

Appendix One

Travel for Sports Events Framework

Purpose

The Belfast Competitive Travel Support Grant aims to assist Belfast-based sports clubs and individuals with the costs of travelling outside Belfast to compete in officially sanctioned Governing Body events where athletes or teams have qualified through a recognised selection or qualification process.

The scheme aims to support sporting excellence and reduce financial barriers to participation in higher-level competition.

The fund is a contribution towards travel costs and should not be expected to meet the full cost of participation.

Funding Available

- Maximum grant award per Team: £5,000
- Maximum grant award per Individual: £1,000
- Applications will open four times annually:
- Applications will be assessed competitively against available budget.
- Funding may cover up to 75% of eligible travel costs, with clubs/individuals expected to demonstrate a contribution from their own resources or other funding sources.

Eligibility

Applicants must:

1. Be a properly constituted sports club based within Belfast.
2. Individual applicants must be a Belfast resident or a member of a recognised Belfast sports club.
3. Be affiliated to the relevant recognised National Governing Body (NGB) for their sport.
4. Have a bank account in the name of the club (Team Application)
5. Have appropriate safeguarding, equality and insurance policies in place.
6. Be up to date with any monitoring requirements from previous grant awards.

Eligible Events

Funding will only be available for participation in:

- NGB-approved competitions, championships, or representative events taking place outside Northern Ireland.
- Events where the athlete, team or club has;
 - Qualified through a recognised competition structure; or
 - Been formally selected by the Governing Body.

The following will not be eligible:

- Open-entry competitions where participants can self-select to enter.
- Training camps.
- Friendly matches.
- Exhibition events.
- Tours or development trips.
- Events not recognised by the relevant Governing Body.

Eligible Costs

Funding may be used towards:

- Transport costs (air, rail, ferry, coach or minibus hire).
- Accommodation.
- Event-related travel within the host location.
- Essential equipment transportation costs.
- Entry fees where these are required by the Governing Body event.

All expenditure must represent value for money.

Ineligible Costs

Funding cannot be used for:

- Salaries, coaching fees
- Purchase of equipment.
- Kit or clothing.
- Hospitality or entertainment.
- Alcohol.
- Fines or penalties.
- General club operating costs.
- Costs already fully funded from another public source.

Assessment Criteria

Applications will be assessed against the following:

1. Level of Competition
2. Financial Need
3. Impact
4. Governance and Delivery

Retrospective Applications

Applications should normally be submitted before travel takes place.

Retrospective applications will only be considered where:

- A team, athlete or official received a late qualification, selection or call-up after the relevant funding round deadline; and
- The application is submitted within 4 weeks of the event taking place.

Retrospective applications will not be accepted where clubs/individuals had a reasonable opportunity to apply in advance.

Evidence Required

Applicants must provide:

- Confirmation of qualification or official selection from the Governing Body.
- Event details and dates.
- Travel itinerary.
- Breakdown of costs.
- Evidence of club contribution and any other funding secured.
- Participant numbers.
- Club insurance and bank details (if not already held).

Conditions of Award

Successful applicants must:

- Use the funding solely for approved purposes.
- Retain receipts and supporting documentation.
- Submit a short monitoring report within 4 weeks of the event.
- Acknowledge support from the BCC where appropriate.
- Repay any unspent or ineligible expenditure if requested.

Budget Priority

Where applications exceed the available budget, priority may be given to:

1. First-time applicants.
2. Junior and youth teams.
3. Athletes/Teams competing at international championship level.
4. Clubs/Individuals demonstrating the greatest financial need.
5. Applications involving multiple Belfast participants.

A maximum of £5,000 (Team) and £1000 (Individual) will be awarded in one financial year.