



Application Form Guidance Notes

Sports Facilities – Multi Sports Hub

**Expressions of interest are open from 12 noon, Wednesday 26 April 2023
and close at 12 noon, Tuesday 30 May 2023**

1. [Overview](#)
2. [Overarching Principles](#)
3. [Sports Facilities - Multi-Sports Hub Criteria](#)
4. [Expression of Interest Process](#)
5. [Completing the Expression of Interest Form](#)
6. [Section 2 Project Specific Criterion](#)
7. [What Happens Next](#)
8. [Appeals](#)
9. [Useful Contacts and Appendix](#)

1. Overview

NMDDC Council has recently completed a review of its Sports Facilities Strategy with a key focus on Multi Sports Hubs.

The Multi Sports Hub review has outlined a number of strategic recommendations that identified proposals on how Council will support the development of Multi Sports Hubs and sports facilities in the district moving forward including:

1. Council investing in Council-owned facilities.
2. Council investing in partnership with other statutory-owned facilities.
3. Council investing in partnership with the community/voluntary sector.

This financial assistance call for Multi Sports Hubs relates to point three above and Council investing in partnership with the community/voluntary sector to help address the needs identified in the Sports Facilities Strategy Review - Multi Sports Hubs document.

Council are now progressing an initial 'Expression of Interest' with the view to supporting potential community/voluntary projects that are considered 'Shovel Ready' for delivery in 2023/24 or 2024/25, with a key focus on the provision on sports pitches to address the under provision of training facilities for association football, gaelic games, and rugby in the Slieve Gullion, Slieve Croob, Crotlieve, and Rowallane District Electoral Areas (DEA's).

2. Overarching Principles and Eligibility

Council's overall vision for financial assistance is to maximise the impact of its work across the Council area for the benefit of residents.

Council will use financial assistance in a way which is:

- Strategic and helps Council deliver its objectives in line with its statutory responsibilities.
- Transparent and accountable.
- Fair and equitable – funding allocation will be based on merit and no other factor.
- Needs based – funding will only be provided where there is a clearly demonstrated need.
- Efficient use of funding/value for money.
- Able to show tangible outcomes.
- Outcomes that can be measured.
- Able to engage the community.

3. Sports Facilities – Multi-Sports Hub

Sports Facilities - Multi-Sports Hub projects must complement the programme aims and objectives as outlined below.

Programme – Sports Facilities - Multi-Sports Hub

Expression of interest applications are open from noon Wednesday 26 April 2023 and close at noon Tuesday 30 May 2023

Aim:

Council aims to provide 50% match funding up to £500,000 for projects that can demonstrate how they address the needs outlined in Council's Sports Facilities Strategy – Multi Sports Hub review and meet the criteria outlined below as part of a three-stage process.

Stage 1 Expression of Interest

Section 1 – Organisational detail basic requirements

Applicants must submit the application form and all the details required by the closing date/time (the EGMS will not allow the submission of late applications).

Applications must:

- Meet the criteria of the programme applied under (see below).
- Be approved by two office bearers,
- Have all relevant documents uploaded:
 - Proof of group legal status / constitution
 - Health and Safety policies relevant to a managing a Sports Facility
 - Accounts / Income and Expenditure / Independently examined accounts

Section 2 – Programme detail basic requirements

Projects must satisfy the below criterion scored as a Pass/Fail:

1. The Sports Club and associated project **must be** located in one of the four designated District Electoral Area (DEA) locales as identified in the Council's Sports Facilities Strategy – Multi Sports Hub review, these are:
 - Crotlieve
 - Rowallane
 - Slieve Croob
 - Slieve Gullion
2. The Project **addresses training sports provision outlined in the Council's Sports Facilities Strategy – Multi Sports Hub review** for sports clubs and organisations within the Newry, Mourne and Down District Council.

3. The Project is in receipt and **can provide 'Letters of Support'** from a minimum of **two** differing Sporting governing bodies. The letter(s) must refer to the sports clubs intended use of the facility and also acknowledge the partnership arrangements as outlined in Point 5 below.
4. The project is in receipt of **fully approved planning permission** and must upload evidence of same i.e., Planning certificate or planning reference.
5. **Evidence of partnership agreement** on the project in regards to shared pitch provision with a minimum of two additional sporting bodies, including a minimum of two board member signatures from each local club within your DEA on the agreement. **NB: Partnership agreement letters can only be from organisations with their base in the DEA where the project will be delivered.**
6. A robust **Business case** outlining financial and non-financial consideration for the project.

Organisations that are uncertain whether they are eligible for funding are advised to discuss this with the relevant Council Officers before submitting Expression of Interest forms to minimise unnecessary effort.

4. Expression of Interest Process

Financial Assistance Programmes will be operated through the online Electronic Grant Management System (EGMS); however, Council may require additional specific information and therefore reserve the right to amend accordingly. A paper alternative will only be offered in exceptional circumstances should an applicant be unable to access the EGMS.

Expressions of interest must be completed in full and returned along with any documentary evidence required for the funding programme by the closing date stipulated on the Expression of Interest form.

Incomplete or late Expressions of Interest will automatically be deemed ineligible whether online or by paper.

Any expressions of interest returned without the necessary details, signatures or required attachments will also be rejected. There will be no opportunity to submit information at a later stage and therefore it is the applicant's responsibility to ensure that all requirements are met at the initial Expression of Interest stage.

Expression of Interests will only be considered from 'spade ready' projects.

5. Completing the Expression of Interest Form

Applicants will be unable to submit Expressions of Interest after the closing date. Applicants should assume that Council Officers have no prior knowledge of their organisation and should include all information necessary to adequately inform the assessment panel.

The amount of information provided should be proportionate to the scale of funding and the nature of the programme. Where possible please provide information as concise bullet points.

Application – Section A, Section B and Section C

Section A

Question 1.1(a) - 1.1(y) Lead Partner and Contact Information

The applicant must ensure the contact details are correct for the contact person, as this will be the only person we will contact regarding your application(s). If the contact person changes during the period of the application process, please provide alternative contact details.

The e-mail contact details will be used for future correspondence therefore it is vital this is up-to-date and correct.

1.2 - 1.3 Legal and Accounting

If an applicant fails to attach the following documentation they will not progress to Stage 2 scoring:

- Documents showing the legal status of the organisation.
- Annual accounts, independently examined accounts, or an income expenditure report (applicants can use bank statements to compile an annual spreadsheet detailing their income and expenditure for the most recent financial year, however the bank statements themselves are not acceptable evidence). **Please note:** Council will only accept accounts dated within two years of the date of the application.

Applicants can upload as many documents as required under each section; however, a combined document for each section is preferable.

Please note: New groups that have not been established for more than a year are exempt from providing this detail but must provide a rationale and outline the reason they are not submitting this information.

As per the Basic Eligibility checklist projects must also provide their relevant bank account details in the Budget section; this section forms part of the Basic Eligibility requirements.

1.4 Organisational Information

The applicant must ensure the organisational information provided is accurate; these details should be updated as and when required; this section forms part of the Basic Eligibility requirements.

Section B

2.1. Project Title

This will be the project name used in all future correspondence.

2.2 The Sports Club and associated project must be located in one of the four designated DEA locales as identified in the Council's Sports Facilities Strategy – Multi Sports Hub review. Please select your DEA.

The applicant must ensure the project is delivered within one of the eligible Council areas of Crotlieve, Rowallane, Slieve Croob or Slieve Gullion. This section forms part of the Basic Eligibility requirements.

2.3 How will this project address the sports provision as outlined in the relevant section of the Sports Facilities Strategy Multi Sports Hub review for sports clubs and organisations within the Newry, Mourne and Down District Council? (500 words maximum)

This question allows the applicant to provide details on what your project is about and what you will do. This may include:

- An outline of what the project is.
- Details of project delivery and specific actions that will be delivered.
- The target group and numbers involved.
- The duration of the project.
- The location of the project.
- The outcomes of the project.
- The direct and indirect benefits of the project.
- How the project is able to meet the Sport England recommendations for training and matches on an annual basis.
- How the project complements the Sports Facilities Multi-Sports Hub review, the aims and objectives of which, are outlined above.

The applicant should provide as much detail as possible on how the project links to the programme applied under and detail the indicators that will help identify how project delivery will achieve this.

2.4 Please provide 'Letters of Support' from a minimum of two differing Sporting governing bodies of local clubs within same DEA, that acknowledges the intended usage of the facility.

The letter(s) must make reference to the Sports Clubs intended use of the facility and also acknowledge the partnership arrangements as outlined in Q2.6 below.

2.5 Please provide evidence of fully approved planning permission for the proposed project.

Upload full planning permission documentation for example a planning certificate or planning reference.

2.6 Please provide evidence of a partnership agreement with regards to shared pitch provision, with a minimum of two additional sporting bodies, including a minimum of two board member signatures from each local club within your DEA, on the agreement.

The agreement should contain details such as:

- The name(s) of the sporting bodies
- The names of a minimum of two board members
- The shared provision agreement document between all clubs mentioned in this Expression of Interest
- A schedule of when the sports hub will be used by each sporting body

Please note: Partnership agreement letters can only be from organisations with their base in the DEA where the project will be delivered.

2.7 Please provide a robust Business Case outlining financial and non-financial consideration for the project.

The business case should include:

- SWOT analysis
- Proposed maintenance programme / sustainability programme

Submission – Final Application Submission

- **Data Protection**

A copy of our privacy notice is available on request or via the following link: http://www.newrymournedown.org/media/uploads/privacy_notice.pdf

- **Declaration**

Please ensure all relevant sections are complete and signee details are inputted as this section forms part of the Basic Eligibility requirements.

6. Section 2 Project Specific Criterion

For consistency and to facilitate efficient assessment the following approach has been adopted to scoring against the following criteria:

Question			
Fit with the programme or service area being applied for	PASS	FAIL	FURTHER DETAIL REQUIRED
Letters of support from two differing Sports' governing bodies	PASS	FAIL	FURTHER DETAIL REQUIRED
Full approved planning permission	PASS	FAIL	FURTHER DETAIL REQUIRED
Partnership agreement	PASS	FAIL	FURTHER DETAIL REQUIRED
Robust business case	PASS	FAIL	FURTHER DETAIL REQUIRED

7. What Happens Next?

Once your application is submitted it will enter the Council's assessment process. The system will not allow applications to be submitted after the closing time (**NB** 12 noon Tuesday 30 May 2023). There will be no right of appeal.

Any group which passes the above criterion and continues to Stage 2 will be provided with the relevant suite of documents. Please see Appendix attached for Stage 2 requirements.

8. Appeals

Where an application has been rejected for reasons of incomplete information, failure to sign the application/complete the declaration, or ineligibility, there will be no right of appeal.

9. Useful Contacts and Links to Strategies

For Further information please contact:

Programmes Unit

Telephone: **0330 137 4040**

Email: programmesunit@nmandd.org

Ryan Flynn

Sports Development Officer, Newry

Telephone: **0330 137 4826**

Email: ryan.flynn@nmandd.org

Colleen Morrison

Sports Development Officer, Downpatrick

Telephone: **0330 137 4389**

Email: colleen.morrison@nmandd.org

Appendix

The Sports Facilities Strategy – Multi Sports Hub Review can be downloaded from:
[Conor please insert the download link here](#)

If an Expression of Interest successfully passes Stage 1 it will then progress to be assessed against the following Stage 2 and Stage 3 as outlined below (please note this is subject to review and funding availability).

Stage 2 Project Delivery and Competency which will be included in Stage 2 assessment:

1. Evidence of the planned delivery project team with reference to experience of delivery and similar projects.
2. Submission of a relevant Sports development plan for all sports and how the project will enhance the development of players/coaches/volunteers in clubs, club governance / Club Mark / Club Maith accreditation.
3. Previous evidence and experience of sports program delivery and development.
4. Evidence of an agreed multi sports provision plan which addresses the established need from the sports facility review document to include a minimum of two other sporting codes, and two clubs from each sporting code.
5. Social impact analysis.
6. Project risk assessment/register and delivery programme.
7. Detailed Project Plan and project costing.

Stage 3 Project Delivery and Competency

- Final checks and accreditations
- LOO