed Too' project has provided the NIWFA Committee with plenty of food for thought. This project attracted 380 young girls to get involved in the various pilot projects. It also increased the number of coaches - with 30 coaches and 18 helpers assisting with the projects and some of these coaches have since become newly qualified coaches through the 'Girls Allowed' project. (An IFA project aimed at encouraging more female coaches to get involved)

“This project has provided the NIWFA with excellent feedback that we hope will assist us in making a case to the IFA to further support girls and women's football using UEFA funding.”

Elaine Junk: NIWFA Manager



Ethnic Minorities

All Saints GAC received £4,329 towards their GAA taster programme targeting 57 young people from the Polish community in partnership with the Polish Saturday Schools. Over an eight week period children were taught the fundamentals of Gaelic football and hurling.

"All Saints GAC has benefited from this award in the following ways:

- Interest in Gaelic Games was generated among ethnic communities;
- New members/families from this community have become involved in the club;
- Club coaches benefited from coaching children with a language barrier which will support future club developments. Additional resources are now available to continue this work; and
- Stronger links with the Ballymena Polish Saturday School and the club are now evident."

Jim Brady: Coach



Older People

Slievegallion Community Association received £7,680 towards a multi-sport programme. As part of this project the group organised a walking group for people aged 50 and over, and a football tournament for females with two members of each team aged 50 and over. A total of 115 older people benefited directly from this project.

"We have established ourselves as the leading health and fitness provider in the community thanks to Sport Northern Ireland's help."

Chris Trainor: Centre Manager



Useful Contacts:

Conleth Donnelly
Development Officer
Email: conlethdonnelly@sportni.net
Telephone: 028 9038 3233

Louise McNeill
Development Assistant
Email: louisemcneill@sportni.net
Telephone: 028 9038 3232

This document is available
in other accessible formats
on request, and online at
www.sportni.net

Sport Northern Ireland
House of Sport
2a Upper Malone Road
Belfast BT9 5LA

T:(028) 9038 1222
E: info@sportni.net
W: www.sportni.net



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