



BUILDING BETTER SPORTS FACILITIES

INFORMATION & GUIDANCE NOTES

2021/22



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1. WHAT ARE THE OBJECTIVES OF THE INVESTMENT?

Building Better Sports Facilities aims to improve the capital infrastructure of sporting organisations across Northern Ireland.

Building Better Sports Facilities will invest in all aspects of a sports facility's infrastructure with a view to improving operational efficiency leading to increased participation capacity.

A sport's facility infrastructure is seen as the "entire core capital, ancillary and fixed equipment requirements to run the facility".



2. WHAT LEVEL OF FUNDING CAN I EXPECT?

2.1 Budgets

Building Better Sports Facilities is financed by funds made available by Department for Communities.

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 Building Better Sports Facilities will be heavily oversubscribed for the funds available.

2.2 Award Thresholds

In response to this demand against finite funds available it has, therefore, been necessary to set an indicative upper limit for awards.

The minimum award available is £5,000 and the maximum is £25,000 for any project*.

**The total project costs may go to (but not exceed) £30,000 depending on the VAT status of the applicant.*

2.3 Eligible costs

Eligible costs include equipment and VAT. If your organisation is registered for VAT, VAT costs will not be eligible.

2.4 Is partnership funding required?

Building Better Sports Facilities does not require project proposals to have partnership funding. However, some capital projects may require professional input, which is likely to incur a cost. These costs **WILL NOT** be covered by Building Better Sports Facilities. It is the applicant's responsibility to obtain the appropriate professional services if applicable.



3 WHO CAN APPLY?

Building Better Sports Facilities will accept applications from the following organisations who either own or operate their own sports facilities*:

- Sports clubs (affiliated to an Sport Northern Ireland recognised governing body of sport); and
- Community sports organisations.

**Organisations who operate (but do not own their own facilities) must be able to evidence security of tenure of a minimum of 10 years.*

The following types of organisations are **ineligible** to apply to Building Better Sports Facilities:

- Local Authorities;
- Schools/Colleges/Universities;
- Individuals and Sole Traders;
- 'For profit' companies; *and*
- Governing bodies of sport.



4. WHAT IS THE APPLICATION PROCESS?

Applications must be completed online through Sport Northern Ireland's Internet Grants Applications Manager (IGAM) portal.

Links to the IGAM portal can be accessed through Sport Northern Ireland's website here – www.sportni.net/funding/our-funding-programmes/BuildingBetterSportsFacilities

Applications will not be accepted in any other format.



5. WHAT TYPE OF PROJECTS CAN BE FUNDED?

The table below provides some examples of the type of projects that can be funded and those that will not be considered:

| Can be funded: | Cannot be Funded: |
|--|--|
| <ul style="list-style-type: none"> General improvement works, including improvements/modifications to: <ul style="list-style-type: none"> Changing and toilets; Facilities maintenance equipment; Storage facilities & containers; Access & egress projects, including improvements to: <ul style="list-style-type: none"> Entrances/Exits (internal or external); Car parks; Pathways; and Fencing. Environmental sustainability projects, including improvements to: <ul style="list-style-type: none"> Heating systems; Plumbing; Power supply; Ventilation; and Insulation. Works to enable your facility to operate more efficiently within Covid-19 guidelines. | <ul style="list-style-type: none"> Capital projects above £30,000; Works to bar areas and associated social spaces; Sports equipment. |

NOTE: The list above is not exhaustive. Eligibility of project proposals will be determined by Sport Northern Ireland.



6. HOW WILL BUILDING BETTER SPORTS FACILITIES BE DELIVERED?

Step 1: Application

- Email any queries to buildingbettersportsfacilities@sportni.net
- The deadline for queries is Friday 1st October 2021. All queries will be answered and uploaded to a Frequently Asked Questions document on the Sport Northern Ireland website.
- Submit an online application form before 12noon on Monday 4th October 2021;
- Applications should take approximately 30 minutes to complete.

Step 2: Assessment

- Applications assessed by Sport Northern Ireland during October 2021;
- Applications assessed and scored using criteria outlined below (Section 6);
- Decision letters issued during October/November 2021;
- Business Case developed by Sport Northern Ireland during October/November 2021;
- Applicants to procure works contractor during November/December 2021;
- Letters of Offer issued during December 2021.

Step 3: Project Delivery

- Works Commence - January - March 2022;
- All Projects to be completed by 31st March 2022.



7. HOW YOUR PROJECT WILL BE ASSESSED AND SCORED?

| Criteria 1: <i>Your project and how it improves your facility infrastructure?</i> | Score: | Descriptor: |
|--|---------------|--|
| Details that will be considered by Sport Northern Ireland: How clearly has; | 1 | The project description is poor, and there is also poor evidence of how the project will improve infrastructure. |
| <ul style="list-style-type: none"> The applicant articulated their project proposal? | 2 | The project description is limited, and there is also limited evidence of how the project will improve infrastructure. |
| <ul style="list-style-type: none"> The applicant evidenced why their project proposal is needed? | 3 | The project description is good, and there is also good evidence of how the project will improve infrastructure. |
| <ul style="list-style-type: none"> The applicant described how their project proposal will improve facility infrastructure; | 4 | The project description is excellent, and there is also excellent evidence of how the project will improve infrastructure. |
| <ul style="list-style-type: none"> The applicant indicated the potential impact the project proposal will have on their organisation. | | |

PLEASE NOTE:

- *Only projects scoring 3 and 4 will pass the assessment;*
- *In the first instance, projects with a score of 4 will be offered funding. Should the number of applications with a score of 4 exceed the available programme budget, awards will be decided via a process of random selection;*
- *If budget remains after all projects with a score of 4 have been offered funding, projects with a score of 3 will be offered funding. Should the number of applications with a score of 3 exceed the remaining programme budget, awards will be decided via a process of random selection.*
- *Sport Northern Ireland reserves the right to hold a reserve list. This list will be used to react to the future availability of budgets for capital investment.*

Sport Northern Ireland makes no commitment to fund any projects on the 'reserve' list.



8. CLOSING DATE

Please ensure the completed application is submitted within the deadlines as detailed below:

| Submission of: | Closing Time / Date: |
|------------------|---|
| Application Form | Noon on Monday 4 th October 2021 |



9. WHAT ASSISTANCE IS AVAILABLE TO APPLICANTS?

9.1 Capital Sports Development Team

If you require any clarification regarding the information provided in these Guidance Notes or advice/guidance concerning the questions within the application you can send an email to BuildingBetterSportsFacilities@sportni.net

9.2 Frequently Asked Questions (FAQ's)

Sport Northern Ireland will record all relevant clarifications sought by potential applicants using an FAQ log which can be found here - www.sportni.net/funding/our-funding-programmes/BuildingBetterSportsFacilities

The FAQ log will be updated when clarifications are requested.



10. WHAT HAPPENS IF YOUR 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; and
- b) Offer the opportunity to receive feedback on the reasons for rejection with a named officer.



11. 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.

a. 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.

b. 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.

c. Further Redress

If you feel that we have not dealt your complaint 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.

d. 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.**

e. 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.



12. BUILDING BETTER SPORTS FACILITIES PRIVACY NOTICE

Sport Northern Ireland 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 Northern Ireland'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: Clare McGinley

Telephone: 028 9038 3872

Email: claremcginley@sportni.net

Why are you processing my personal information?

The information is processed for the purposes of making grant funding decisions on Building Better Sports Facilities 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 Northern Ireland's 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 Northern Ireland'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 Northern Ireland'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 Building Better Sports Facilities, you will be asked to consent to Sport Northern Ireland sharing this information with other bodies.