

Club Development Grant - Application Form

This application form is designed only for clubs from the Armagh City, Banbridge and Craigavon Borough Council area who are applying for financial assistance for a club development grant. These grants will focus on increasing the quality of provision by local sports clubs and on assisting the club to improve their operation. It aims to provide small scale funding for local sports clubs to a maximum of £300 per element with the exception of Grant Aid for Coaches which is a maximum of £1000. Clubs may apply for **three out of the four elements in a financial year**. The elements are detailed below:

- **Clubmark NI Accreditation Grant**
 To recognise clubs that have developed their Junior/Senior Club section and achieved Clubmark NI accreditation (as recognised by Sport NI). Maximum award £300. Please note that it is not essential to have Clubmark to apply for the other grants available.
- **Volunteer Development Grant**
 To assist clubs with the development of volunteers through the hosting of generic courses like First Aid, Child Protection or specialist coaching to develop Coaches (not players) with a maximum of £300 per club per annum and up to 50% of eligible costs.
- **Grant Aid for Coaches & Umpires/Referees**
 Clubs can apply for assistance with the cost for coaches, umpires/referees to undertake a relevant Governing Body Coaching/Umpiring/Refereeing Award up to a maximum of £1000 per club, per annum and up to 50% of eligible costs. (Please refer to criteria for further information).
- **Representative Sporting Clubs**
 To recognise clubs who have teams either representing or have qualified to represent their County, Northern Ireland or Ireland at an All-Ireland final or higher. Up to 50% of costs up to a maximum of £300 for travel and accommodation. They must apply after they have taken part in the event. County Squads and General League Competitions are ineligible.

Clubs may apply for three out of the four elements in each financial year. From the 1st April – 31st March Clubs can apply for grant aid at any time of the year **as long as the accreditation has been received; course/event has taken place. The form however must be received by 30th April when applying for a grant for the previous financial year. Applications received after this date will not be accepted.**

Clubs must be affiliated to the Sport Northern Ireland, Sport Ireland or UK Sport recognised Governing Body as well as affiliated to the Armagh, Banbridge and Craigavon Sports Forum.

All Clubs will be asked to complete a monitoring form, which will be forwarded 3 months after date of application.

What We Will Fund	What We Will Not Fund
<ul style="list-style-type: none"> • Costs associated with the hosting of a training course for volunteers (i.e. child protection, first aid and junior club development for clubs) • Governing Body Award course fees • Tutor fees /Course literature • Travel expenses @ 25p per mile* • Accommodation costs @ £30 maximum per night* • Entry fees • External Facility Hire 	<ul style="list-style-type: none"> • Foundation or entry level Governing Body coaching/umpiring/refereeing awards • Equipment or Clothing • Food/Meals • Insurance

Please note mileage & accommodation will be paid at a flat rate. All other expenditure will be paid at up to 50%

Notes:

- **ALL Clubs must complete sections 1-5 overleaf** and then **go to the relevant section specific to their request for funding** i.e. Clubmark NI Accreditation Grant, Volunteer Development Grant, Grant Aid for Coaches & Umpires/Referees or Representative Sporting Clubs, which must be completed in full.
- Please read the attached grant aid scheme and criteria **carefully before** submitting your application.
- Clubs will be asked to complete a monitoring form, which will be forwarded 3 months after date of application.
- In the case of clubs applying for Governing Body coaching courses, a course syllabus **must accompany this application.**
- In the case of clubs applying for Representative Sporting Clubs a letter of selection from the Governing Body **must accompany this application.**

Application Form

1. Name of Club: _____

2. Main Contact Name: _____ Position: _____

Address: _____

Town: _____ Postcode: _____

Tel. No. (H): _____ Tel. No. (M) _____

Email: _____

3. Governing Body your Club is affiliated to: _____

4. Have you applied for or are you in receipt of from other agencies such as your Sport's Governing Body?

Yes No

If yes, please give details below:

Organisation	Details	£

5. What are you applying for:

Please note **that a club can apply for any two of these but not all four.**

- Clubmark NI Accreditation Grant
- Volunteer Development Grant
- Grant Aid for Coaches & Umpires/Referees
- Representative Sporting Clubs

For Clubmark Accreditation Grant Only:

6. Does your Club currently hold a Clubmark NI Award? Yes No

If yes, when did your club attain this? _____

Please state the purpose of funding requested and how you feel your application will benefit the development of your junior club:

For Volunteer Development Grant Only

7. Please outline how this application will raise standards within your Club – please remember that this can be for generic courses like first aid etc hosted at your club or for costs incurred by providing expert tuition to the coaches working in a voluntary capacity in your club.

Please provide a breakdown of expenditure being incurred by the club:

Type	Description	£
Cost of Course / Tutor Fees		
Accommodation costs (if applicable)		
Travel costs (if applicable)		
Course Literature		
External Facility Hire		

For Grant Aid for Coaches & Umpires/Referees Only

8. **Course Details** – please state the following:

Type	Description	£
Course Attending		
Course Organiser and Date(s)		n/a
Course Location		n/a
Accommodation Costs (if applicable)		
Travel Costs (if applicable)		

Please attach the Governing Body of Sport Course syllabus

Coach Details

Please provide details about the coach / coaches from your club who will be attending the course:

Coach Name	Address	Existing Qualifications

For Representative Sporting Clubs Only

9. Please provide details of the competition your Club has been selected for by your governing body or qualified for (please include competition dates, venue and ensure you have attached the letter from your governing body of sport which confirms this in detail)

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Please provide a breakdown of expenditure being incurred by your club: (No award can be made unless comprehensive information is provided).

Type	Description	£
*Accommodation		
*Travel		
Mileage		
*Course/Entry Fees		

**Receipts/invoices for expenditure should be included with this application. Receipts are not required for mileage but please be sure to detail your full journey.*

10. Declaration

I have read and understood the Grant Aid Scheme and Criteria' and certify that the information submitted is accurate to the best of my knowledge and belief.

Signed: _____ (Main Contact) Date: _____

Signed: _____ (Club Chairperson) Date : _____

Armagh, Banbridge and Craigavon (ABC) Sports Forum, which you are submitting this information to, is collecting this data in conjunction with Armagh City, Banbridge and Craigavon Borough Council , for the purposes of the Sports Grant Aid Scheme. Any personal data submitted will be retained securely and in line with Armagh City, Banbridge & Craigavon Borough Council's Records Retention and Disposal Policy. We will not disclose your personal data to other persons or organisations; however, we may have to disclose where law requires it.

Please return this application form with the relevant sections fully completed along with course syllabus (if applicable), letter from your governing body confirming your selection (if applicable), the relevant receipts/invoices for the expenditure being claimed, child protection policy, club constitution and most recent approved annual accounts to:

Armagh, Banbridge and Craigavon Sports Forum c/o Anne Benson, Sports Development, Lough Neagh Discovery Centre, Oxford Island, Lurgan BT66 6NJ. 028 3831 1693

Please note that incomplete applications will not be assessed.