

Office use only:

Date form received:

Reference:

Application form for groups and organisations

Please read through the whole form before completing.

A guidance form is available on www.swimforportstewart.com

or by emailing info@outdoorrecreationni.com.



Portstewart Outdoor
Recreation Fund

About You and the Group



1. Your details

Full Name:
Role:
Your Address:

Contact Telephone No:
Email:

2. Will you be the sole project leader for this funding bid and activity management?

If no, please provide details, role titles and contact details of other individuals

3. The name of the group of people you represent

3a. If the group has a website or social media please details here:

4. Please provide more detail about the participants. E.g. Who does your group represent?
Who does your group help?



About the Activity



5. The name of the activity you would like this funding to support

6. Summarise the activity - if this isn't a popular or commonly known activity, please detail on a separate sheet

7. Please explain how this activity will benefit the people attending

8. Location for activity to take place and approximate date/month (and frequency if more than one event)

9. Duration of activity (hrs)

10. Where is your group based and how they will travel to the activity site?

11. Have any members of the group taken part in this activity before?

12. Name and location of business or service provider

13. Do they provide insurance for those participating in the event?

14. Does the service provider carry out a risk assessment prior to the event and if not, will you?

15. Do they provide the relevant health and safety training, provisions and first aid cover throughout the activity?



Extra considerations

16. Will your group require any extra facilities or services on the day not requiring additional expense?
ie support workers, mobility assistance, rental of equipment. If so please detail:

17. For young people or adults at risk, are those caring for those attending on the day Criminal Record checked and qualified/trained appropriately to carry out their role safely?

The bid

18. The total amount of money you are bidding for, from the Portstewart Outdoor Recreation Fund.
(Max bid £200.00)

£..... :

18a A breakdown of the costs. i.e 10 x surfing lessons @ £11.00 each (please note transport, safety and mobility support costs may be considered, however other costs such as refreshments are not covered.

19. Amount of confirmed financial contribution from Group or additional funders. (If any) Please supply written/email confirmation of this and a contact name and telephone number.

Are you happy to provide feedback from the event and where appropriate share media from the day to help encourage others to take part in outdoor recreation? (This does not affect your bid application)

Signature and Declaration

Declaration – I declare that the information I given on this form is complete and correct to the best of my knowledge.

Your name (Print)

Your Signature

Date

Please complete the form and return it to the address overleaf





Portstewart Outdoor
Recreation Fund

Please return your completed form to:

**By post:
Portstewart Outdoor Recreation Fund Bids
Outdoor Recreation Northern Ireland
The Stableyard,
Barnetts Demesne,
Malone Rd,
Belfast
BT9 5PB**

**Or email:
info@outdoorrecreationni.com - please title your email 'Fund Bid'**

The Portstewart Outdoor Recreation Fund aims to encourage and facilitate outdoor recreation in the coastal community of Portstewart, to benefit people of all ages and abilities and inspire future generations to enjoy outdoor recreation.

Outdoor Recreation Northern Ireland is a registered charity no:NI001792 and is administering the fund. The fund bids are considered by a panel of people from the community of Portstewart and applicants will be informed of their bid outcome within 6 weeks of the closing date.

Bids will continue to be considered and issued while money in the fund remains. Any unsuccessful applications received after the fund has emptied, will be given a bid number and communicated with, should any additional funds become available.

Activities must take place in Portstewart. Individual group bids must not exceed £200 however there is no reason why if more funds are needed that match funders should not be sought. Activity providers may give a discount for a group booking too.

Activities should take place within 6 months of the finances being made available. If the project is cancelled the finances should be returned to Outdoor Rec NI.



Application Guidance

Please read this before completing an application form.



What is the Portstewart Outdoor Recreation Fund?

This fund was established in order to give something back to Portstewart and the communities who live there and near it. Through showcasing the outdoor recreational activities that Portstewart has to offer, it is hoped that it will inspire and enable people to try something new, and inspire future generations to do the same.

Who is it aimed at?

Everyone. It could help somebody access and enjoy the beach who hasn't been able to for years, let somebody less physically or mentally able try a new sport or activity that could allow them to experience something new, facilitate children or adults trying surfing, outdoor pilates, treasure hunts, or simply discover what lives in Portstewart's amazing rockpools, sandunes, hedgerows and natural environments. Applications can be received from any official group/club/school or body. Priority will be given to those bids that will give the most value back to the people taking part and the community of Portstewart.

Where have the funds come from? How much is there? When will they run out?

Funds were raised through a fundraising "Swim for Portstewart" in July 2016, and money can still be donated online into this account (which is split 50% with RNLI Portrush) online via www.swimforportstewart.com, or directly to the fund by posting a cheque to Outdoor Recreation NI. (Address below). In October 2016 the fund has £2,378.12 in it. The fund will be kept open until all money is used, however it is possible to raise or gift money to the account at any time.

How much can I apply for?

The maximum amount that can be bid for by one group is £200. If your activity cost is expected to exceed this, there is no reason why you should not seek match funding from local businesses, other charitable funds, or one off fundraising events.

Who processes the form and what happens once it is submitted?

Your form, once completed should be posted or emailed to Outdoor Recreation NI. Once received, each form is date stamped and given a unique ID. The form is then considered by a panel of impartial individuals who have been carefully selected to represent the interests of people, Portstewart and Outdoor Recreation. This includes representatives from Causeway Coast and Glens Borough Council, The Portstewart Community Association, and Outdoor Recreation NI.

Each application should receive acknowledgement of receipt, and should expect to hear the outcome of the proposal within 4 weeks of application. Successful applications can expect to receive the funds within 2 weeks of approval notification and will be posted by cheque from Outdoor Recreation NI.

Is anything expected in return for the money?

No. The only thing asked is to communicate with those on the panel so that we can understand how your event went, and where appropriate, to gain some photographs or media to promote and encourage others to apply to the fund, and to spread awareness of that activity and its availability in Portstewart.

Who can I contact if I have any questions about the process?

Email: heatherclatworthy@gmail.com or telephone Outdoor Recreation NI on 028 90303930