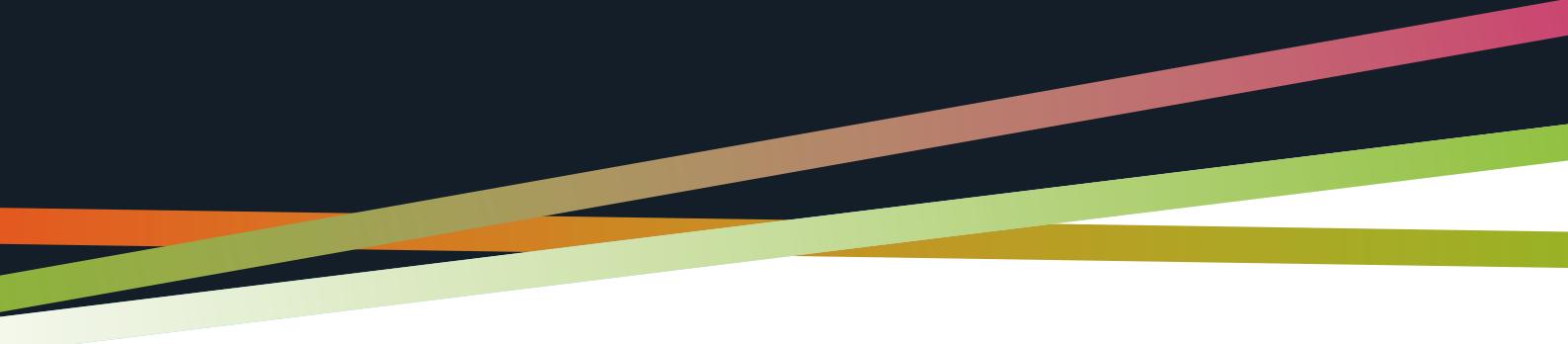


# Every Body Active 2020



## Strand 4- Small Development Grant Programme Guidance Notes

[www.belfastcity.gov.uk/everybodyactive](http://www.belfastcity.gov.uk/everybodyactive)



Belfast  
City Council

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# Every Body Active 2020 Strand 4-Small Development Grant

**Every Body Active 2020 Strand 4 is a small grant programme which is primarily aimed at supporting the delivery of grassroots community based sports activities.**

**The programme aims to prioritise investment in sports clubs, community groups and governing bodies of sport, (especially those based in areas of high social need) that will deliver increased participation in sports and physical activity.**

## Who can apply?

- Governing Bodies of Sport as recognised by Sport Northern Ireland.
- Sport clubs (must be Belfast based, fully constituted and affiliated to a Governing Body of Sport that is recognised by Sport Northern Ireland).
- Charities (Belfast based and must have registered charity number).
- Parent Teacher Associations (Belfast based only).
- Community/voluntary groups (Belfast based only).

**People living in the Belfast City Council area must benefit from your project and applicants can only hold one live award at any given time.**

## Funding limits

Eligible groups can apply for grants up to £2,500 (including equipment costs of a maximum of £500). Please note that under this programme Belfast City Council will not fund any building works.

## Key dates

This grant will remain open until all grants have been allocated or until Monday 30 September 2019. Whichever occurs first.

Belfast City Council will aim to notify applicants of the outcome of their application within four weeks of their submission date. Please allow enough time before commencing your programme.

If you need assistance with the development of your project, you will have the opportunity to meet with our Sports Development Team at a series of funding clinics which will take place in venues throughout Belfast. For more details of the planned funding clinics visit [www.belfastcity.gov.uk/everybodyactive](http://www.belfastcity.gov.uk/everybodyactive).

- Projects must be completed by 29 February 2020.

All project costs and receipt of equipment must be incurred before 29 February 2020 in order to claim these back. Any costs incurred after this date will not be eligible for funding through this grant.

Project costs incurred before a successful letter of offer of award will not be eligible.

## What are the Programme priorities?

Every Body Active 2020 Strand 4, seeks to prioritise the development of grass roots sport projects which contribute to addressing the continued under representation in sport.

In particular Belfast City Council seeks applications from projects which will promote opportunities for people with a disability/long term illness to participate in sport.

Applications are welcomed from projects which are based in areas of high social need or which will benefit areas of high social need\*.

\* Belfast City Council has defined areas of highest need as 'Neighbourhood Renewal Areas' or the 25% most deprived 'Super Output Areas' using the 'Northern Ireland Multiple Deprivation Measure 2010'. Please visit the Northern Ireland Statistics and Research Agency for further information [www.ninis2.nisra.gov.uk](http://www.ninis2.nisra.gov.uk) or consult a member of the small grants team.

## What activities and items will Every Body Active 2020 Strand 4-Small Development Grant fund?

The following items/services are eligible in regards to the Active Awards application. Submitting an application is not a guarantee of receiving funding.

- Only one application will be accepted per organisation.
- Projects that will support increased participation in sport and physical activity, especially involving under-represented groups.
- Sport specific coaching courses; provided they can be completed in full within communicated timeframes. You must demonstrate how this will help increase participation.
- CPD courses or training for example Disability Awareness, Sport Leadership. You must demonstrate how this will help increase participation.
- Sport specific coaching fees – capped at £20 per hour unless justification can be provided for a higher rate.
- Project specific venue hire.
- Project specific travel within Belfast.
- Project specific equipment – buying equipment shouldn't be the focus of your project. We view equipment as a means to achieving our target of increasing participation in sport. Any application for equipment should explain why it is needed and how it will achieve this. The maximum amount to be awarded for equipment is £500.
- Equipment hire to allow you to run your project.
- Projects must take place within the Belfast City Council boundaries.
- Medals and trophies costs to a maximum of £200.

## Activities and items Every Body Active 2020 Strand 4-Small Development Grant will not fund

The following activities and items are ineligible and will not be funded:

- Capital works costs or any equipment that would incur cost and resource to install and remove for example standalone scoreboard with its own foundations and mains electrics supply.
- General organisation running costs.
- Multimedia and performance equipment.
- Office equipment, furniture, maintenance equipment and maintenance costs.
- Salary costs, loan repayments and endowments and volunteer costs.
- Entertainment or hospitality costs, food and beverages.
- Items which only benefit individuals for example prizes, scholarships, bursaries, personal clothing, personal equipment, event tickets, shin guards, boots, kits and non-essential items for example water bottles.
- Secondary, further or higher education for example A Levels, Degrees.
- VAT that can be recovered from HM Revenue and Customs.
- Activities promoting religious or political beliefs.
- Retrospective funding or costs that will be incurred after the communicated grant period.
- Charity or fundraising events or activities.

- Organisation's own facility hire – groups cannot be paid for use of own venue.
- Insurance, affiliation, entry fees or membership fees.
- Sporting activities not recognised by Sport Northern Ireland and Belfast City Council.
- Accommodation or hotels.
- Curriculum time school programmes.
- Travel outside Belfast.
- Publications, marketing and websites.
- Strategic planning or development for example consultancy fees.
- Access NI registration fees.
- Livestock.
- First aid kits or medical bags, defibrillators or other medical equipment.
- Personal costs for example physio and sports therapist.
- Non-inclusive fitness initiative (IFI) gym equipment for example treadmills, rowers and bikes.
- Costs that are deemed to be unreasonable for example excessive goods or services.
- Existing activities already in place for example current training sessions.
- Costs incurred prior to receiving your letter of offer.
- Costs incurred after 31 March 2020.
- Facility Hire Charges outside Belfast City Council Area.

# Completing the application form

**Please ensure that your application form represents your project in the best light. We cannot assess your project fully if you do not give us as much detail as possible about your organisation and your plans for the project.**

## Section 1- 4

Please complete this information as accurately as possible as this information will be used to communicate the outcome of our decision. The information required is necessary to fully inform us about your club and help us determine how best to allocate the funds.

## Section 5: Your Project plan (Note key dates on page 2)

- Dates/time/venues
- What you will do?
- How you will do it?
- How will you manage it?
- Who will benefit?
- Who will be your delivery partners be, what are their roles?
- How did you identify your partners?
- How will you recruit participants?
- How will you manage the budget?
- What marketing will you do in order to promote your project?
- How will you evaluate your project?
- Have you appropriate policies in place to ensure transparency and accountability to manage small development grants? (Attach a project plan.)

## Section 6: Project need

- How did you identify need for the project?
- Have you consulted with potential participants?
- Is there evidence of social need?
- Has this project been identified within your club development plan? (Please attach a copy of your plan.)
- What changes do you hope will happen as a result of your project?

## Section 7: Key Performance Indicators (KPI's)

- Through this programme we intend to provide support for approximately 40 projects.
- Your project must contribute towards Belfast City Council realising our overall KPI's for the Strand 4 - Small Grants (see page 3).
  - You must tell us;
  - How many participants will take part in your project?
  - How many of those will be women or girls?
  - How many participants live in an area of 'high social need'?
  - How many participants view themselves as having a disability?

## Section 8: Partnership working

- Please list each partner you intend to work with during the delivery of this programme.
- Fully explain partners' roles and responsibilities.
- A signed and dated letter of support from each identified partner must be attached.

## Section 9: Strategic fit

- How is your project helping your club to achieve its overarching objectives?
- Has this project been identified within your club development plan?
- Is your project addressing local priorities or social need that fits within the Belfast Agenda? Tell us how.
- Are you currently working in partnership with your National Governing Body or Belfast City Council to deliver an Every Body Active 2020 Strand 1 Participation Programme?

## Section 10: Project budget

- Please provide a detailed budget for your programme.
- Please refer to the list of ineligible costs as listed in these guidance notes (Page 4)
- You must list all associated costs for your project, even if these have been funded by another organisation or generated through income from participants.
- Have you considered value for money? What additional resources have been secured for the project?
- Insert costs as per best value quotations.
- Obtain accurate project costs.
- Groups should adhere to best practice guidance in regards to seeking best value and be in a position to show evidence of obtaining best value quotes should Belfast city Council require this evidence.
- List all costs using layout guidelines contained in the application form. (Section 9 Project Budget section)
- Remember that there is a maximum cap of £20 per hour for coaches unless justification is provided that the coaching is specialised in nature.
- You will be expected to complete a monitoring and evaluation in terms of actual spend and participant numbers once your project is completed.
- Please provide details of any other funding you have received from Belfast City Council, Sport NI or any other grant awarding organisations for a similar project in the past 3 years including any reference numbers, project names and dates.

## Section 11: Sustainability

- What will your participants do once the project is over?
- Will your project have a lasting impact on its participants?
- How will you build your club capacity to continue to grow or develop?
- Will this project result in a new team or section being developed in your club?
- What learning do you hope will take place?
- What changes do you hope will happen as a result of your project?

# Every Body Active 2020 Guidance Notes

## If you are successful...

Belfast City Council will issue you with a letter of offer.

You must return required documents to Belfast City Council within 10 working days. Failure to do so will result in your offer being withdrawn.

Required documents will be checked:

- Form of Acceptance – signed by two non-related group members, one of which is an office bearer. Post the original copy to Belfast City Council.
- Your most recent 3 months bank statement – signed by two club officials and post the original copy to Belfast City Council.
- A copy of your most recent annual accounts signed by the organisations treasurer
- Constitution dated and signed by two committee members and a hard copy sent to Belfast City Council.
- Vendor Request Form

Failure to submit these documents in full will result in your offer being withdrawn.

For further information please consult a member of the the Sports Development team on 028 9027 0344.

Belfast City Council will issue a Permission to Proceed Letter.

Belfast City Council will endeavour to pay all claims as soon as possible provided that there are no queries with any of the paperwork that is submitted.

Applicants must submit the 'End of Grant Report' along with invoices and proof of payments when requested. Belfast City Council may require further evidence to support your targeted outcomes for example sign in sheets, parental consent forms etc. Belfast City Council will conduct a 20 per cent sample visit on successful projects. Original bank statements or stamped and signed 'Bank Transaction Forms', showing full settlement of the award, may be requested.

## If you are unsuccessful...

Belfast City Council will inform you of our decision.

You can request feedback by emailing [mcgrattanp@belfastcity.gov.uk](mailto:mcgrattanp@belfastcity.gov.uk)

If you require further feedback, Belfast City Council may facilitate a meeting on request. There is no appeals process.

## Payment

Grants will be paid 80 per cent upfront with the final 20 per cent paid on the submission of monitoring and evaluation forms.

Do not pay approved supplier or provider in cash. All payments must be made by BACs, cheque or debit or credit card where bank statements can be produced.

All reports will be fully checked and proof of cost and payment is required. Belfast City Council will recoup any payments which cannot be verified.

## Escalation Process

If the grant recipient fails to provide any requested information at any given stage the following escalation process will be implemented:

Stage 1 - Recipient will be invited to attend a meeting with the Belfast City Council Every Body Active 2020 Grants Assistant and Manager to review progress and agree a plan and timeframe to address all issues raised

Stage 2-If the recipient fails to respond within the time frame as agreed at Stage 1 a non-compliance first reminder will be sent (signed by the Every Body Active 2020 Manager) giving the recipient 1 week to respond.

Stage 3 -If the recipient fails to respond within 1 week to the letter sent out at stage 2 then a non-compliance third reminder will be sent (signed by the Leisure Development Manager) giving the partner 1 week to respond

Stage 4- If the partner fails to respond within 1 week to the letter sent out at Stage 3 letter regarding a meeting with the Director of City and Neighbourhood Services and relevant officers to discuss the recipient's future involvement in the delivery of this grant

# General Information

## Funding

Belfast City Council have a limited budget for Every Body Active 2020 Strand 4 and it is unlikely that we will be able to support all applications. Applicants will be notified when this is the case.

## Suspected Fraud

Applicants are advised that any materially misleading statements (whether deliberate or accidental) given at any stage during the application process or award period could render the application invalid and the applicant liable to return any money already paid out on the project in question. Any cases of suspected fraud may be referred to the PSNI. This includes falsification of information, inappropriate use of funds and misinformation at the application stage.

## Businesses that offer help

Belfast City Council are aware that some businesses promote their services by telling potential customers about funding opportunities. They may offer consultancy services or will assist you for a fee or deposit. Belfast City Council will review all applications and may contact clubs to ensure they are familiar with the projects that are being presented.

Belfast City Council feel that the guidance notes give a clear indication of what we are looking for, we would not advise applicants to pay to have their application completed as there is no guarantee that this will result in them being successful. Sports Development advice and guidance is available through the Sports Development Team, Governing Bodies of Sport and many community sport organisations, throughout Belfast.

## General Data Protection Regulation 2018

Belfast City Council will use the information and personal data provided by you for the purposes of carrying out an assessment to establish if you are eligible for a grant. The information and personal data is used to administer and analyse grants and for grant research purposes. It may be shared internally within the Council, but only with staff who are involved in providing this service.

The Council may also share information with external organisations who it must 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. Information and personal data may be shared with other Lottery distributors, government departments, organisations providing matched

funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention or detection of fraud.

The information and personal data is held and stored by the Council in a safe and secure manner. It will not be disclosed to any other organisation who is not involved in the grant assessment process without your consent or unless the law places an obligation on the Council to do so. The need to maintain the confidentiality of vulnerable groups and their details is essential and it will not be made public in any way, except as required by law.

Your personal data is held in line with the Council's retention and disposal schedule for a period of 8 years. It will then be destroyed beyond recovery.

By completing and signing this form, you are providing information and personal data to the Council on the basis of consent, which is held in compliance with Data Protection legislation.

You can withdraw from the application process at any time by contacting the details found at the start of this form.

Email: [leisure@belfastcity.gov.uk](mailto:leisure@belfastcity.gov.uk)

## Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

## Every Body Active 2020 contact details:

Grants Assistant EBA 2020,  
Leisure Development Unit,  
City & Neighbourhood Services Department,  
Belfast City Council,  
Cecil Ward Building,  
4 - 10 Linenhall Street,  
Belfast  
BTZ 8BP

Tel: 028 90 270 344

Email: [leisure@belfastcity.gov.uk](mailto:leisure@belfastcity.gov.uk)

