

# **Castlereagh Sports Development Association**



## **Grant Aid Scheme Guidance Notes**

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# 1. Introduction

Castlereagh Sports Development Association was formed in March 1996, as a new body to assist with the development of sport within the Borough of Castlereagh. It was the initiative of Castlereagh Borough Council, who are the main providers of sports provision in the Borough, and who recognized the need for liaison between themselves and the local sports clubs.

The strength of the local Sports Development Association is in its membership. Already some prominent clubs and sports clubs in the Borough have joined, and we would like to welcome the assistance of others.

The Objectives of the Sports Development Association are:

- a) To provide a forum for local sports and to advise Castlereagh Borough Council of the collective opinions of local sports interest.
- b) To compile and maintain an up-to-date record of all sporting organizations and facilities by the publication of a Castlereagh Sports Directory.
- c) To promote sport in all ways possible in co-operation with other interested bodies or organizations including local businesses.
- d) To consult and co-operate with local schools and youth clubs in order that young people of all abilities may take part in sport and physical recreation. The CSDA will regularly review its focus in line with Northern Ireland Sports Council target groups.
- e) To encourage the development of coaching and sports administration within the Castlereagh Borough Council area.
- f) To give support to sporting individuals making a major contribution to sport within the Castlereagh Borough Council area. This support will be in line with criteria agreed by the CSDA

The Grant Aid Scheme is designed to assist individual sports performers financially and help them to develop their talents and abilities for their future involvement in sport.

## 2. Who Can Apply for Grant Aid?

Castlereagh Sports Development Association is keen to support individual sports performers within the Castlereagh Borough Council area.

To be eligible individuals **MUST**

- ✓ Reside within the Borough of Castlereagh
- ✓ Be affiliated to a Governing Body of Sport
- ✓ Fall into one of the following categories, defined by ~~the Sports Council NI~~ as a sport

Aikido  
American Football  
Angling (course/Game/Sea)  
Archery  
Arm Wrestling  
Association Football  
Athletics  
Aussie Rules  
Badminton  
Ballooning  
Ballroom Dancing/Dancesport  
Baseball  
Basketball  
Baton Twirling  
Bicycle Polo  
Billiards & Snooker  
Bobsleigh  
Boccia  
Bowling (short mat / indoors, Women/outdoors, outdoors men)  
Boxing  
Camogie  
Canoeing  
Caving  
Cricket (men & women)  
Croquet  
Crossbow  
Curling  
Cycling  
Dragon Boat Racing  
Equestrianism  
Fencing  
Fives  
Flying (aero model/fixed wing)  
Gaelic Football  
Gliding  
Golf (men & women)  
Gymnastics  
Handball  
Hang/Para Gliding  
Highland Games  
Hockey (men & women)

Horse Racing  
Hovering  
Hurling  
Ice Hockey  
Ice Skating  
Jet Skiing  
Ju Jitsu  
Judo  
Kabadi  
Karate  
Karting  
Keep Fit  
Kendo  
Korfball  
Kung Fu  
Lacrosse  
Life Saving  
Luge  
Modern Pentathlon  
Motor Cycling  
Motor Sports  
Mountaineering  
Netball  
Orienteering  
Parachuting  
Petanque  
Polo  
Pony Treking  
Pool  
Quoits  
Rackets  
Raquetball  
Rambling  
Real Tennis  
Roller Hockey  
Roller Skating  
Roulers  
Rugby League  
Rowing  
Rugby Union  
Sailing/Yachting  
Sand & Land Yachting

Shinty  
Scottish Country Dancing  
Shooting (clay target/full bore /small bore)  
  
Skateboarding  
Skiing  
Skipping  
Snow Boarding  
Softball  
Squash  
Street/Skater Hockey  
Sub Aqua  
Surf Life Saving  
Sumo Wrestling  
Surfing  
Swimming  
Table Tennis  
Taekwondo  
Tang Soo Do  
Ten Pin Bowling  
Tennis  
Trampoline  
Triathlon  
Tug of War  
Unihoc  
Volleyball  
Water Polo  
Water Skiing  
Weightlifting  
Wrestling (Olympic Free Style)  
Yoga

### **Disability Sport (NI)**

Blind Sport  
Deaf Sport  
Wheelchair Sport  
Learning Difficulties

### 3. Type of Grant and Eligible Costs

The CSDA operates the following category of funding for individuals under the Grant Aid Scheme. All Grants are at the discretion of the Committee.

#### Sports Grants to Individuals

We will consider applications for grant aid from individuals to help with their personal development, as long as they meet the stated criteria of our Grant Aid Scheme. These applications should be from performers only who are trying to improve their personal development in their chosen sport.

#### Criteria for individuals

- ✓ As an individual applicant, you must live in the Castlereagh Borough Council area. **Written confirmation of your permanent address in Castlereagh will be required before your grant aid application can be processed.**
  
- ✓ Your Application must fall into one of the following categories
  - A. **Travel:** Travel grants are available to assist individuals who are representing their province or country in competition
  - B. **Training costs:** Assistance is available for costs incurred whilst training and preparing for competition but does not cover coaching fees or club membership fees
  - C. **Competition:** Grants are available to assist individuals who are representing their province or country in competition
  - D. **Excellence:** We will consider individuals who incur considerable expenditure while training and competing at local, national (representing Northern Ireland in national competitions) or international level.
  
- ✓ Castlereagh Sports Development Association **will not** ordinarily fund the following under this scheme
  - X General running costs for memberships of clubs (club fees)
  - X Sports equipment & kit/clothing
  - X Coaching fees/coaching courses

## 4. Conditions for Grant Aid

- 4.1 The amount of financial assistance received or applied for from other sources will be taken into account when considering grant applications. Where appropriate, we need to see evidence that you have sought funding from other sources.
- 4.2 The Sports Development Association will not consider grant applications in retrospect and **applications must be received at least 6 weeks prior to an event.**
- 4.3 We will only award one grant to an individual in each financial year (1 April to 31 March). [There must be a period of 12 months between applications.](#)
- 4.4 We will only accept applications made on our official application forms which you can obtain from the Sports Development Officer at the address below or Tel: (028) 9049456852814884 or email [AngelaPlattfaronmorrison@castlereagh.gov.uk](mailto:AngelaPlattfaronmorrison@castlereagh.gov.uk)
- 4.5 You **MUST** complete all sections of the application form as we will consider incomplete or illegible forms to be ineligible and return them to you
- 4.6 Your application must be for a non-profit making purpose
- 4.7 All funding received from us must be used for the purpose stated on your application. Payment will only be made to the applicant once receipts for expenditure have been received by the CSDA.
- 4.8 How much Grant Aid we offer will depend on the funding we have available.
- 4.9 Any member of the Sports Development Association should, where applicable, declare his or her interest in a submission for Grant Aid.
- 4.10 Our support should be acknowledged in all publicity material relating to the event for which Grant Aid is sought and the CSDA will use media opportunities to publicise all grants awarded by them.
- 4.11 Castlereagh Sports Development Association requires receipts and a report within twelve months of the date of the award. **Only when these are received will payment of the grant be made to the applicant.**
- 4.12 The decision of the Sports Development Association is final.
- 4.13 All grants will be subject to the audit of Castlereagh Borough Council.

### Other Information

- We will acknowledge all applications for grant aid, in writing, within 10 days of receipt
- We may defer applications if we need further information
- We will not consider a claim that your application was lost or delayed in the post, unless you have proof of posting
- If your application is unsuccessful, you may contact the Sports Development Officer to find out why. Tel: Sports Development Officer (028) 9049456852814884 or Email: [faronmorrison@castlereagh.gov.uk](mailto:faronmorrison@castlereagh.gov.uk)
- Grant Aid applications will be considered by the CSDA at committee meetings in the months of **June, September, December and March**. You must submit your application before 20<sup>th</sup> of the previous month to be considered at the next

committee meeting e.g. your application needs to be with us before 20<sup>th</sup> May to be considered by the panel at the committee meeting in June

## 5. How to Apply

- 5.1 Before completing an application form applicants should make sure they are eligible to apply taking into consideration the specific categories of support that may be offered.
- 5.2 Before submitting an application applicants are recommended to contact the Sports Development Officer on (028) 9049456852814884.
- 5.3 Please ensure that you have completed the application form in full and remember to enclose the requested information with your application (written confirmation of permanent address in Castlereagh is required).
- 5.4 Castlereagh Sports Development Association will acknowledge all applications for Grant Aid in writing, within 10 days of receipt.
- 5.5 The application form should be returned to the Sports Development Officer by the **20<sup>th</sup> day of May, August, November and February** to the address below:

**Sports Development Officer**  
**Castlereagh Borough Council**  
**~~Civic & Administrative Building~~**  
**~~1 Bradford Court~~**  
**~~Upper Galwally~~**  
**~~Belfast~~Lough Moss Leisure Centre**  
**Hillsborough Road**  
**Carryduff**  
**BT8 68RBHR**  
Tel: 028 **904945685290814884**

### PLEASE NOTE THE FOLLOWING:

- The CSDA may defer applications if further information is needed
- The CSDA will not consider a claim that your application was lost or delayed in the post, unless you have proof of posting
- It may not be possible to support all applications even if they are eligible to apply
- **Final approval may take up to 3 months** from receipt of application, please bear this in mind before making your application

## 6. The Assessment Process

- Your application form and enclosed documents are received and we check to see whether it is complete
- We will contact the Governing Body detailed on your application to verify the information you give is correct
- If your application is complete, we will acknowledge it within 10 working days



- If your application is not complete, we will ask you for the missing information
- We will assess your application making sure you are eligible.
- The CSDA executive committee will decide on your application within 3 months
- You or a representative nominated by you may be requested to attend a CSDA meeting to discuss your application further before a decision is made



- If we decide to give you an award, we will write to you and confirm the amount and what the award is for, stating the terms and conditions, which you will have to comply with
- Money will only be paid to applicants after we receive detailed receipts identifying what the grant award was used for.
- If we reject your application, we will let you know why. This may help you to decide whether to apply again