Leisure Grant Aid Programme 2026-27

CATEGORY: Defibrillator Grant

Information for Applicants

Defibrillator Grant

Guidance Notes 2026-27

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1.0	Leisure	Update guidance notes	16 March 2026

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1.0 Introduction

The Defibrillator Grant category is available for local Sports Clubs/Community groups who wish to apply for funding towards the purchase of an Automated External Defibrillator (AED) and associated security casing.

These conditions should be read in conjunction with the Grant Funding Policy.

1.1 Purpose of Grant Programme/Overview of Fund

The Defibrillator Grant will provide funding towards:

Category	Key notes/Purpose of application	Maximum Award
Defibrillator	Purchase of Automated External Defibrillator Security casing	100% funding up to £1,500

1.2 General Principles

The fundamental principles of this grant guidance document are:

Funding Award is based on evidenced need

The aim of grant funding is to provide financial support for projects and activities that add benefit to the Borough and contribute to improving the lives of local people and places. The following requirements MUST be met to be considered for funding:

- Have a clear purpose to the activity based on clearly evidenced need
- Be able to demonstrate how their project meets relevant funding criteria
- Can deliver high quality desired outcomes in a cost-effective manner
- The Applicant organisation can demonstrate that it is well run with the capacity to deliver the project as stated
- Reflect the statutory remit of the Council, aligned to the Corporate Plan and Community Plan

Accessibility

Information on all grant funding programmes will be publicly available through the Council's website and proactively promoted across Mailing Lists, Social Media channels and Borough Life. This will include:

- Guidance on completion of relevant grant application
- Grant Management System embedded into Council public facing platform with digital accessibility options available
- Centralised Grant Funding information on Council webpage
- Guidance notes for all individual grant streams
- Point of contact clearly communicated for relevant queries

- Annual Grants Funding calendar made available

We will strive to ensure the process is user friendly, transparent, and fully inclusive.

Accountability

The Council will always adhere to the Grant Funding policy and guidance criteria outlined within each grant funding programme.

- A clear decision-making process will be utilised, with clear rationale and demonstrable evidence to support funding decisions
- Decision making process will be robust and transparent
- Funding decisions will be approved through Committee and Full Council with details made publicly available
- Unsuccessful applicants will be entitled to receive feedback on their application
- An accessible Appeals process will be communicated as part of each grants call

1.3 Who can apply?

- Sports Clubs/Community Groups based in the Antrim and Newtownabbey Borough
- Applicants must demonstrate that they have a minimum of two members trained to use a defibrillator, or who can demonstrate they have members working towards their qualification.
- Profitable organisations will not be considered in this scheme
- Be voluntary constituted groups
- Be properly constituted and include a decision making process, and aims and activities that are acceptable to the Council (a copy must be submitted with the application).
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

1.4 What can be funded?

- Automated External Defibrillator
- Security casing

1.5 What cannot be funded?

- Replacement pads

- Batteries
- Course training costs
- Installation

Additionally

1. Defibrillators should be placed or stored in a visual and known location; they must be accessible with minimum delay.

2. Defibrillators located on Club/Community group premises are to be kept in protective cabinets;

3. The standard sign for a defibrillator should be used to show where it is stored. Several types of cabinet's are available and offer various levels of security and weather proofing. For Further Information please visit: http://www.resus.org.uk

4. The local ambulance service must be made aware that an AED is available at a particular location and whether it can always be accessed or only (for example) during office hours; this information can help ambulance call operators and guide those initiating a resuscitation attempt. (The Club/Community group may be asked to produce evidence). Organisations are required to register their defibrillator online on The Circuit website.

Council will not fund the following (not exhaustive) in this category:

- Training courses
- Replacement batteries and pads.

1.6 Exclusions

Council will not normally fund the following:

Individuals:

- Salary costs
- Costs that are not clearly linked to the applicant's sporting requirements
- Retrospective expenditure
- Applications received after the closing date
- Alcohol or refreshments
- Equipment

Organisations

- Applicants/events based outside of the Borough.
- Applications for specific projects that are clearly the responsibility of another statutory organisation

- Retrospective expenditure, projects that have already commenced at the time of application, projects must take place following Council approval
- Rent or hire of group's own facility
- Applications received after the closing date
- Unrelated professional fees. E.g. solicitor, surveyors, architects
- Bank charges, loans, deficits, or fines.
- Costs that are already covered by other sources of funding
- Charity or fundraising events
- Costs that are not clearly linked to the project
- Applications that provide no significant benefit to the Council area
- Applications for projects that duplicate what already exists
- Projects that are not in line with Council policies e.g. Corporate Plan, Community plan or Leisure Strategy
- Individuals involved in the delivery of the project, that is, staff, volunteers, or board members of the Applicant organisation. This means that they cannot be paid for the provision of goods or services from the grant e.g. a club coach cannot be paid for club coaching
- Organisations that have previously received a grant from Council that was not managed in accordance with the terms and conditions of the Letter of Offer will not receive future funding
- Alcohol or refreshments

2.0 How to answer questions?

2.1 Information about your organisation

This section of the application form gathers information about your organisation, including contact details and insight on the purpose and work of your organisation, which will enable the assessment process to check eligibility.

2.2 Project Proposal

This section of the application form gathers information about your project proposal – what you want to do and why. This is the part of the form where you must clearly and sufficiently demonstrate how and why there is a need for your project, what beneficial outcomes will be created and how these meet the needs of the Council's Corporate Plan.

This section allows you to detail why you think this project approach will work for the proportionate impact you plan to make. The assessment process will focus on the quality, impact, and investment effectiveness of each proposal.

2.3 Project Delivery

This section of the application form is where you detail how you are going to deliver the project. It includes timescales and your budget (how grant funding will be used and on what).

You will be asked to think about how you will manage any potential risks to delivery, how you will match fund the project and how you might capture the impact of your projects.

3.0 How we assess and score your application?

A panel will evaluate eligible applications against the category criteria. Applicants will be notified via email detailing the outcome of the application.

Each application will be considered on its own merits. To deliver the programme's aim and general principles, applicants will need to demonstrate how their project meets the appropriate criteria. It is important to remember that the application will be assessed ONLY on the information provided in the application form and specifically in the box relating to the question asked. Any information that you do not include or that is contained in other parts of the application form will not be considered. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application.

3.1 Eligibility assessment

Applications received by Council will be logged and undergo eligibility checks. If eligibility information is missing at this point, you will be contacted and given 10 days to submit the missing information. Failure to provide all necessary eligibility information and complete forms as required will mean your application will not go forward for assessment in the current funding call.

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

3.2 Assessment and scoring

If your application has met all the eligibility criteria the panel will use the following criteria to score your application

Criteria	Percentage Weighing
1. Compliance with good governance	10%
2. Demonstration of need	50%
3. No of Club/Community group members within high-risk age categories (18-25yrs, 45yrs+)	40%

3.3 What happens if an application is successful?

3.3.1 In the event of a successful application a Letter of Offer will be issued together with procurement guidance and details of the claims process.

3.3.2 The Letter of Offer which must be signed and returned within 10 days with the Grant recipient to provide details of a designated bank account for all transactions relevant to the funding

3.3.3 The Grant shall be used only for the purposes of the Project as defined by the Applicant in the application form or variations, which the Council has agreed to fund

3.3.4 The Council reserves the right to withhold any or all of the payments and/or require the Grant Recipient to repay part or all of the Grant if Council deems there to be a substantial or material change in the nature, scale or timing of the Project, or if the Grant is used for purposes other than those specified in the application or agreed variations

3.3.5 Grant payments will be made paid 50% up front and 50% following submission and approval of completed Project Grant Claims. Claim forms must be supported by original receipts and supporting bank statements Payment will be dependent upon fully acceptable documentation being in place to support the claim

3.3.6 Council will release funds after verification of satisfactory receipts and evidence of payment (i.e. bank statements) (invoices will not be accepted). Claims must be for the items specified in the letter of offer

3.3.7 Payment will only be released to a group's bank account if that account is the same as the details on the application and supporting documentation

3.3.8 The Council reserves the right to terminate or suspend authorisation of Grant Payments and/or to withhold any or all the financial assistance should the Project not be delivered in line with this offer of Grant Aid.

3.3.9 Costs are eligible from date of Council approval.

3.3.10 To meet Council's audit requirements, when making a claim, applicants should retain copies of receipts and evidence of payments made in the form of Bank statements/credit cards. Items paid for in cash will not be accepted

3.4 Monitoring and reporting

If your project receives grant support, you will be in receipt of public funding, and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project.

We will also ask all organisations for auditing purposes, to check how the grant was spent and that the terms and conditions of the funding were met. You will be contacted by your local Council Lead, and you will be asked to provide invoices and bank statements for all the items you are claiming through the grant.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

If any information in the application, monitoring or supporting information is found to be untrue or misleading, 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.

3.5 Marketing and promotion

The Grant Recipient shall acknowledge the contribution made by the Council in all relevant publicity materials including brochures, leaflets, newspaper articles etc. The Council shall be entitled to publish details of the assistance referred to in this letter at such times and in such manner as is necessary without further agreement from the Grant Recipient. It is important to note that logos should be of a reasonable size and retain their original perspective. All promotional materials should be approved **in advance** by the Council's Public Relations and Marketing team. Please email all proofs to marketing@antrimandnewtownabbey.gov.uk or media@antrimandnewtownabbey.gov.uk .

If you have any queries, please contact the Council PR and marketing team on Tel: 0300 123 4568.

3.6 Breach of Letter of Offer and Claw-Back arrangements

If the Grant Purpose ceases to be carried out during the relevant Grant Period as a result of any act, omission or default on the part of the grant Applicant organisation, including any breach of the terms and conditions contained within the Letter of Offer, the Council will invoke clawback procedures to demand that the Applicant repays in part or full the Grant Funding awarded.

The Applicant will be considered in breach of their funding offer if: the following apply – please note this list in not exhaustive:

- They provide misleading or inaccurate information, by accident or deliberate during the application process
- Members of the organisation funded, including volunteers and staff at any time during the project act dishonestly or negligently causing directly or indirectly any detriment to the activity or bring into disrepute the reputation of the Council by association through funding award(s)
- The organisation funded is in receipt of duplicate funding from any other source for any element of the activity
- The organisation does not take positive steps to ensure equality of opportunity in its employment practices, delivery of and access to services
- The organisation by their own actions makes their facilities and/or activities less inviting to any sections of the community
- There is a change of purpose, benefit, ownership, or recipient, either during the project or within a reasonable period after its completion

Any reported or identified breaches or potential breaches that cannot be resolved to the satisfaction of the Council will result in the grant award in part or in full being clawed back by the Council.

If funding is withdrawn or clawback procedures invoked the Applicant organisation will have no legal redress to have funding reinstated. The decision of Council in this case will be final.

Additionally

1. **Organisations:**

    - Must send in the monitoring and evaluation forms within the agreed timescales.

    - No aspect of the activity being funded should be party political in intention, use or presentation; or likely to be perceived as discriminatory on grounds of religion, colour, race, gender, or disability.

Goods and services to be obtained by the Grant Recipient with an estimated cost of over £1,000 but not exceeding £50,000 must be procured on the basis of written quotations. The process that needs to be followed is set out in the table below:

	Number of Quotations Required, Tenders & FTS (Find a Tender Service)	**Quotation/ Tender Thresholds (£) (Excl VAT)**
1	No quotations required but ensure value for money	Up to £4,999.99
2	Minimum of 3 written quotations	£5,000.00 – £14,999.99
3	Minimum of 4 written quotations	£15,000.00 – £49,999.99
4	Publicly Advertised Tender Council Approval	Above 50,000.00
5	Above £213,477.00 (Incl. VAT) For Goods, Supplies or Services	Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2021 FTS - (Find a Tender Service)

Public tender: should your project exceed £50,000 in value; your organisation is required to complete a public tender process and be able to evidence this. Further information can be found via the following link:
https://antrimandnewtownabbey.gov.uk/procurement/

3.7 What happens if an application is ineligible/unsuccessful?

If your application is ineligible/unsuccessful for funding, you will be notified via email. Feedback will be available on request

3.8 Appeals procedure

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

3.9 Fraud and Corruption

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero-tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy, and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered because of fraud and if appropriate, will take civil, and/or disciplinary action.

The following relevant policies can be located on the Council website:

Anti- Bribery Policy - April 2023

Anti-Fraud and Corruption Policy - April 2023

Financial Regulations – April 2024

Fraud Response Plan - March 2023

Raising Concerns Policy – November 2023

The Council reserves the right to disallow any other current, pending or future grant applications and claims submitted by an organisation or an individual member of the organisation in respect of the financial year and to apply a moratorium on Council funding to any organisation or individual member of an organisation where fraudulent activity is identified within the current financial year and for at least 2 forthcoming financial years. This will also extend to individuals in receipt or applying for a bursary.

The Council will inform in writing the Chairperson of the organisation, or the individual in case of bursary, where fraud is suspected or has been identified. In the case of a bursary where the recipient is underage of 18 years the parent/guardian will also be notified.

4.0 Application process

Call Number	Opens	Closes	Council Approval/Notification of outcome
1	1 April 26	31 May 26	July 26
2	1 June 26	31 July 26	September 26
3	1 August 26	31 October 26	December 26
4	1 November 26	31 December 26	February 27
5 *(Subject to available budget)*	1 January 27	28 February 27	April 27

For example, if an Applicant applies anytime during call 2 (1 June – 31 July) all applications will be scored during the month of August and prepared for decision at Committee during the month of September.

Please note that this is a competitive programme and funding calls and awards will be subject to available budget.

Grant Information Sessions

Interested applicants should book a place at one the person/online Grant Information Sessions where officers will take groups through the grant funding available as well as the new application forms and online process. For further information please visit Council's Grants and Funding webpage: https://antrimandnewtownabbey.gov.uk/residents/grants-funding/

Contact details:

For further information, please contact: More E:

more@antrimandnewtownabbey.gov.uk

T: 0300 123 1580

Appendix 1

General Data Protection Regulation (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies, departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

To process your grant application, applicants are advised that:

- Council use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- Council may give copies of this information to individuals and organisations we 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.
- Council may also share information with other departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- Council might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.