

Development Guidance Notes

All sections of the form MUST BE completed in full, otherwise the form will be returned to you. If a section does not apply to your club you must enter "none" or n/a.

Please note:

1) For assistance with your application form please contact

Claire Moraghan, Sports Development Officer,
028 9032 0202 ext. 3414
moraghanc@belfastcity.gov.uk

Paddy McGrattan, Sports Development Officer,
028 9032 0202 ext. 3533
mcgrattanp@belfastcity.gov.uk

A complete form with full details will help us to process your application more effectively.

2) You must submit your application by the 24th of the month to be considered at the next meeting.
(E.g. your application needs to be with us before the 24th of May to be considered by the panel in the first week in June)

3) Notification will be given by Council within six to eight weeks.

4) It is essential that you apply a minimum of six weeks prior to your event or activity.

Section A:

Please include the following details:

- Club address/Home Venue
- Club secretary contact details
- Contact person name and address
- Day time telephone number/mobile number
- E-mail address
- Club Website address.

It is important that the club contact information is accurate as incorrect details may delay the processing of the application.

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Section B:

Complete this section with the details of:

- When your club or organisation was established
- If applying for funding for a new section within an existing club the date of the establishment of the new section is also required
- To which governing body your club is affiliated
- Contact details of your governing body secretary (we may check a clubs affiliation status)
- If your club / organisation is applying for Support for Sport funding for the first time, please attach a copy of your constitution. If in doubt please attach a copy.
- The numbers of members
- The numbers of coaches
- The qualification levels of your club coaches
- Club Mark status, public liability and Club Development details.

Section C:

If you have received a Support for Sport grant within the past three years please give specific details as to what your grant was awarded for and the previous reference number(s). Clubs should identify which area(s) of support is most relevant to this application. The areas concerned are:

Training of Coaches

This area will offer support to clubs who wish to train new or existing coaches in any area which will benefit the club. This includes all levels of accredited sports specific coaching qualifications, first aid qualifications, child protection training, generic coaching qualifications and fitness qualifications.

Club Development Training

Funding may be offered to clubs who are working towards improving their clubs by achieving awards e.g. Sports Equity, Coach Profile, Coaching Young Performers etc.

Kick Start Grant

For those clubs which are only starting up or, alternatively starting up a new section within your club. Funding may be offered to clubs to assist with initial start up costs such as facility hire and coaching costs.

Clubs with their own facilities may only apply for facility hire for out reach programmes. Clubs who apply for this area of funding may also be eligible to apply for a one off equipment grant of £250. (see notes below)

Try-it Event

Funding is available for clubs who wish to hold an event to promote their club or sport and attract more people to join their club. Funding will only be offered to programmes which are **additional** to normal club training sessions. Funding will cover costs such as facility hire (only if the event is being held outside their own club facilities), coaching costs, marketing, officials' costs etc.

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Sports Festival / Development Event

Any club which is organising an event to provide new competitive opportunities for junior or beginner members or raise the profile of their club may be awarded funding towards the project costs. Eligible costs include facility hire, (if the event is taking place outside their own club premises) trophies/certificates, officials costs etc.

- For these five areas (equipment grant not included) 75% of eligible project costs will be offered up to a maximum of £1000.

Equipment Grant

Clubs, or new sections within clubs, which have been established within the last three years are eligible for a **one off payment** of £250 towards the purchase of new training equipment.

NB: Ineligible costs for any of the above funds include travel costs outside Belfast, clothing costs catering/alcohol, non-club based activities, leagues, church and school based programmes.

Activity Details

The details you provide will be used to evaluate your project against others.

Please provide full details of:

- Date & Time of Activity/Course
- Venue
- Age Group & Gender of Participants.

Please Detail:

- Who will benefit from this project
- Include approximate numbers of participants
- Provide full details on the programme or event you are requesting funding for
- Detail future opportunities for the Development of Your Club following the completion of the project and how the funding has contributed.

Section D:

Project running costs

State all running costs and incomes for the project. Clubs should note that any costs detailed here must be the actual costs which the club will be paying. Official receipts of expenditure must be kept and produced to Belfast City Council before any money will be provided. If the details in your application change at any time you must inform us in writing immediately.

Please Detail:

- Staff/Coaching Costs including hours coached and cost per hour
- Coach Training Costs (for Training of Coaches i.e. Course Fees)
- Include Name of Training Provider for above

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- Facility Hire Charges (if event is taking place outside club premises)
- Marketing materials are eligible if used to promote the event/clubs such as flyers and programmes - Belfast City Council's logo should be included and is available on request
- Costs of medals/certificates or trophies for events (if applicable)
- Other eligible costs.

Equipment Grant (if new clubs or new section)

- Detail all items and costs of equipment requested - NOTE: All equipment must be for Club use, individual equipment is not eligible.

Source of Funding

Please detail:

- All sources of income and support in kind for the project including any other funding from Belfast City Council
- Include club's contribution or how the club will fund the remaining 25%.

****TOTAL INCOME MUST EQUAL TOTAL EXPENDITURE FOR THE PROJECT****

Joint Marketing

Clubs should list any promotional opportunities which Belfast City Council would have - Banners, logo on clothing, match programmes, announcements etc. Please state who will fund this recognition. All promotional material can be distributed to all Belfast City Council Leisure and Community Centres on your behalf.

Note: Clubs must collect branding from the Cecil Ward Building before the event and return them the day after the event. To arrange for the collection of the Branding telephone: 02890 270344.

Other Support

State any other funders which will be helping with the project either financially or providing support 'in kind' and all promotional opportunities they are being offered.

Bank Details

Clubs should provide details of their bank/building society. Money will be transferred into the account that your club has specified. **NB: A club must have their own bank account; funds will not be transferred into an individual's account.**

Please note: money will not be lodged into an account until the project has been completed and all the original receipts of expenditure are sent in for evaluation along with a complete Report form and an invoice. Invoices must be made out to the "Belfast City Council Support for Sport Scheme"

For further information or queries contact:

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Paddy McGrattan, Sports Development Officer,
028 9032 0202 ext. 3533
mcgrattanp@belfastcity.gov.uk

Community & Recreation Department,
Support for Sport, Belfast City Council,
The Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP
web: www.belfastcity.gov.uk/supportforsport

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