

test COVID Recovery Programme

Information & Declaration

GENERAL INFORMATION

The Executive and the Minister for Communities, Deirdre Hargey MLA, have provided COVID Recovery Funding for sports organisations and a range of other not-for-profit organisations.

The aim of the '**COVID Recovery Programme for Sports Organisations**' is to reduce or remove operating deficits in eligible organisations which have arisen in the 2021/22 financial year because of the COVID pandemic.

To achieve this the '**COVID Recovery Programme for Sports Organisations**' will only support eligible organisations which have been negatively affected by the pandemic in the financial year 1 April 2021 to 31 March 2022; and which have a financial operating deficit during that period which is attributable in full or in part to COVID. You will be required to provide evidence of this deficit; if you do not have a financial operating deficit for this financial year, you are not eligible to apply to this fund.

The Guidance Note provides information on funding priorities, those organisations eligible for the '**COVID Recovery Fund for Sports Organisations**', eligible costs & the application process. Please ensure you have read the **Sport Northern Ireland – 'COVID-19 Recovery Fund for Sports Organisations Information & Guidance'** prior to completion of this Application Form.

The Information & Guidance document is available on the Sport Northern Ireland website by [clicking here](#) and is designed to assist with the completion of the Application Form. It is important that you use the Information & Guidance as it provides information on the fund criteria, eligible groups and award available. It is recommended that you complete the **Financial Overview Template** (available to download from the Sport NI website) BEFORE completing your application. You can save and return to your application at any time before the closing date and time.

Please ensure you provide and upload all required information as fully as possible.

Applications should only be submitted online. The closing date and time for completed applications is **12 noon, Friday 28th January 2022**.

If you require any clarification regarding the information provided on the site or advice/guidance concerning the questions within this application form please e-mail CRP@sportni.net

DECLARATION

In making the application to the COVID-19 Recovery Fund for Sports Organisations and as an Office Bearer of the club/organisation, I confirm that:

- At the time and date of submission the club/organisation has not been awarded any other funding for these costs.

- The club/organisation has exhausted all other funding sources before applying to this fund.
- This is the only application for funding I am making under the Department for Communities COVID-19 Recovery Fund
- The operating deficit calculated within the Financial Overview Template is as a result of COVID.
- That I have read and understood Sport NI's Standard Terms and Conditions of Award as published on Sport NI's website at www.sportni.net/funding

I certify that I have read and understood the guidelines and criteria applicable to application for funding and agree to comply in full.

I 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.

I hereby further certify that I 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. I undertake to inform Sport Northern Ireland fully and immediately via email 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.

I acknowledge and accept Sport NI Disclaimers and Privacy Notice - available to view under the 'Information' tab

I understand the information I have provided will:

- Only be used to process this application.
- Information about your grant will be added to the Government Funding Database
- May be shared with Governing Bodies of Sport, other COVID Recovery Programme Delivery Partners as appointed by the Department for Communities and other Government Departments to process this application; and
- Will be retained by Sport NI in accordance with its Retention and Disposal Policy.

Sign Below

Please Click next to begin application

Eligibility

1. What is the primary purpose of your constituted organisation?

The primary purpose of the constituted organisation must relate to culture, languages, arts, heritage, sport, charities or social enterprises.

You may only tick one box; your application will be assessed along with other applicants who tick the same box. If your primary purpose is not one of these, your organisation is not eligible for this funding:

Primary Purpose - Sport

Assessed by - Sport NI

Primary Purpose - Arts (including dance disciplines not recognised as an activity by Sport NI)

Assessed by - Arts Council NI

Primary Purpose - Charities/social enterprise

Assessed by - Community Finance Ireland

Primary Purpose - Heritage

Assessed by - National Lottery Heritage Fund

Primary Purpose - Irish Language

Assessed by - Foras Na Gaeilge (or its nominated delivery partner)

Primary Purpose - Ulster-Scots language/ culture

Assessed by - Ulster Scots Agency

2. Can you confirm that you will only make one application to the delivery partner which can best deal with your primary function?

I can confirm that this is the only application for funding I am making under the Department for Communities COVID Recovery Programme.

3. Indicate the status of your organisation; and your eligibility to apply for this Programme

Please select from the drop down list which best describes you Club/Organisation

If you selected Charitable trust in above please insert number below

Organisation & Contact Details

1.1 Organisation Details

Official name of your organisation, as it appears on your constitution or rules:

Registered address of your organisation

Organisation City

County

Organisation Postal Code

- Select One -

BT

Organisation Council Area

The following link may be helpful in determining correct Council : gov.uk/find-local-council

Organisation E-mail Address

Organisation Phone No.

Organisation Sport

Please select Multisport if multiple activities

Governing Body Affiliation

Registered with a Governing Body of sport ? Please state which

Link below provides information on Sport Northern Ireland recognition of governing bodies

[Sport Northern Ireland recognition of governing bodies](#)

1.2 Main Contact Details

We require details of two main contacts. Named contacts should be members of the Board or Management Committee who can provide further information about this application, and can be contacted during normal working hours. Named contacts should have official permission from your organisation's Board/Management Committee to provide information relating to your organisation and/or your proposed project.

First Name

Please note that this contact will be lead contact and must be available during normal working hours to speak with SNI officers regarding the project.

Last Name		
Home Address	City	
County	Postal Code	
- Select One -		
E-mail	Phone (Home)	Phone (Evening/Mobile)

1.3 Second Contact

First Name		
Last Name		
Home Address	City	
County	Postal Code	
- Select One -		
E-mail	Phone	Mobile Phone

Assessment

6. Has your organisation been negatively impacted financially by COVID?

(If YES - you will be required to upload your completed Financial Overview Template at the end of your application. If NO - you are not eligible to receive funding.)

No

7. How have your organisation's sustainability and services been impacted because of negative COVID-related financial impacts sustained during 01 April 2021 –31 March 2022?

Failure to answer this question will render your application ineligible

8. Are there any jobs at risk of loss due to negative COVID-related financial impacts sustained during 01 April 2021 – 31 March 2022? If so, provide details. If not, enter 'not applicable'.

9. If you were not to receive a grant award, explain the likely impact on the level of the services that your organisation provides, and what alternative plans you would consider.

Failure to answer this question will render your application ineligible

10. From your completed Financial Overview Template, insert your total grant requested for 2021-22

11. From your completed Financial Overview Template, insert the annual operating deficit as a % of your income

12. Are you applying for more than £50,000

(If 'yes', as well as completing the Financial Overview Template, you must provide a detailed submission showing how you meet the 'Exceptional Circumstances Criteria' set out at in the Guidance Note. If you fail to demonstrate how you meet the 'Exceptional Circumstances' criteria, we will consider you for a maximum £50,000 award only)

13. Funding in Excess of £50k

If you're applying for more than £50k, set out below how you meet at least one of the Exceptional Circumstances criteria in (a) and (b). (Only exceptionally should the value of an award under the programme exceed £50,000)

(a) That it is in financial difficulty, with a risk of (a) closure (b) loss of jobs or (c) loss of services which would impact on community health, wellbeing and the sector;

(b) That it is of significant strategic importance to the sector or locality and without financial support survival is threatened, and that the loss of the organisation could cause longer-term damage to sectoral growth and development.

If you are not applying for more than £50k insert 'not applicable'

If applying for more than £50k you will be required to upload the following documents at the end of the application:

- Complete submission of Financial Overview Template
- Most recent Bank Statement (not more than 3 months old)
- Signed financial accounts showing Profit & Loss account information for the last two financial years pre-COVID.
- Reserves Policy
- Documentary evidence to support how the loss was incurred
- Detailed breakdown of operating deficit including;
 - Elements being identified for support
 - Rational for support of each element
 - Documentary evidence to support how the deficit was incurred and steps taken to manage deficit

14. Has your organisation adopted a Financial Reserves Policy?

15.If your policy differs from holding a Financial Reserve of 6 months, explain how it differs. If your policy make provision for 6 months Financial Reserve, insert 'not applicable'.

You will be required to upload a copy of your policy at the end of the application

16.Does your organisations have Restricted Financial Reserves?

17.If yes, detail what these reserves are for, and the current total amount of reserves.

£

Financial Information

2.1 Your Club/Organisation Financial Information

Include below your club/organisation bank account details, doing this now will help speed up payment of funding if you are successful. The name of your bank account must match the name of your organisation.

Please include below your club/organisation bank account details, doing this now will help speed up payment of funding.

1.Name of Bank Account
(Club/Organisation as it appears on statement)

2.Name of Bank/Building Society
(e.g. Nationwide, Bank Of Ireland.)

3.Bank Account Number
(Numeric 8 Digits)

4.Bank Sort Code
(Numeric 6 Digits)

5.Bank/Building Society Branch Address
(Street Address and Postcode)

Have you been in receipt of Sport Northern Ireland funding in the previous 12 months

You will be required to upload a recent copy of bank statement (not more than 3 months old) at the end of this application. This is in order for us to verify that your details are correct.

Monitoring

3.1 Monitoring Details

Section 75 Monitoring Returns

This section of the Application Form will be used for programme monitoring purposes only and not to assess your eligibility. As a public body, Sport Northern Ireland has an obligation to comply with Section 75 of the Northern Ireland Act 1998, with a view to promoting equality of opportunity and good relations. This responsibility to monitor Section 75 categories extends to recipients of grant funding.

Gender

Q1. Is your organisation established to work with people of a specific gender?

Age Group

Q2. Is your organisation established to work with people of a primary specific age group?

Community

Q3. Is your organisation established to work with people from a specific community?

Ethnicity

Q4. Is your organisation established to work with people from a specific ethnicity?

If 'Other', please specify details below:

Disability

Q5. Is your organisation established to work with people with disabilities?

Choose Nationality

Q6. Is your organisation established to work with people from a specific nationality?

If 'Other', please specify details below:

Information

4.1 General Data Protection Regulation

INFORMATION

General Data Protection Regulation

Purpose and lawful basis for processing

Sport Northern Ireland's purpose for processing this information is to facilitate the grant.

The lawful basis we rely on to process your personal data is article 6(1) (e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as a regulator.

What we need

When applicants apply for the grant under the COVID-19 Recovery Programme for Sports Organisations, they submit their information via an online application form stating the reason they are applying for the grant.

Why we need the information

Any personal information given in the application and during any research for which we have awarded a grant, is used only to review the grant application and the ongoing administration and management of any grants we award.

What we do with the information

We may publish information about grants rewarded on the Sport Northern Ireland website, including the amount of grant awarded and the recipient of the grant.

We will include details of the award on the Government Funding Database (GFD) and may contact you to complete additional requirements associated with the GFD. This information is shared with the Government and Statutory sector.

How long will we keep your information?

Your information will be held electronically by Sport Northern Ireland for 7 years.

What are your rights?

As we process personal data in grant applications in our capacity as a regulator, you have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which depend on why we are processing it.

Further information on your rights can be found on the [ICO website](#)

Do we use any data processors?

No - we do not use any processors for the above.

4.2 Disclaimers & Privacy Notice

Disclaimers

Applicants must note the following:

- The Government's financial directions to Sport Northern Ireland require us to obtain,

from award applicants, whatever information may be necessary to safeguard government funds, and to carry out random validation checks. You should therefore ensure the details you provide are correct.

- Any misleading statements (whether deliberate or accidental) given at any stage during the application process will render the application invalid, and you will be liable to return any money already paid out as an award.
- All cases of suspected fraud involving government funds will be reported to the police.
- Information on applications is stored on computer and in accordance with the Data Protection Act such information is confidential.
- Any approach, be it direct or indirect, by an applicant, its officers, servants, contractors, personal or professional representatives, or advisers made to members of Sport Northern Ireland or the Board which, in the view of the Board or their advisers, 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.

Read carefully.

It will be a condition of the application to Sport Northern Ireland that the applicant has read, understood and accepted the following:

- Sport Northern Ireland's policies on funding are subject to change from time to time, including variations required to comply with Government Directions on the distribution of funds. Sport Northern Ireland reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all of the policies, criteria and application procedures set out in its publications.
- All applications are made entirely at the applicant's sole risk; Sport Northern Ireland shall not be liable to any applicant or any other party in respect of loss, damage or costs of any nature arising directly or indirectly from:
 - the application or the subject matter of the application or any part thereof;
 - the rejection for any reason of any application or any matter arising there from;
 - and/or any delay in processing any application howsoever arising.
- All decisions as to the acceptance or rejection of applications are at Sport Northern Ireland's sole discretion.
- Sport Northern Ireland has used its best endeavours to provide clear and helpful guidance for potential applicants. Sport Northern Ireland, its servants and agents shall not, however, at any time in any circumstances be held responsible or liable in relation to any matter whatsoever or whosoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

Sport NI 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 NI's Privacy Notice on our website [COVID-19 Recovery Programme for Sports Organisations Privacy Notice \(new link\)](#)

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

Email: ClareMcGinley@sportni.net

Why are you processing my personal information?

The information is processed for the purposes of making grant funding decisions on COVID-19 recovery fund 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;
- 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 NI 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 NI'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 NI'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

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

By ticking the below box, you are allowing Sport NI to share the information outlined in your COVID-19 Recovery Fund for Sports Organisations application with other bodies

Privacy Check Box

No

For further information please refer to the [Sport Northern Ireland Privacy Notice](#)