

COVID RECOVERY PROGRAMME FOR SPORTS ORGANISATIONS

Frequently Asked Questions

Capital Items & Depreciation	
1	<p>Should I include capital items, including capital works and re-development costs within the expenditure?</p> <p>The financial information collected should relate to <u>operating</u> income and expenditure. These items of income and expenditure would typically be included on an organisation's 'Income and expenditure Account' or 'Profit and Loss account'.</p> <p>Capital costs (including expenditure in relation to new builds and development) would not normally appear as operating expenditure and should not be included. Where expenditure includes repayment of loans or mortgages, the INTEREST element of the repayment is typically included as an operating expense, while the CAPITAL element is typically not included as an operating expense. Depreciation is an operating expense and should be included.</p>

Application FAQs	
1	<p>Do you accept paper or emailed/scanned application forms?</p> <p>NO – at this time we can only accept forms made via the online portal.</p>
2	<p>Will a recording of the Webinars be provided after the session?</p> <p>We are not providing recordings of our ZOOM webinar sessions, however we will update our FAQs page, and provide copies of any slides shown during the webinar sessions.</p>

3	My club is relatively new. Where financial records are not available for an accounting period prior to 31/03/2020, what period is permitted to support my application?
	Where an organisation did not exist for a full year pre-COVID, calculations will be based on the 2021-22 financial data supplied, taking account as appropriate of any partial year figures for 2019-20.

Guidance Notes FAQs	
1	My Club has operated at a continued deficit before the pandemic. Will this impact my application?
	If you have operated at a deficit before now, it will be taken into account as a comparator for any deficit within the April 21 to March 22 period. You may still apply for the award and may receive support up to the level of your previous deficit.
2	In the Sport Sustainability Fund, an NGB applied on behalf of club/organisation – is this still the case?
	NO, Organisations must apply directly using the Grants Portal on the Sport NI Website.
3	Which organisations will get funding priority?
	Sport NI will endeavour to fund clubs at greatest risk, as determined by their loss as a percentage of their turnover. This priority approach has been determined as part of the wider DfC Covid Response Programme.
4	Is this programme aimed at Clubs or Governing bodies or only recognized (by Sport NI) governing bodies?
	Clubs affiliated to a Governing Body, are also eligible. For the 'COVID Recovery Fund for Sports Organisations'; eligible organisations include: <ul style="list-style-type: none"> • Governing Body of Sport recognised by Sport NI1 and their affiliated entities • Constituted local sports clubs affiliated to a Governing Body of Sport recognised by Sport NI. • Community & Voluntary sector organisations that deliver or enable sport and/or physical recreation as their primary activity. Sports and activities delivered by the organisation must be recognised by Sport NI • NI charities that deliver or enable sport and/or physical recreation as their primary activity. Sports and activities delivered must be recognised by Sport NI.

5	Will Sport NI require further information during assessment?
	As each club will have different financial arrangements, Sport NI will look at each club's position individually. Should we require further information Sport NI will contact you directly.
6	What is meant by documentary evidence to support how the loss was incurred?
	This will be a narrative to be provided to support how the loss was incurred. This typically will take the form of accounts information, along with the explanation provided on the application form. Please refer to your guidance notes for the specific required level of narrative, for your level of funding requested.
7	What would constitute a detailed breakdown of operating deficit?
	Information on income and expenditure is required within the financial template. Actual figures are required for 1 st April 2021- 30 th November 2021; and projected figures for 1 st December 2021 -31 st March 2022. The financial template will calculate any deficit.
8	If comparing two years with different levels of membership; where this is not reflective of the last full year, this will mean that additional staff, facilities etc are required. Therefore, is this classed as a deficit?
	This scenario would potentially lead to an operating deficit so yes that would be reflected within the financial template when figures are inputted.
9	Can we choose to use 12-month management accounts to March 2020 rather than the annual accounts to 31st October 2019
	NO, we will need the accounts for the 12-month financial period that your organisation operates to, as these will have been the accounts that were certified or approved by your organisation.
10	We have had a drop in memberships in 2021 but the costs have been same for our club. Are we still able to apply for the scheme?
	If this has meant that income has decreased below expenditure, that would place the organisation in an operating deficit and then an application would likely be worthwhile.
11	Our club is fundraising for a new build/development in the future - how is 'ad-hoc' fundraising treated?

	<p>'Ad-hoc' fundraising would suggest fundraising has no specific purpose, and this should be included as income. If fundraising is for a specific purpose that was explicitly outside the operation of the organisation, then this could be excluded as income.</p>
12	<p>What level of detail is required around specific financial circumstances?</p>
	<p>An Additional notes space is available on the financial template to explain or clarify any eligible item of expenditure or anything that applicants feel that we need to be told. Excessive detail is not required but a brief note would be worthwhile where the figures are significantly different from previous years or were exceptional.</p>
13	<p>How is lost revenue via social clubs viewed in the project?</p>
	<p>If the social club is an integral part of the applicant body (e.g. a sports club) and contributed to a loss in a combined (shared) organisation account it will feature in submission, however if the club is a separate entity, with its own banking in place, then it will not be eligible for assistance.</p>
14	<p>Do All-Island bodies need to submit accounts for just their Northern Region or All-Island?</p>
	<p>This would relate to Northern Ireland only, as this is a programme funded by DfC.</p>
15	<p>Our club had an ongoing weekly lotto/ballot which could not run from March 2021-22. Can we claim our lost income on this?</p>
	<p>NO, this would not be eligible as organisations cannot project 'lost income'. It will however be captured as this scenario will lead to lower income, which will be captured within the figures submitted.</p>
16	<p>Our organisation was previously a limited company before dissolution and reformation as a standard organisation. Do we need to provide both sets of accounts?</p>
	<p>Legal status should not impede your submission, but it is advisable to include an explanatory note to this effect.</p>

Previously Received Funding FAQs

1	We received a £50k Government loan, which is now in an interest period. Do we note this?
	YES, the interest would appear on your accounts through bank interest charges etc. The loan repayment element would not be eligible, but will impact organisations' reserves.
2	Do Regular Grants (council etc.) need to be included as regular income?
	YES, where this has related to the correct period and is a normal income, this should be allowed.
3	Does receipt of Sports Hardship Funding impact the assessed period?
	NO, this relates to last financial year (20-21), therefore should not be included as income for the April 21 to March 22 period.
4	Are clubs who received funding in the 2021 sports sustainability scheme eligible for this scheme?
	YES – if they meet the eligibility criteria for the programme as detailed in the guidance note.

Reserves -FAQs

1	Will reserves at the start of the year be considered in our eligibility?
	No, we will only look at projected reserves at year end, to assess the position of your club leading into the next 6 months (April 22 to September 22).
2	If the claim is projected at less than £50,000; is a copy of a reserves policy required?
	A copy of a reserves policy should be submitted with applications for more than £50k as detailed within the guidance note and mandatory enclosures list. <u>All reserves</u> (restricted and unrestricted) should be included on the financial template regardless of requested total. Additional information on treatment of reserves is included within the guidance note.
3	Explain the difference between restricted and unrestricted reserves.
	As this project is a broad scheme from DfC; they would indicate no expectation to fully deplete all reserves. Some organisations may

	<p>have reserves, which can fall into restricted or unrestricted reserves. Restricted are reserved for a specific project or purpose, and the organisation cannot use them for other purposes. An example may be money that the club has accrued over time to pay for a pitch or clubhouse. Unrestricted is any surplus cash which is held by the organisation without a pre-defined purpose.</p>
4	<p>Our accounts would show a healthy balance for an aspiration project, but this has not been defined in our accounts; will this show as unrestricted reserves?</p> <p>We would ideally see evidence ideally through AGM documents or a separate account to class these as reserved. This may be something to flag up in the additional notes area your submission, if you have any way to corroborate this, it will aid our consideration of any such circumstances.</p>
5	<p>Since April 2021, we had funds set aside for a capital project. We had to use these funds to pay for repairs. Will this be included within operational costs?</p> <p>The repairs are likely to represent an operating expense, therefore can be included within the financial figures you provide, as long as it falls within the relevant time period. Most clubs will seek to avoid deficits in the first instance which may lead to diversion of funds or loans. Therefore, this may be seen as "making good" an outlay incurred from your reserves.</p>

Financial Template FAQs	
1	<p>The financial template has a final column headed 'Explain the key differences between the periods'- is it looking for the differences between the periods, or between them and the pre-COVID finances?</p> <p>This information is to explain, where appropriate, a difference between the April 21 and March 22 period and the previous financial period pre-COVID. Examples might be lower membership income or increase expenditure due to COVID.</p>
2	<p>Our 2019-20 figures will include depreciation, should this be excluded alongside capital items even if these risk giving a misrepresentative figure.</p> <p>We would typically expect organisations to include depreciation, as it is a reasonable operating cost.</p>

3	<p>Our Accounts are currently with our accountant for assessment. Does this affect our eligibility, as only some information is available? We have management accounts, but they are not due to be ratified to April/May.</p> <p>Management accounts should be able to provide enough information for the first 9 months then to complete the projection component.</p>
4	<p>Are Capital Items to be excluded even if they offset a fair comparison of the comparator year?</p> <p>This scheme will require accounting treatments to be looked at specifically, capital is not intended to feature in this comparator year's operating costs. If it is not a fair assessment it is best to be flagged up in the submission through explanatory notes.</p>
5	<p>Will a deficit from a previous year need to be recorded?</p> <p>This will not apply to your submission for consideration.</p>

Useful Links	
SNI Grant Portal	<p>https://www.grantrequest.co.uk/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35145%26sid%3d145&SA=SNA&FID=35145&sid=145</p> <p>This may also be reached through the link on the webpage at: http://www.sportni.net/news/covid-recovery-programme-for-sports-organisations/ where you can also find the financial Template.</p>
COVID Recover Programme Guidance Note	<p>http://www.sportni.net/wp-content/uploads/2022/01/COVID-Recovery-Programme-Guidance-Note.pdf</p>
Omicron Hospitality Scheme	<p>https://www.nibusinessinfo.co.uk/content/coronaviruses-omicron-hospitality-payment</p>
NICVA	<p>NICVA can also provide independent advice and support for applicants on what is required and the application process until the closing date. You can submit your enquiry at: https://www.nicva.org/article/faq-for-covid-recovery-programme-2022</p>