

A GUIDE TO CLAIMING SUPPORT FOR SPORT FUNDING

1 Collate all evidence, including either copies or original receipts and invoices to substantiate all claims.

Notes:

- Please ensure submitted evidence includes all bookings/invoices in full, including any cost breakdown in order that all dates can be checked and verified and additional items can be removed where necessary (E.g. Isle of Man Sport don't fund upgrades to travel such as an upfront seat, lounge upgrades, cabin bookings or food and drink).
- All invoices should be dated within the corresponding financial year. The only exception is in relation to travel which we understand may need to be booked in advance and therefore the actual dates of travel should be dated within the financial year in which they are being claimed. (E.g. a booking made in March 2024 (within the 2023/24 financial year) for travel in May 2024 (within the 2024/25 financial year) should be claimed within the 2024/25 financial year and not the 2023/24 financial year)
- Isle of Man Sport may not be able to accept receipts/bookings issued from travel agents or similar organisations and would advise that any bookings for travel and accommodation are booked directly with the supplier rather than through a third party provider. Isle of Man Sport will also not fund any charges or fees levied by travel agents or other similar organisations to make bookings
- Please note that we may ask for both an invoice as well as proof of payment and will not solely accept proof of payment as sufficient evidence
- We advise you to keep copies of all receipts and invoices until claims have been agreed and paid by IOM Sport

2 Complete the Support for Sport claim form in full.

Notes:

- Include the appropriate reference (e.g. P1, C1, G1) from your sport's agreed Priorities and Objectives
- Ensure the number of individuals claiming is detailed, where relevant. This is particularly important in relation to any off-Island travel, for which costs and claim amounts are calculated per person per trip, to ensure they do not exceed the maximum limits as detailed in our Guidance to Funding Allocations document
- Calculate the amount to be claimed from IOM Sport (a maximum of 50% for all initiatives, taking into account the additional travel limits per person per trip, for which individual costs should be calculated)

3 Submit the completed claim form, along with all evidence to the Sports Liaison Officer.

Notes:

- via email to louise.corkill2@gov.im, or
- by post to: Sports Liaison Officer, IOM Sport, National Sports Centre, Groves Road, Douglas, Isle of Man, IM2 1RB

Isle of Man Sport have a duty to ensure lottery funding is spent appropriately, in accordance with agreed Priorities and Objectives and in line with our Terms and Conditions.

Please note that Isle of Man Sport reserve the right to ask for further information, clarification or evidence in relation to claims where it is deemed that sufficient evidence hasn't been provided or where information is discordant. Isle of Man Sport also reserve the right not to pay claims or to withhold funding where sufficient evidence has not been provided or where any of our Terms and Conditions are not met.