



Title of Report:	Causeway Coast & Glens Sports Grants Programme
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	19 September 2023
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Healthy and Engaged Communities
Outcome	Citizens will have access to a range of leisure, recreational, green and play environments which support better physical and mental health and wellbeing
Lead Officer	Head of Sport & Wellbeing

Budgetary Considerations	
Cost of Proposal	£20,000
Included in Current Year Estimates	YES /NO
Capital/Revenue	Revenue
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	YES /NO
Legal Opinion Obtained	YES /NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/ No	Date: 17/01/23
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/ No	Date: 17/01/23
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to seek Council approval for the Sports Grant programme for Causeway Coast & Glens Borough Council.

2.0 Background

In February 2022 Council approved the creation of an annual programme for sports grants to support the development of a sporting club or an individual's participation in high level competition.

Council further agreed that the Funding Unit administer the grant programme on behalf of Council with a standardised process for applications, assessed and reported to Council in line with the existing Council Grants programme.

3.0 Overview of the Sports Grant Programme

3.1 Purpose of the Grant Programme

The Causeway Coast and Glens Sports Grant Programme is available to local individuals, local sports clubs and National Governing Bodies representing a sport recognised by Sport NI who wish to apply for grant assistance under any of the following categories:

- Representative / International Expenses (maximum grant available £400) e.g., Ulster, Northern Ireland, Ireland, GB.
- Safety Equipment for a Club (maximum grant available £200) e.g., Equipment to aid player safety when participating.
- Club Coach / Official Education (maximum grant available is £300 for a generic course and £200 for a sports specific course).
e.g., NGB Level 1 / officials / umpire / judge / referee (Sports Specific courses)
e.g., Safeguarding, first aid (Generic courses).
- Seeding Grant for a New Club (maximum grant available £150) e.g., Available to a 'new' sports club as a start-up grant.

3.2 Amount available in grant-aid

Council will consider up to 100% funding of total eligible costs up to a maximum of £400 per application. Applications will be open all year round, April to March (subject to funding availability). To be eligible for this Grant you must be one of the following:

- A Constituted Sports Club within Causeway Coast and Glens Borough Council area. **or**
- An Individual who is a resident of Causeway Coast and Glens or belong to a Club based in Causeway Coast and Glens.

Note:

- Sports Clubs / Individuals must be involved in a sport that is recognised by Sport Northern Ireland.
 - National Governing Bodies of Sport must be recognised by Sport Northern Ireland.
- and**
- All applicants (individuals or sports club) must be at 'amateur' status.

3.3 Eligible costs

The following eligible items are not exclusive / exhaustive; all items will be considered on individual merit. We will fund:

- Representative / International Expenses.
- Safety Equipment for a Club.
- Coach / Official Education.
- Seeding Grant for a New Club.

3.4 Ineligible costs

The following ineligible items are not exclusive / exhaustive.

- General running costs of current activities.
- Insurance.
- Affiliation, entry, or membership fees.
- Publications, marketing, and websites.
- Consultancy fees.
- Access NI registration fees.
- Capital costs; Office equipment/ furniture/ maintenance equipment.
- Entertainment costs, food, or beverages.
- Secondary, further, or higher education costs.
- Activities promoting religious or political beliefs.
- Fundraising Events.
- Clothing.

3.5 Criteria for assessment

Applications will be evaluated as follows:

	Criteria	Score awarded out of 5	Weighting	Possible Score
1	Application detail e.g.. <ul style="list-style-type: none">• an international tournament where you are representing your country, with dates, venue, competition level and costs of travel and accommodation;• a coach education course, with dates, level, the Awarding National Governing Body and costs.• an item of safety equipment required to take part in your sport. Name the item and cost• seeding grant to use towards the costs of starting up a 'new' sports club.		EXAMPLE x6	30
2	Identified Need. Who will benefit? e.g. <ul style="list-style-type: none">• travel to international competition to further your representative career.• requirement that my Club has a Level 2 coach at each age group.		x10	50

	<ul style="list-style-type: none"> helmets are a compulsory item to play our sport. a new club looking to buy equipment to get started. who are the main beneficiaries e.g., a player, coach, official or sports club. 			
4	Sustainability e.g. <ul style="list-style-type: none"> How will you ensure that your application will assist with keeping people involved in sport or progressing their careers? 		x4	20
	Total			100

Applications must score at least 65% in order to avail of funding.

Guidance notes are available at **Annex A**.

3.6 Timeframes

If approved, the grant programme will open in October 2023 and run for the remainder of the financial year. Thereafter it will open in April of each year and remain open until the following March – subject to funding availability.

4.0 Recommendation

It is recommended that the Leisure & Development Committee approves the Sports Grant programme for 2023/24, to be launched October 2023.



Causeway Coast and Glens Sports Grant Programme; Guidance Notes

Information for those wishing to make a sports grant application.

The Causeway Coast and Glens Sports Grant Programme is available to local individuals, local sports clubs and National Governing Bodies representing a sport recognised by Sport NI. Council will consider up to 100% funding of total eligible costs up to a maximum of £400.

To be eligible for this Grant you must be one of the following:

- A Constituted Sports Club within Causeway Coast and Glens Borough Council area **or**
- An Individual who is a resident of Causeway Coast and Glens or belong to a Club based in Causeway Coast and Glens.

Please note the following:

- Sports Clubs / Individuals must be involved in a sport that is recognised by Sport Northern Ireland
- National Governing Bodies of Sport must be recognised by Sport Northern Ireland **and**
- All applicants (individuals or sports club) must be at 'amateur' status.

Eligible expenditure

Upper funding limits of £400 per application. Applications are open all year round, April to March (subject to funding availability) for:

- Representative / International Expenses (maximum grant available £400)
e.g., Ulster, Northern Ireland, Ireland, GB
- Safety Equipment for a Club (maximum grant available £200)
e.g., Equipment to aid player safety when participating.
- Club Coach / Official Education (maximum grant available is £300 for a generic course and £200 for a sports specific course). **Please note, any applications for coach/official education courses must be made via the Sports Club. This grant is for Coaches / Officials that are members of a local sports club.**
e.g., NGB Level 1 / officials / umpire / judge / referee (Sports Specific courses)
e.g., Safeguarding, first aid (Generic courses)
- Seeding Grant for a New Club (maximum grant available £150)
e.g., Available to a 'new' sports club as a start-up grant

Additional Notes

- One successful application per year (for an individual)
- Club / NGB applications e.g., if a sports Club or NGB is making applications on behalf of numerous individuals at different times of the year they all can be considered.
- Representative / International expenses applications must provide an NGB Letter of support
- If the application is on behalf of a Junior (under 18 years) then Parents / Guardians contact details must be supplied
- Declaration required if any funding has been received from any other sources e.g., NGB, Sports Club, Other Source
- Applications cannot be made retrospectively.
- The Award must be used for costs directly related to participation in sport i.e., no hospitality or entertainment costs
- The Award cannot be awarded to 'for-profit' organisations.
- All organisations in receipt of awards must be fully governed and constituted.

Section One - General Principles Applying to the Grant Programme

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the Sports Grant Programme:

- The programme and grant awards will be determined on, pass or fail. Applicants are advised that individuals and organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered i.e., the application must be submitted before the activity takes place e.g., prior to travelling to a representative competition or prior to a coach education course.
- Applications will be open to individuals, constituted sports clubs and national governing bodies of sport. Applicants must demonstrate that they can meet the criteria of the programme.
- Individuals, Sports Clubs and National Governing Bodies of Sport must promote social inclusion, equality of opportunity, and good relations.
- It is a prime responsibility of Council to ensure the proper and efficient use of and accountability for public funding. Applicants will therefore be required to demonstrate the need for financial assistance.

Section Two - Conditions of Grant

1. Retrospective applications will not be considered.
2. Where appropriate, evidence of satisfactory risk assessments and insurances must be provided by individuals, sports clubs and national governing bodies prior to the application.
3. Sports Clubs which have restrictive memberships will be excluded from the process.
4. Applicants will obtain and maintain all appropriate statutory approvals and always comply with legislative requirements.
5. Sports clubs and National Governing Bodies of Sport must satisfy Council that they are financially sound. Council may ask for evidence of audited accounts.

ANNEX A

6. Sports Clubs must have all documentation relevant to demonstrate good governance practices (e.g., Child protection policy, equity statement, financial processes etc.).
7. Representative trips and coach and official education courses already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
8. Council's Core Themes are contained within the Corporate Plan and are available at www.causewaycoastandglens.gov.uk. Applications must be compatible and in no way conflict with Council's Corporate Plan.
9. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
10. Causeway Coast and Glens Borough Council support must be acknowledged prominently on all promotion of the grant awarded and the individual and sports club must agree to take part in any promotion of the grant as requested by Council.

Section Three - Eligible and Ineligible items

The following eligible / ineligible items are not exclusive / exhaustive; all items will be considered on individual merit.

We will fund:

- Representative / International Expenses
- Safety Equipment for a Club
- Coach / Official Education
- Seeding Grant for a New Club

We will not fund:

- General running costs of current activities
- Insurance
- Affiliation, entry or membership fees
- Publications, marketing and websites
- Consultancy fees
- Access NI registration fees
- Capital costs; Office equipment/ furniture/ maintenance equipment
- Entertainment costs, food or beverages
- Secondary, further or higher education costs
- Activities promoting religious or political beliefs
- Fundraising Events
- Clothing

Section Four - Application Process

- Applications for the Grant will be open on an annual basis (subject to funding availability). Applications for financial assistance from Causeway Coast and Glens for 2023-24 should be submitted online at www.causewaycoastandglens.gov.uk
- Guidance on completing the application online is provided on the web-site link.

- Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

Step Guide to the Application Process

- **Step 1:** Read the Programme Guidance notes. Obtain accurate costs. Costs must be eligible, demonstrate value for money and must relate to your application.
- **Step 2:** If required ask for advice or arrange a 1-1 meeting with the Sports Development Manager (Performance & Coaching)
- **Step 3:** Complete the application online and submit the relevant required documentation.
- **Step 4:** Assessment of your application (see section 5 evaluation criteria)
- **Step 5:** Council consideration of your application
- **Step 6:** Notification of Council decision.
- **Step 7:** If successful, you will receive a letter of offer which must be returned within 10 working days.
- **Step 8:** Fulfilment of what you applied for.
- **Step 9:** Return receipts and Monitoring Forms
- **Step 10:** Payment of your grant

Section Five - Evaluation Criteria

Applications will be evaluated as follows:

Criteria Pass / Fail

1. Application detail

e.g.,

- an international tournament where you are representing your country, with dates, venue, competition level and costs of travel and accommodation;
- a coach education course, with dates, level, the Awarding National Governing Body and costs.
- an item of safety equipment required to take part in your sport. Name the item and cost
- seeding grant to use towards the costs of starting up a 'new' sports club

2. Identified Need. Who will benefit?

e.g.,

- travel to international competition to further your representative career.
- requirement that my Club has a Level 2 coach at each age group.
- helmets are a compulsory item to play our sport
- a new club looking to buy equipment to get started.
- who are the main beneficiaries e.g., a player, coach, official or sports club.

3. Sustainability

e.g.,

- How will you ensure that your application will assist with keeping people involved in sport or progressing their careers?

Applications must score at least 65% in order to avail of funding.

Timeline for grants process

1. Applications will be processed by the 3rd Thursday in each month.
2. Applications will be assessed by Council's Funding Unit and Sports Development Unit in the month following submission.
3. If successful, a Letters of Offer will be issued.
4. Payment for grants will be specified in the Letter of Offer.
5. We aim to release funding 21 days after verification of satisfactory receipts.

General Data Protection Regulation

Causeway Coast and Glens Borough Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing grant applications.

You are providing your personal data to Council whose lawful basis for processing is for the performance of a task carried out in the public interest or in the exercise of official authority.

The personal data may be shared internally within Council with Sports Development staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

Council may also process the information for research purposes carried out in the public interest.

Your personal data will not be shared or disclosed to any other organisation without your consent unless the law permits or places an obligation on Causeway Coast and Glens Borough Council to do so.

The personal data is held and stored by Council in a safe and secure manner and in compliance with General Data Protection Register legislation and in line with Council's Records Retention and Disposal Schedule.

Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found at:

<https://www.causewaycoastandglens.gov.uk/council/access-to-information/privacy-statement>

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk
