



# Small grants application form guidance notes for the Support for Sport: Sporting Individuals Grant

## 1. Introduction to Belfast City Council small grants

- The general purpose of this fund is to help pay for projects that match our targets.
- In each financial year there will be two application rounds for small grants. However, not all of the small grants will be available every time as they will be subject to availability of funds. For example, the Summer Intervention Fund will not open for tranche 2.
- If you are applying for more than one of these grants, the projects you are applying for must be different from each other.
- Each grant fund is limited. Even if an application scores highly, we cannot guarantee funding.

**Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change.**

## 2. Applying for Belfast City Council small grants

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

For some questions we have set a maximum number of words you can have in your answer. The word limits are not just for guidance. We will not consider any words over the word limit, unless the help notes state that extra information can be included.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Our grant scheme has been carefully designed to make the application process as easy and straightforward as possible. We do not think any paid help is necessary and we do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application. Officers can meet with you to give advice and guidance on your application and/or project plan. It is important that you complete the form yourself, and apply directly to us.

Please do not try to influence the decision by lobbying Belfast City Council, directly or indirectly.

Applications that are not complete or do not provide detailed budgets are also not eligible.

It is also unlikely that you will receive funding if you have previously received a grant from us that was not managed satisfactorily or was not completed. This includes if you did not send us the monitoring and evaluation forms within the agreed timescales or if you did not seek approval for changes to your project. As well as the above, your project or organisation must also meet the specific eligibility for any of the small grants applied for.

If you are not sure whether your organisation and project meets the eligibility criteria, or you need more guidance on the application form, please contact one of our grants officers. You can find contact details at the end of these guidance notes.

### **Purpose of the fund**

The Belfast City Council Support for Sport: Sporting Individuals Grant is designed to financially assist elite athletes representing Belfast on the international stage. Grants will assist athletes towards expenses for preparation, training and competition.

### **Funding limits**

Maximum award: £1,000. Applications for an individual can only be made once per financial year, the Governing Body can, however apply for multiple individuals.

### **Applying for funding**

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

For some questions we have set a maximum number of words you can have in your answer. The word limits are not just for guidance. We will not consider any words over the word limit, unless the help notes state that extra information can be included.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Our grant scheme has been carefully designed to make the application process as easy and straightforward as possible. We do not think any paid help is necessary and we do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application. Officers can meet with you to give advice and guidance on your application and/or project plan. It is important that you complete the form yourself, and apply directly to us.

Please do not try to influence the decision by lobbying Belfast City Council, directly or indirectly.

## **Application and assessment**

### **Application process**

The dates for the current round of funding are shown below.

<b>Applications open</b>	<b>Closing date</b>	<b>Notice to applicants with our decision</b>	<b>Proposed activity begins</b>	<b>Proposed Activity ends</b>
23 October 2017	12 noon Friday 12 January 2018	March 2018	From 1 April 2018	By 31 March 2019

Activities **must** occur between **1 April 2018 and 31 March 2019**. Any activity outside these timescales will not be eligible for funding.

We will not accept applications we receive after the closing date and time.

You must use the correct small grant application form, which can be downloaded from [www.belfastcity.gov.uk/funding](http://www.belfastcity.gov.uk/funding) . If you would like an application emailed or posted to you, please contact the Central Grants Unit at 90 270 513 or email [cgugrants@belfastcity.gov.uk](mailto:cgugrants@belfastcity.gov.uk) . We are committed to making

sure that our services are available to all sections of the community. We will consider providing this form and the application form in other formats if you ask, if this is practical.

### **Eligibility**

- Applications **must** be made by **governing bodies** on the behalf of the athlete.
- Athletes must:
  - Be residents of a Belfast city Council area or represent a sports club which is based in Belfast.
  - Currently be on Governing Body Elite/High Performance Squads or equivalent in an Olympic, Paralympic or Commonwealth Sport.
- Athletes must not:
  - Be in receipt of Sport Northern Ireland's Athlete Investment Programme (AIP) funding or hold an award from the Mary Peter's Trust.
  - Be in receipt of funding from another Local Authority

### **Eligible project costs**

- Personal out of pocket expenses arising from travel to the rest of the UK or abroad to train
- Participation in governing body approved competitions outside Northern Ireland.
- Sports Science/Sports Medical/Physiotherapy/Sports Psychology Support on the listed training/competition trips

### **Ineligible project costs**

We will not give funding for the following project costs:

- Insurance Costs (except reasonable and necessary travel insurance).
- Membership / licensing costs
- Day-to-day living costs
- Equipment
- Salaries

### **Making our decision**

If the athlete has met all of the eligibility criteria, we will consider the following factors in our decision on awarding a grant:

1. Competition level
2. National Ranking
3. Results achieved in previous 12 months

If you are awarded a grant, Belfast City Council does not provide insurance for any activity you undertake. We strongly advise you to consult an insurance broker or advisor about the possible insurance requirements for your proposed activities.

If you are emailing your application and other documentation, the maximum size we can accept is 10MB. If you need to send your application and documents in multiple emails please clearly label each email and request delivery receipts.

We will not contact you to confirm that we received your application.

### **Equal opportunities monitoring**

We must promote equal opportunities. We must also promote good relations between people of different religious beliefs, political opinions or racial groups. We will treat as anonymous all of the information you provide in this questionnaire. We do not consider it in the assessment of your application.

## **What happens next?**

## Letter of offer

If you are successful, we will send you a letter of offer outlining:

- the general conditions of the grant;
- any special conditions (these will be within section 2.1 d) of your terms and conditions within your letter of offer) and
- the stages we will pay the grant in;

If the grant we offer you does not correspond with the amount you have asked for, you will need to resubmit a project budget reflecting the amount we have awarded.

Before we can release any grant payments, you must:

- sign the letter of offer to say you accept it. At the latest, this must happen within two months of the date of the letter of offer or we will withdraw the offer of the grant.
- come to a mandatory training session as part of the terms and conditions of funding. The session will give you guidance on the funding and monitoring requirements. For this round of funding training sessions will be held in April 2018.

We will not fund any costs you pay or agree to pay before you have signed and returned the letter of offer. You must get our approval before you make any changes to your activities as detailed in the application or the budget.

If you receive a grant offer and no longer want to take it up, please tell us in writing as soon as possible. The Council's decision on whether to award funding is final, however if your application is unsuccessful you can contact an officer from the relevant council unit for feedback and advice on future funding applications.

## Paying the funds

We will pay 80% of your grant when we receive your signed letter of offer and you have attended the training session. We will pay the other 20% once we have received a satisfactorily completed monitoring booklet within six weeks of completing your project.

## Monitoring and reporting

As you are receiving public funding, you must answer for what you do with this money. Because of this, we will expect you to complete a monitoring booklet based on information provided in the small grants application. We will also choose a number of individuals to audit to check how the grant was spent and that the terms and conditions of the funding were met.

If the activities detailed in this application or other alternate agreed activities do not happen as planned, we can review and reduce the amount of funding awarded.

## Marketing and promotion

You must acknowledge our support by including our logo on all printed materials associated with your programme of work.

Occasionally you may be asked to make appearances and assist us with launches and photo shoots. On these occasions you must acknowledge Belfast City Councils Support

If you receive funding from us, it does not mean we endorse your activities. When you display the council logo on published material, you must include the following sentence: "This athlete is grant funded by Belfast City Council. The views expressed are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views."

We will give you more information about logos if your application is successful. For information on Belfast City Council branding and logos please refer to [www.belfastcity.gov.uk/brand](http://www.belfastcity.gov.uk/brand).

## Useful contacts

Advice on	Contact	Contact Details
-----------	---------	-----------------

General advice about the application process or on filling in budgets in the application.	Central Grants Unit	Tel: 90 918 748 Email: <a href="mailto:cgugrants@belfastcity.gov.uk">cgugrants@belfastcity.gov.uk</a> Website: <a href="http://www.belfastcity.gov.uk/funding">www.belfastcity.gov.uk/funding</a>
Specific advice on the requirements of the Support for Sport: Sporting Individuals Grant	Sports Development Unit	Tel: 9027 0515 Email: <a href="mailto:supportforsport@belfastcity.gov.uk">supportforsport@belfastcity.gov.uk</a> Website: <a href="http://www.belfastcity.gov.uk/supportforsport">www.belfastcity.gov.uk/supportforsport</a>