



## Guide to Grant Aid

Sport Lisburn is financially supported by Lisburn City Council to enable it to encourage, advise and support the development of Sport in Lisburn.

Grant will only be offered to Sports Clubs, which are affiliated to Sport Lisburn through their inclusion in the Directory of Sport and individual participants in sporting activities, which are not for profit.

All requests must be submitted on official application forms (there are separate forms for club and individual applications) **fully completed** with **appropriate signatures** and **National Governing Body support**.

Sport Lisburn will acknowledge all requests.

The amount of financial assistance **received** or **applied for** in the previous twelve months from other sources such as Lottery Sports Fund, Ulster Sports Trust, National Governing Body, Educational Establishment and sponsorship **must** be declared and will be taken into account when considering grant requests.

Sport Lisburn will **not** normally consider grant aid in retrospect.

Sport Lisburn must relate the amount of grant applied for to its financial resources and needs at the time of an application.

Sport Lisburn requires the applying club to submit a current constitution and most recent audited accounts. Where these may not be available Sport Lisburn will seek a satisfactory explanation before considering grant.

Application for grant will only be considered from:

1. Clubs based within the City of Lisburn.
2. Individual members of clubs based within Lisburn who have a permanent home address and live within the City of Lisburn.
3. Individuals not attached to a Lisburn based club, must have a permanent home address and live within the City of Lisburn.

Two quotations will normally be required for the purchase of equipment. If this is not possible a brief letter of explanation should accompany one quotation.

Any member of Sport Lisburn must declare his or her interest in a submission for grant.

Normally a club or individual can make only one successful application for grant aid in any 12 month period unless in exceptional circumstances.

Grant **must** be used for the purpose for which application was initially made and in circumstances where this stipulation is not adhered to satisfactorily **Sport Lisburn** will insist on repayment.

When a number of individual applications are received for financial assistance to travel to the same venue/competition Sport Lisburn may consider the application as one.

It is in the interest of the applicant to provide a fully completed application form. Failure to do so will result in the application not being considered.

The decision of Sport Lisburn is final.

All grants will be subject to audit by Lisburn City Council.

**PLEASE ENSURE THAT SPORT LISBURN IS RECOGNISED IN ALL PRESS RELEASES.**