

Leisure Grant Aid Programme 2025-26

CATEGORY: Grants to Coaches and Officials Bursary Scheme

Information for Applicants

Grants to Coaches and Officials Bursary Scheme Guidance Notes 2025-26

Version Number	Author	Purpose/change	Date
1.0	Leisure	Grant Guidance Document	3 February 2025

Contents

1.0 Introduction

- 1.1 Purpose of Grant Programme/Overview of fund
- 1.2 General Principles
- 1.3 Who can apply?
- 1.4 What can be funded?
- 1.5 What cannot be funded?
- 1.6 Exclusions

2.0 How to answer the questions

- 2.1 Information about you
- 2.2 Project proposal

3.0 How we assess and score your application

- 3.1 Eligibility assessment
- 3.2 Assessment and scoring
- 3.3 What happens if an application is successful?
- 3.4 Monitoring and reporting
- 3.5 Marketing and Promotion
- 3.6 What happens if an application is ineligible/unsuccessful?
- 3.7 Appeals procedure
- 3.8 Fraud and Corruption

4.0 Application process

Appendix 1

General Data Protection Regulation (GDPR)

1.0 Introduction

The Grant to Coaches & Officials Bursary Scheme is available to support Coaches and Officials who can demonstrate their potential to coach or officiate at a higher level in their sport and develop aspiring elite athletes/teams.

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

1.1 Purpose of Grant Programme/Overview of Fund

The Grants to Coaches and Officials Bursary Scheme will provide two categories of funding as follows:

Category	Key notes / Purpose of application	Maximum award
Grants to Coaches	Coaches and officials are supported towards accredited course costs	Up to £250
Grants to Officials		

1.2 General Principles

The fundamental principles of this grant guidance document are:

Funding Award is based on evidenced need

- This is a competitive programme and grant awards will be determined based on merit. Applicants must demonstrate how they meet the eligibility criteria for each grant.
- All applications must be completed in full, with supporting documentation uploaded in the relevant section. Applications that are not complete, do not provide a detailed project budget, or do not have supporting documentation will not be considered. Applicants will be contacted and asked to submit any missing information.
- Individuals must be residents and Sports Clubs must be based within the Borough;
- Retrospective applications will not be considered i.e. the application must be submitted before the event, activity or project takes place.
- Applications will only be accepted online, via the Grant Management System.

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?

Individuals must be a resident of the Borough

Individuals must be coaching/officiating for a Club within the Borough

Applications will only be considered from individuals coaching or officiating at the following levels:

- International at Elite level*.
- National at Elite level*.
- Regional / Provincial level
- Local level as an active coach.

*Elite level: Northern Ireland, Ireland, Great Britain, United Kingdom or if the sport is administered and organised only on a County/Provincial / Ulster basis (e.g. Rugby and Badminton) then this will also be considered.

Normally only one application for support of up to £250 will be considered in any financial year.

Applicants must provide a letter of support from their Club or National Governing Body. Failure to submit this information will deem the application ineligible.

Applicant sports must be recognised by Sport NI, Irish or a UK Governing body. For further information please visit the Sport NI website:

<https://www.sportni.net/wp-content/uploads/2025/01/Recognition-List-January-2025.pdf>

Only one application for support of up to a maximum of £1,000 will be normally considered in any financial year.

1.4 What can be funded?

- Accredited Coaching and Officiating courses

1.5 What cannot be funded?

- Individuals who are:
 - Not residents of the Borough;
 - Not coaching or officiating for a Sports Clubs within the Borough
 - Are competing in a sport that is not recognised by Sport NI, Irish or are UK Governing body;
 - Clubs (refer to Grants to Clubs – coach education)
- Are a member of a party of political nature; promote a particular religion; or do not comply to Council policy i.e. Corporate Plan, Community plan or Leisure Strategy
- Costs that are already covered by other funding or income sources
- Alcohol/refreshments
- Club membership
- Travel to courses/events
- Car, Travel or personal insurance
- Road Tolls
- Accommodation costs

This list is not exhaustive

1.6 Exclusions:

Council will not normally fund the following:

Individuals:

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

2.0 How to answer the questions?

2.1 Information about you?

This section of the application form gathers information about you, including contact details and insight into your achievements, which will enable the assessment process to check eligibility.

2.2 Project Proposal

This section of the application form gathers information about the purpose of your project and why there is a need. In this section you will outline the costs and what the benefits to receiving funding are.

The assessment process will focus on the quality of your achievements, impact, and effectiveness.

3.0 How we assess and score your application?

3.1 Eligibility assessment

All applications must be completed in full, with supporting documentation uploaded in the relevant section. Applications that are not complete, do not provide a detailed project budget, or do not have supporting documentation will not be considered. Applicants will be contacted and asked to submit any missing information.

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

3.2 Assessment and scoring

All applications will be assessed using the pass/fail method. Applicants who meet the eligibility criteria will be recommended for funding.

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 claim 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 Payment will only be released to a group or individual's bank account and that account is the same as the details on the application and supporting documentation.

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.

If your project does not meet it's 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 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.

3.7 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.

3.8 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	Notification of outcome
1	1 st April 25	31 st May 25	July 25
2	1 st June 25	31 st July 25	September 25
3	1 st August 25	31 st October 25	December 25
4	1 st November 25	31 st December 25	February 26
5	1 st January 26	28 February 26	April 26

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

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 and 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.