



## **Sporting Halloween 2019 – Guidance Notes**

### Rationale

Research shows that as young boys and girls reach their teenage years they drop out of sport, with twice as many girls dropping out than boys. Large numbers of teenagers are not getting the recommended amount of exercise. Nine National Governing Bodies have identified retention as a priority in their sport. Competing pressures such as image, pressure to do well in school, less direct parental involvement, relationships and peer pressure all contribute to teenagers dropping out of sport.

Other reasons identified include:

- Lack of support from schools
- Relationship with coaches/teachers
- Conflict with other commitments
- Big jump from junior to senior competition
- Time for something new/different
- Social pressure (increasing independence/friends don't do it etc)
- Not enough opportunities to compete
- Lack of players at that age

Info taken from the following research:

*WSFF & Athletics England, research into why girls 16-19yrs drop out of sport, University of Strathclyde & Dundee- as reported in BBC and Women's Sports Foundation.*

### Idea

Local sports clubs will provide a number of free coaching sessions to secondary schools/community groups in their given sport during the month of October/November. At the end of the programme coaches must progress these sessions to the club environment by providing one of the following;

1. A group induction
2. A taster session
3. In house competition
4. A training session to introduce interested participants to existing members or similar type activity to introduce new members to existing members and/or facilities



## Aim

To engage 11-19 years old in sporting activities led by local sports clubs in sports that are not usually offered in Secondary schools. Sessions would begin in the school environment and progress to an in house competition/induction/training session at the club for those who wish to try the sport within the club environment.

The programme aims to provide:

1. Opportunity for personal development/skills development through sport
2. Invite teenagers to progress to the club environment in a safe and secure manor alongside their peers
3. Gives teenagers the opportunity to meet and build relationships with local coaches/clubs
4. Allows clubs to showcase what they can offer and add to their youth membership
5. Gives clubs the opportunity to establish new links with schools where they can develop pathways from schools to clubs for sustainable participation for teenagers
6. Media interest to highlight the decline of teenagers in sport
7. Give teenagers the chance to experience different sports they may not have experienced in school

## Eligible Funding for clubs include:

1. Coaching (The applicant cannot receive funding for themselves and coaching capped at £20ph)
2. Equipment
3. Hospitality (Capped at £50)
4. Venue Hire (excl. school or club premises)
5. Transport
6. Medals/Certificates
7. Marketing Materials
8. Eligible cost must be incurred from 21<sup>st</sup> October - 15<sup>th</sup> November 2019.

## Conditions placed on the clubs:

1. Priority may be given to underrepresented sports and clubs with Clubmark status.
2. Schools and community groups must be within the New Belfast Boundaries.
3. Sessions must take place between **21<sup>st</sup> Oct and 15<sup>th</sup> Nov 2019**.
4. Clubs must submit all monitoring/evaluation forms by **Monday 22<sup>nd</sup> November 2019**.
5. Receipts for all payments must be produced along with monitoring forms. Failure to do so will result in ineligibility for future grants and outstanding monies will be recouped by Belfast City Council.



6. A sample of photographs of school and club activities forwarded to Belfast City Council.
7. Clubs must be Belfast based.
8. Priority will be given to those clubs who can demonstrate best outcomes in terms of participants and school links.
9. Applicants must be a club or constituted group with a current membership affiliated to a governing body recognised by Sport NI.

## Completing the Application Form

### **Section 1: Organisation Details**

Please complete the information as accurately as possible as this information will be used to communicate the outcomes of our decision. The information required is necessary to fully inform us about your club and help us determine how best to allocate the funds.

### **Section 2: Your Programme Plan**

1. Give a brief description of your programme including the name of your programme.
  - Programme Title
  - What you hope it will bring to the club
  - Who will benefit
  - How you will use the budget
2. How did you identify the need for your programme?
  - Have you consulted with potential participants? (Schools or community groups) Is there evidence of social need?
3. Proposed programme schedule
  - Date when programme will take place
  - Activity that the programme will be based around e.g. football, athletics and multi-skills
  - Venue that it will take place at
  - Start and finishing time of programme e.g. Start: 6.30pm-8.00pm Finish
4. Please explain who your partners are and the role they have within the project
  - List each partner you intend to work with during the delivery of your programme
  - Fully explain partners' roles and responsibilities.
5. How do you plan to recruit participants for your programme?
  - Such as how you plan to advertise the programme
  - Reaching out to local schools



6. What do you wish to achieve as a result of the programme?
  - More active members in the community?
  - Participants joining local clubs?
  
7. Will your project have a lasting impact on its participants?
  - What will your participants do after the project is over
  - What changes do you hope will happen as a result of your project
  - Will your project have a lasting impact on its participants?
  
8. Has your club achieved the Clubmark status?
  - Yes, no or working towards gaining Clubmark status.

### **Section 3: Programme Budget**

- Please provide a detailed budget for your programme.
- You will be expected to complete a monitoring and evaluation form once your programme is completed.
- Insert costs as per best value quotations.
- Obtain accurate programme costs.
- Groups should adhere to best practice guidance in regards to seeking best value and be in a position to show evidence of obtaining best value quotes should Belfast city Council require this evidence.
- Remember that there is a maximum cap of £20 per hour for coaches unless justification is provided that the coaching is specialised in nature and a maximum cap of £50 for hospitality.

### **Section 4: Coaches Information**

State all coaches' that will be involved within the programme including their names, relevant qualifications, Access NI checked and whether they are paid or voluntary coaches.

### **Section 5: Submission and Declaration**

This is a legal requirement and needs to be fully completed. Please ensure it is signed by an authorised and empowered member of your sporting club.



## General information

### **Data Protection Act**

Belfast City Council will use the information and personal data provided by you for the purpose 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 purpose. 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 grants 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 place 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 on this form.

Email: [leisure@belfastcity.gov.uk](mailto:leisure@belfastcity.gov.uk)

### **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.