

# Every Body Active 2020

Strand 4- Small Development Grant Programme  
Small Grants 2018/19 Application form

[www.belfastcity.gov.uk/everybodyactive](http://www.belfastcity.gov.uk/everybodyactive)



Department for  
Communities



Belfast  
City Council



Every  
Body  
Active  
2020

**You must read the guidance notes before filling in this application form**

## **Section 1: Organisation details**

1. Name of club or organisation as stated on your constitution and bank account.

2. Sport.

3. National Governing Body of Sport your club or delivery partners are affiliated to.

4. Club or organisation address

Insert number and street name only.

5. Town or City

6. County

7. Postcode

8. Organisation type

For example charity, community amateur sports club, constitution community group

Is your organisation a charity? Yes  No

If yes, please provide your Registered Charity Number

9. Contact email address

10. Telephone number

11. Web address

If you do not have a web address please enter N/A

12. Please provide a summary of your main or current activities

## Section 2: Main contact

Main contact title

(Mr/Mrs/Ms/Dr etc.)

First name

Last name

Position within club or organisation

Address

Insert number and street name only.

Town or City

County

Postcode

Email address

Telephone number (Day)

Mobile number

## Section 3: Second contact

Contact title

(Mr/Mrs/Ms/Dr etc.)

First name

Last name

Position within club or organisation

Address

Insert number and street name only.

Town or City

County

Postcode

Email address

Telephone number (Day)

Mobile number

## Section 4: Club profile

### 4.1 Club membership

Total club membership

### 4.2 Club profile

Please only count each member of your club once, if a member is Under 14 please do not also include them in the Under 16 and Under 20 age categories.

Age group	Number of males	Number of females
Primary School Age		
Under 14		
Under 16		
Under 20		
Senior		
Veteran		
No. of qualified coaches		

### 4.3 Coaching qualifications

Please list all coaches who you will be using as part of this project detailing all their relevant qualifications including first aid and safeguarding etc. Please note coaches being paid to deliver activities as part of this project cannot be the main or second contact for this grant.

Name of coach	Qualification(s)	Date obtained	Access NI checked
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

### 4.4 Club Development Plan

Does your club have a current active Club Development Plan?(Minimum 3 year plan) Yes  No

If yes please attach a copy

### 4.5 Clubmark

Does your club currently hold a current Clubmark award? Yes  No

If **yes**, when was it awarded?

Who was your awarding body?  Belfast City Council  Your National Governing Body

What level was your award accredited?  Gold  Silver  Bronze (or equivalent)

When is it due for renewal?

If **no**, are you currently working towards achieving a Clubmark award? Yes  No

## Section 5: Your project

### 5.1. Project title

This should read for example, "Sport Outreach Programme". (Maximum 15 words)

### 5.2. Proposed programme schedule

Please tell us about your proposed programme schedule below (it is the responsibility of the application to keep us informed of any changes).

Date

Activity

Venue

Start time

Finish time

### 5.3. Tell us about your project:

Please refer to guidance notes page 6

## Section 6: How did you identify the need for this project?

Please refer to guidance notes page 6

## Section 7: Contribution to overall Programme KPIs

Please clearly identify how your proposed programme will contribute towards Belfast City Council realising the Key Performance Indicators for Every Body Active 2020 Small Grants Programme for 2018/19 as set by Sport NI.

Please refer to the guidance notes page 6

KPI 1 Participants	KPI 2 Women and girls	KPI 3 Participants from areas of high social need	KPI 4 Participants with a disability

## Section 8: Partnership working

Please list each partner you intend to work with during the delivery of this programme.  
**(We also require a signed letter of support from each partner)**

Please refer to guidance notes page 6

Partner 1 organisation	Contact name	Role within the project

Contact email	Letter of support attached
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Partner 2 organisation	Contact name	Role within the project

Contact email	Letter of support attached
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Partner 3 organisation	Contact name	Role within the project

Contact email	Letter of support attached
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Partner 4 organisation	Contact name	Role within the project

Contact email	Letter of support attached
	Yes <input type="checkbox"/> No <input type="checkbox"/>



## Section 9: Strategic fit

Please refer to guidance notes page 6

## Section 10: Project budget

Please provide a detailed budget for your programme.

We will use this information to assess your projects value for money. We reserve the right to award you less than the amount you have asked for.

Please make sure you are aware of the list of ineligible costs as listed in the guidance notes page 5.

You must detail all costs associated with the project.

All costs must be reasonable and necessary to complete the project.

You must provide sufficient detail to enable us to assess this.

Please refer to guidance notes page 6. Please attach additional sheet if necessary.

Area of expenditure	Breakdown	Total cost	Amount requested from EBA2020	Other costs (for example in kind, participant fee, other funding body)
For example: coaching costs	£15 x 2 hours for 2 coaches	£60	£60	n/a
<b>Total</b>				

Please provide a more detailed explanation of any of your budget lines to demonstrate that all costs are reasonable and necessary to ensure the delivery of your project. Please refer to guidance notes page 6.

If you are applying for equipment costs please provide a list of the equipment you wish to purchase and how it will contribute to the delivery of your project.

## Section 10: Project budget continued

10.1 Has your club or organisation received any funding from Belfast City Council, Sport NI or any other grant aid organisations for this project or other similar participation projects in the last 3 years? (please tick)  Yes  No

If your answer is yes please provide details in the table below

Date awarded	Awarding body	Project title

Project start and finish date	Reference number

Date awarded	Awarding body	Project title

Project start and finish date	Reference number

Date awarded	Awarding body	Project title

Project start and finish date	Reference number

Did your club or organisation apply for funding through the Every Body Active Strand 4 Small Development Grant Programme in 2017/18?

Yes  No

If yes, was your application successful?

Yes  No

If yes, have you completed your programme, submitted your final report and received the final payment?

Yes  No

## Section 11: Sustainability

**Is this programme sustainable?**

Please refer to guidance notes page 7

## Additional information

### Section 75 Monitoring

Please answer these questions for section 75 equality monitoring purposes, this will not be used as part of the assessment but must be submitted in order for your application to be deemed fully complete and eligible.

#### 1. Age group of participants?

Choose from: young people (Under18), adults (18-49), older people (age 50+)

#### 2. Ethnicity of participants?

Choose from: White, Black, Asian, Chinese, Irish Traveller, Bangladeshi, Indian

If other, please specify.

#### 3. Nationality of participants

Choose from: British, Irish, Polish, French, Lithuanian, Portuguese, African

If other, please specify.

#### 4. Religion

Choose from: mainly Catholic, mainly Protestant or both Catholic and Protestant

#### 5. Gender of participants

Choose from: male, female, both male and female

## Data Protection Act

Belfast City Council will use the information and personal data provided by you for the purposes of carrying out an assessment to establish if you are eligible for a grant. The information and personal data is used to administer and analyse grants and for grant research purposes. It may be shared internally within the Council, but only with staff who are involved in providing this service.

The Council may also share information with external organisations who it must 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. Information and personal data may be shared with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention or detection of fraud.

The information and personal data is held and stored by the Council in a safe and secure manner. It will not be disclosed to any other organisation who is not involved in the grant assessment process without your consent or unless the law places an obligation on the Council to do so. The need to maintain the confidentiality of vulnerable groups and their details is essential and it will not be made public in any way, except as required by law.

Your personal data is held in line with the Council's retention and disposal schedule for a period of 8 years. It will then be destroyed beyond recovery.

By completing and signing this form, you are providing information and personal data to the Council on the basis of consent, which is held in compliance with Data Protection legislation.

You can withdraw from the application process at any time by contacting the details found at the start of this form.

## 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 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.

### Public available information

As a requirement of this funding programme Belfast City Council is obliged to register successful applicant organisations details on the Government Funded Database.

Details will include:

- The name of the organisation
- The Council area in which the organisation is based
- The name of the successful programme
- The amount being funded

## Declaration

I consent to Belfast City Council holding my personal data for the purposes of the grant application process and that it will be processed in compliance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

I confirm all information contained within this application to be true.

Confirm that you have read and agree to the above statement, by typing your name in the box below.

### Declaration

You must confirm by ticking the boxes below that your organisation is, has, or will have by the commencement of the proposed project activity, the following:

- A formally constituted organisation in other words, your constitution or memorandum and articles of association and has supplied evidence of this to the Central Grants Unit either with this application or with a previous application between November 2012 and June 2014. This must be signed and dated as adopted by the chairperson at the time or by the current chairperson to confirm it is your group's constitution;
- Benefiting the Belfast City Council district through the activities;
- Operating on a not-for-profit basis and cannot share our profits to members or shareholders. If, in the reasonable opinion of the council, the organisation applying for the funding is a de facto commercial organisation, whatever the legal make-up of the organisation, then the council shall not fund that organisation. The decision of the council shall be final in this regard;
- A board or committee, and has given us a list of members with this application
- No conflicts of interest with any of the suppliers who you will use for activities being funded by the grant applied for
- A safeguarding if your project involves children or young people or there is a possibility of children or young people going to your activities, for example, vulnerable adults;
- If your organisation has employees - an equal opportunities policy or statement and keeps relevant legislation including the Race Relations (NI) Order 1997, the Sex Discrimination (NI) Order 1976, Fair Employment and Treatment (NI) Order 1998, and the Disability Discrimination Act 1995;
- Enough insurance to cover the activities, for example, public liability insurance
- Any licences and all other relevant permissions needed to complete the activity, for example, entertainments licence, road closures, and so on;
- Completed any relevant risk assessments that your activity may require;
- Access NI checks completed on all staff, coaches and volunteers where appropriate

You do not need to include a copy of your safeguarding policy, employment policy, insurance, licence, permissions, risk assessments or confirmation of Access NI checks, but they may be requested at any time and may be required if your application for funding is successful.

## Submission

Belfast City Council has a duty to protect public funds and so must make sure that organisations who receive grant funding meet certain regulations. By signing below you are confirming the following:

- The organisation named on this application has given me the authority to make this application on their behalf.
- The programme of activities is in line with the organisation's constitution or memorandum and articles of association, and the organisation is a formally constituted, not-for-profit organisation.
- If the organisation is successful with its application, it will keep to the conditions of the grant and use the funds only for the purposes shown in this application form.
- The organisation accepts the information provided in this form may be made available to other Belfast City Council departments and other agencies for the purposes of:
  - preventing or detecting crime (including fraud);
  - making sure nobody is receiving "double funding" or more than one grant for the same items;
- meeting our internal and external audit requirements;
- Contacting the organisation about future funding opportunities or for feedback as part of Belfast City Council's commitment to providing good public services.
- In line with the Data Protection Act 1998 and the Freedom of Information Act 2000, Belfast City Council may release any information in this form in response to a "data subject access" or "freedom of information request".
- The organisation will keep to Belfast City Council guidelines on using all required logos in any marketing or media releases, other publications and within emails and on websites.
- The organisation understands that any information supplied that is deliberately false or misleading may result in prosecution.
- As far as the signatory knows and believes, the information in this application, and any supporting documents, is true and correct.

**If any information in this application is found to be untrue we will withdraw any grant. If we have already paid part of a grant to your organisation, you must repay it. This will have implications for any future applications or requests for funding. We may also review grants made to your organisation in the past.**

To submit your application please complete the declaration below

Only submit once you have reviewed your applications. No changes can be made once applications have been submitted

**Have read and agree to be bound by the terms and conditions contained within this grant application and hereby submit the application for funding on behalf of**

**Signed**

**Date**

