**APPLICATION PROCESS**

If you are interested in applying for activity slot at Richhill Recreation Centre to run a summer / afternoon programme for the local children within the Borough you must:

* Submit a copy of the Council’s Application Form to the Council by 4:00pm on Tuesday 2nd July 2024. The Application Form can be located a GetActiveabc/eoi
* With your Application Form, you **must** also submit supporting documentation to the Council to show that your club/group/organisation fully meets the eligibility criteria, which is set out above. If you cannot evidence that you fully meet the criteria, the Council may not assess your Application Form.
* A copy of your Application Form and any supporting documentation should be submitted to the Council at: [nicky.speers@armaghbanbridgecraigavon.gov.uk](mailto:nicky.speers@armaghbanbridgecraigavon.gov.uk)
* The Council will assess applications and applicants will be informed as to whether or not their application has been successful by 11th July 2024. If successful you will be required to sign the Council’s booking terms & conditions and provide all necessary paperwork to support your application. Please note that the Council’s decision is final.

**Scoring Guidance**

Applications shall be scored on the information provided so it is important to provide as much relevant detail as possible.

Allocation of available time slot will be offered to highest score. In the event of a tie score between two or more applicants the following selection process will be applied.

Step 1: Coaching Clubs followed by Non-affiliated clubs/groups followed by Organisation.

Step 2: Number of hours per day for afternoon programme

Step 3: Number of hours per day for summer programme

Step 4: Number of participants [weekly]

|  |
| --- |
| **Armagh City, Banbridge & Craigavon Borough Council**  **Expression of Interest Application Form for Summer Programme at Richhill Recreation Centre** |

Booking period start date: 1st week **September 2024** End Date: **30th August 2025**

Please select what best fits your application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Coaching Club\*** |  | **Non-affiliated Club/Group** |  | **Organisation** |

\*Coaching Clubs must provide details of affiliation:

Is your Club/Group/Organisation located within Armagh City, Banbridge & Craigavon Borough Council Area?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** | Postcode / location |  |

Will the majority of participants be residents of Armagh City, Banbridge & Craigavon Borough Council Area?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** |  |  |  |

For how many hours will you be running an afternoon programme?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **3hrs** |  | **3.5hrs** |  | **4hrs** |

For how many hours will you be running an afternoon programme?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **5hrs** |  | **6hrs** |  | **7hrs** |  | **8hrs** |

What time period will you be running a summer programme each day?

|  |
| --- |
| Please outline time period *e.g. 09:00am-3:00pm daily* |

Is your Coaching Club, Non-affiliated Club/Group or Organisation considered as Commercial or Non-Commercial?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Commercial** |  | **Non-Commercial** |  |  |  |

**Name of Coaching Club, Non-affiliated Club/Group or Organisation:**

**Contact Name: Contact Number:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***In this section we require you to set out your intentions for regular use of Council leisure facilities.***  *Please answer all questions below and, as a guide, answers are expected to be no more than 300 words per section.* |

|  |
| --- |
| *Question 1* |
| **Please outline your intended activities that you will deliver** |
|  |

|  |
| --- |
| *Question 2* |
| **Please explain how your booking will benefit residents by increasing the number of people who regularly participate in sport and physical exercise within ABC Borough. [**for example provide potential weekly participant numbers**]** |
|  |

**Office Use Only**

**Scoring Matrix procedures**

Please select what best fits your application

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 10 points | **Coaching Club** | 6 points | **Non-affiliated Club/Group** | 5 points | **Organisation** [sport related] | 3 points | **Organisation** |

Are you located within Armagh City, Banbridge & Craigavon Borough Council Area?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10 points | **Yes** | 5 points | **No** |  | Additional 3 points awarded if located within 2 miles of selected location |

Will the majority of participants be residents of Armagh City, Banbridge & Craigavon Borough Council Area?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 10 points | **Yes** | 0 points and Application withdrawn from process | **No** |  |  |  |

For how many hours will you be running an afternoon programme?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6 | **3hrs** | 8 | **3.5hrs** | 10 | **4hrs** |

For how many hours will you be running an afternoon programme?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4 | **5hrs** | 6 | **6hrs** | 8 | **7hrs** | 10 | **8hrs** |

What time period will you be running a summer programme each day?

|  |
| --- |
| Please outline time period *e.g. 09:00am-3:00pm daily* |

Is your Coaching Club, Non-affiliated Club/Group or Organisation considered as Commercial or Non-Commercial?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 0 | **Commercial** | 10 | **Non-Commercial** |  |  |  |

|  |
| --- |
| *Question 1* |
| **Please outline your intended activity of booking, please note that in order to be eligible to apply for a booking your activity must not conflict with the Council operated activities.** |
| New Activity to facility = 10 points  Activity already undertaken by same or similar group = 5 points  Activity conflicts with Council Activity = Application withdrawn from process |

|  |
| --- |
| *Question 2* |
| **Please explain how your booking will benefit residents by increasing the number of people who regularly participate in sport and physical exercise within ABC Borough. [**for example provide potential weekly participant numbers**]** |
| Participant number increase greater than 50 each week = 10 points  Participant number increase between 25 - 50 each week = 8 points  Participant number increase between 10 - 25 each week = 6 points  Participant number increase up to 10 each week = 4 points |