



NORTHERN IRELAND FENCING

CLUB PARTICIPATION GRANT PROGRAMME

GUIDELINES

Purpose of Club Participation Grant Programme

The Club Participation Grant Programme is for affiliated clubs to promote and support the growth of fencing in Northern Ireland at all levels. If your club is successful in securing a grant, you will be obliged to work with NI Fencing, including active participation in any review processes and the provision of monitoring and evaluation information as required.

Applicants are required to demonstrate how their project will contribute to the increased engagement and participation of existing and/or new club members during the 2025/2026 season and how the project links to NI Fencing Strategy (2023-28).

NI Fencing will consider funding eligible costs up to a maximum of £500 per application

There will be 4 grants available

Applications must be submitted no later than 30 September 2025

All grants will be awarded based on merit, as determined by the NI Fencing Board acting at its sole discretion taking into account the answers and information provided in the application form. NI Fencing reserves the right not to offer a grant, to offer less than the amount applied for and/or attach additional conditions to any grant.

Funding will be made in the form of advanced payments **with all grant funding to be used by 31 March 2026**. Applicants must provide evidence that each grant has been spent in line with the application and any applicable conditions. Evidence of expenditure may include receipts, bank statements, application outcomes, end of application evaluation or any other documents that NI Fencing deems necessary. If evidence of expenditure is not supplied or is insufficient then the applicant will be required to repay the grant. **Please do not apply for funding if you cannot supply these items.**

The overarching principle for grant funding is to support the growth of fencing and encourage greater membership participation. For each activity in your application form, please indicate:

- a clearly identified need
- your plan to address those needs, and
- how they align with the strategic priorities of NI Fencing

All applicants will have a right to request feedback should their application be rejected.

Grant awards will be determined on applicants achieving a 'pass' in each question (questions will be assessed as pass/fail based on the information provided). Applications must be completed in full and submitted and awarded before the activity takes place.

What can and cannot be funded?

The Club Participation Grant Programme is available to fencing clubs based in Northern Ireland with up-to-date British Fencing registrations. Applicants must:

- have properly adopted governing documents
- demonstrate that they have the capacity to deliver the initiatives included in the application
- ensure that any coaches or other club representatives involved in the activities being supported have up-to-date:
 - safeguarding training records
 - first aid qualifications, and
 - coaching registrations with British Fencing
- show that the initiative promotes the strategic aims of NI Fencing
- have a bank account in the name of the applicant club (grants will not be paid to individual/personal bank accounts)

Applicants can apply for up to a maximum of £500 towards project/activity costs. The types of expenditure that the grant can contribute towards include:

- projects that support increased participation in fencing activities that promote physical and mental well-being within their communities
- project specific venue hire
- facilitators fees for training/development workshops (coach education will also be considered if assists in developing the club)
- project specific equipment

The following will **not** typically be eligible for funding:

- general club and/or training activity already provided even if on an ad hoc basis, and general running costs (e.g. staff costs, electricity, rent, insurance etc.)
- retrospective expenditure where activities have already begun or services/items already been purchased
- applications where the applicant will have a personal financial benefit or there is a conflict of interest
- costs that are not auditable (e.g. payments unsupported by a valid receipt or invoice)
- affiliation, entry or membership fees
- general marketing, websites and social media activity
- professional fees (e.g. audit, accountancy, legal, insurance brokers etc.)
- Access NI fees
- capital costs (e.g. property acquisition, rent, property repairs), office equipment, furniture, maintenance equipment etc.
- entertainment costs, food, or beverages
- secondary, further or higher education costs
- activities promoting religious or political beliefs
- fundraising events
- clothing (other than fencing kit)
- banking charges
- repayment of debt
- costs that can be claimed back from elsewhere (e.g. VAT)

The application

All questions must be answered in full. If any information provided is inaccurate or incomplete then NI Fencing may reject the application. Please see below for help in completing your application.

Q1 Project Detail

What will you do? When will you do it?

Where will you do it? How will you do it?

Q2 Identified Need

How did you identify the need for this project?

How does your project fit the strategic priorities of NI Fencing?

Who are the potential beneficiaries?

Q3: How will your project assist keeping people involved

How will the project encourage greater participation? What can the project deliver that is not already being done? How will the project attract future members?

Applications should be submitted to james.penny@nifencing.com. You will be emailed promptly to confirm receipt. The NI Fencing Board will then assess each application. Should a conflict of interest arise then the remaining members of the board will appoint a third party to help assess each application and decide whether to award or reject. The assessment criteria for all 3 questions will be pass/fail based on the information provided.

If your application is not eligible or rejected, you will be notified and, upon request, given a summary of the reasons why.

If your application is successful, you will receive an email confirming the board's decision and listing any further conditions (in which case you will be required to accept such conditions in writing in order to receive funding).