



# Grant Aid Guidance Notes

Funding for the enclosed Grant Aid Streams covers the period  
1 April 2019 to 31 March 2020

**Grant Aid Call Opening Date:**  
16 January 2019

**Grant Aid Call Closing Date:**  
Thursday 7 February 2019 @ 5.00pm

**Drop In – Grant Aid Information Sessions for Funding Streams  
will be held in the following locations:-**

Venue	Date	Time
Tara Centre, Omagh	Monday 21 January 2019	4.30 pm - 7.30 pm
Enniskillen Library	Tuesday 22 January 2019	4.30 pm - 7.30 pm

**These Grant Aid Guidance Notes should be read in conjunction with  
Fermanagh & Omagh District Council's Grant Aid Code of Practice.**

Before submitting an application, groups are recommended to contact the relevant department to discuss the application. Officers will be in attendance at the Information sessions located throughout the district, dates which will be advertised in advance of each grant call. If you are unable to attend an information session, Council Officers will be available by appointment to provide information. Please make sure you contact an officer well in advance of the closing date to avoid disappointment. Officer contact details are listed under each Grant Aid Stream.

<b>Name of the Programme</b>	<b>Sport NI - Everybody Active 2020 Programme</b>
<b>Programme Dates</b>	<b>Funding covers the period: 1 April 2019 to 31 March 2020</b>
<b>Brief Description</b>	<p><b>Introduction:</b>          The Everybody Active Sports Grants Programme is funded by Sport NI and Fermanagh &amp; Omagh District Council and is primarily aimed at providing grassroots community based sport and physical activity programmes. The programme aims to prioritise investment in sports clubs, community groups and governing bodies of sport, where there is a clear identified opportunity to increase and provide sustained participation.</p> <p>Please note: due to demand for funding under this grant stream, this funding stream may not open in the 2<sup>nd</sup> grant aid call for applications.</p> <p><b>Who can apply?:</b></p> <ul style="list-style-type: none"> <li>• Applicants must ensure that the sports or physical activities they propose to provide are recognised activities by Sport NI.</li> <li>• Only constituted groups from the following list can apply;             <ul style="list-style-type: none"> <li>- Governing Bodies of sport (recognised by Sport NI).</li> <li>- Sports Clubs (must be affiliated to a Governing Body of sport recognised by Sport NI).</li> <li>- Community / voluntary groups.</li> <li>- Charity groups (must have a registered charity number)</li> <li>- Parent Teachers Associations (for after school activity programmes)</li> </ul> </li> </ul> <p><b>What are the programme priorities?:</b>          The aim of the funding programme is to provide additional / new opportunities to help increase community participation in physical activity, therefore any project which helps achieve this will be welcomed. When developing a project applicants who can include any of the three priority groups (as identified below) will receive a higher score during the assessment phase.</p> <p>Please note projects providing opportunities for participants who are not included in these priority groups, will still be eligible for funding.</p> <p>Priority groups;</p> <ul style="list-style-type: none"> <li>• Women and Girls.</li> <li>• People living in <i>*areas of social need</i>.</li> <li>• People with a long term illness or a disability.</li> </ul> <p><i>*areas of social need</i> will be defined as areas of greatest need as Neighbourhood Renewal Areas or the 25% most deprived Super Output Areas using the Northern Ireland Multiple Deprivation Measure 2010. For information on this and to find out if the area where your project will be provided is an area identified as most in need, please visit the NISRA website; <a href="http://www.ninis2.nisra.gov.uk">http://www.ninis2.nisra.gov.uk</a></p>

	(type in your post code to find statistics for your area).
<b>Programme Specific Criteria</b>	<p>Organisations are only permitted to submit one application per year under this grant aid stream.</p> <p>Please ensure that your application form represents your project in the best light. We cannot assess your project fully if you do not provide us with as much detail as possible.</p> <p><b>Criteria 1 (50% of your score) - Tell us about your project and who will benefit;</b></p> <ul style="list-style-type: none"> <li>• What you will do?</li> <li>• When will you do it?</li> <li>• Where will you do it?</li> <li>• How will you do it?</li> <li>• Who will benefit from the project;/ who are your participants?</li> </ul> <p><b>Criteria 2 (30% of your score) - Demonstrate a need for your project?;</b></p> <ul style="list-style-type: none"> <li>• Can you demonstrate why there is a need to deliver your project?</li> <li>• How did you identify the need to develop the project?</li> <li>• Is it additional to what you are currently providing?</li> <li>• Have you consulted with potential participants?</li> <li>• Is there evidence of social need?</li> </ul> <p><b>Criteria 3 (20% of your score) - Future sustainability?;</b></p> <ul style="list-style-type: none"> <li>• How will you ensure that your project will assist with sustained participation?</li> <li>• Post project, how will you ensure that there are opportunities for participants?</li> <li>• How will you support them to continue to be involved in sport or physical activity?</li> <li>• Are there any Coaches trained who will help provide future additional opportunities?</li> </ul> <p>Successful applications will be ranked in order starting at the highest scoring application. Funding will be allocated to each project in ranking order up to the maximum available budget. It is important to ensure that all information is provided to obtain the best possible score. Such is the demand for funding, it is likely that not all projects will receive funding. Any project that does not score high enough to meet the quality threshold will not be ranked and subsequently will not receive funding.</p> <p><b>Activities and items that can be funded:</b></p> <ul style="list-style-type: none"> <li>• Any projects that will directly increase participation in sport and physical activity for any section of the community.</li> <li>• Those projects which will include participants from any of the priority groups i.e. (a) Women and Girls (b) People from areas of social need (c) People with long term illness or a disability are likely to command a higher score during the assessment phase.</li> <li>• Sport specific coaching courses or continuous professional</li> </ul>

development courses can be funded as long as these courses are required for coaches to work on a project where it will directly help increase participation.

- Sport specific coaching fees i.e. making use of external or specialised coaches. Coaching rates / fees will be capped at a maximum of £20 per hour. (please note tutors or coaches not already servicing the club are only eligible)
- Venue hire.
- Project specific equipment - no single item of equipment can be valued at more than £1,000 inc vat. Any equipment purchased must be communal items of sports equipment i.e. no personal items of equipment will be considered. Please note that the purchase of equipment should not be the key focus of the project. Any application for equipment should clarify how the equipment will assist with carrying out the proposed programme of activity and thus increase participation.
- Hire of equipment to allow you to run your project.
- Parent Teachers Association after-school activity programmes are eligible for funding, (no curriculum time activities will be considered).

**Activities and items that can NOT be funded:**

- Capital works or any equipment that would incur a cost and resource to install and remove e.g. a stand-alone score board with a foundation and electricity supply.
- Ongoing running costs or maintenance costs.
- Office furniture or IT equipment.
- No grounds maintenance equipment.
- Entertainment costs including food, beverages.
- Items of personal equipment or clothing e.g. boots, t-shirts / vests / kits or items that are non-essential to participation e.g. water bottles, medals, trophies, mementos, prizes etc.
- Equipment such as first aid kits, defibrillators, physio kits etc.
- Educational courses e.g. HND, Btec, Degree courses etc.
- Training courses for professional paid coaches.
- Retrospective applications.
- Fundraising events or activities.
- Organisations own facility hire – groups cannot claim for and pay for the use of their own facilities.
- Insurances and affiliation fees.
- Accommodation / Hotels/ B&B's.
- Publications, marketing, websites.
- Existing activities and programmes that are already in place or existing training sessions or are to be perceived as the normal activities carried out by the organisation.
- Salary Costs or payment for existing club coaches.

**Other details:**

- Only one application is permitted per organisation per year.
- Submitting an application, does not guarantee you will receive funding.
- Clubs organising any activities whatsoever must ensure that all the necessary Public & Employers liability insurances, risk assessments etc are in place.
- Projects that can demonstrate sustainability in the longer term are likely to receive a higher score during the assessment phase.
- Post project, all successful applicants will be required to provide

	<p>monitoring information to the Council. This will be detailed in the Letter of Offer. If the monitoring information provided is not to an acceptable level / standard, the Council reserves the right not to pay out any funding that has been allocated in a Letter of Offer.</p>
<p><b>Grant Amount</b></p>	<p>£250 Minimum - £1,000 Maximum</p> <p>Organisations can avail of 100% of all eligible costs to a maximum of £1,000 i.e. it is not necessary for an organisation to provide any of its own funds if all the costs are eligible for funding.</p> <p>Due to the demand</p> <p>Please Note: This funding programme will not fund capital works to buildings, pitches or sports grounds.</p>
<p><b>Responsible Service Area / Match Funder</b></p>	<p>Leisure, Recreation &amp; Sports / Sport NI</p>
<p><b>Contact Information for applicant support purposes</b></p>	<p>Applications can be discussed with officers within the Leisure, Recreation &amp; Sports Team: Billie-Jo Irwin, Leisure, Recreation &amp; Sport Officer / or Keith Collen, Recreation &amp; Projects Manager.</p> <p>By telephone: Fermanagh and Omagh District Council - 0300 303 1777 Billie-Jo Irwin Ext 20220 / Keith Collen Ext 21165</p> <p>By email: <a href="mailto:billie-jo.irwin@fermanaghomagh.com">billie-jo.irwin@fermanaghomagh.com</a> <a href="mailto:keith.collen@fermanaghomagh.com">keith.collen@fermanaghomagh.com</a></p>