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# 2018 SPORTS CAPITAL PROGRAMME GUIDE TO MAKING AN APPLICATION



An Roinn Iompair  
Turasóireachta agus Spóirt  
Department of Transport,  
Tourism and Sport

[www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie)



<https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrlsTg>

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## INTRODUCTION AND OVERVIEW

A number of changes have been made to the 2018 Sports Capital Programme so please read this guide fully and carefully before applying online.

All applications, including supporting documentation, must be submitted online. Applications by post or email will not be accepted and will be returned.

If you have not previously registered, your organisation must register on the website first and your organisation must have a Tax Registration Number from the Revenue Commissioners to register.

**The deadline for registration is 5pm on Friday 5<sup>th</sup> October**

**The deadline for applications is 5pm on Friday 19<sup>th</sup> October**

The Sports Capital Programme (SCP) is operated by the Department of Transport, Tourism and Sport and provides grants to assist in the development or refurbishment of sports facilities and the provision of sports equipment.

The Programme's objectives are to:

- Assist voluntary and community organisations, national governing bodies (NGBs) of sport, local authorities and Education and Training Boards and schools to develop high quality, accessible, safe, well-designed, sustainable facilities in appropriate locations and to provide appropriate equipment to help maximise participation in sport and physical recreation.
- Prioritise the needs of disadvantaged areas and groups (such as people with disabilities) in the provision of sports facilities.
- Encourage the sharing of sports facilities by clubs, community organisations and national governing bodies of sport.

### Who can apply for a Grant?

Grants are available to sports clubs, voluntary and community groups, national governing bodies of sport, and local authorities. Third level colleges<sup>1</sup>, Education and Training Boards (ETBs) and schools may only apply for funding jointly with sports clubs or organisations.

### Registration

Any organisation that wishes to make an application must first be registered at [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie). A separate guide is available to the registration process at <http://www.dttas.gov.ie/sites/default/files/corporate/guide-registering-scp-online.pdf>. The

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<sup>1</sup> Sports clubs within schools and third level colleges are not entitled to apply for funding even when joined to another sports club.

Department has created a “how-to register” video at <https://www.youtube.com/watch?v=LDI-L2I5JXQ&t=8s>

**The deadline for registration is 5pm on Friday 5<sup>th</sup> October**

## Application Deadline

**All applications must be made by 5pm on Friday 19<sup>th</sup> October.** The online system will be shut down at this time and no late or partial applications will be accepted. If you have not clicked the “Save and Submit” button on the final page of the application form by this deadline your application will not be considered. You are strongly advised to start the application process as soon as possible as it may not be possible for the Department to help you nearer to the deadline due to the volume of calls and emails.

When you have submitted your application you are strongly advised to save and/or print a copy of the “Grant Application Submitted” page. You may need this later as evidence of making your application.

Applications by post or by email will not be accepted and will be returned.

## How to apply

The only way to apply for grants is on the Online Sports Capital Register (OSCAR system) at [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie). The website also allows those registered to view previous applications, grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department.

To make an application go to [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie) and log in using the tax registration number and password used at registration stage.

The application wizard will guide you through the application process and you can save and review your work as you fill out the form. As the system will log you out after a period of inactivity it is important that you regularly save your application using the “Save” button at the bottom of each page. You can return to it later when you have more information or electronic documents ready to upload.

On each page some fields are mandatory. If you try and proceed without filling in these fields text will appear beneath each mandatory field stating what needs to be added.

**Applicants must note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria under the headings above does not guarantee funding.**

## Where can you get advice on how to apply?

For advice on how to make an application:

- read this guide.
- view our YouTube “how-to” guides.

- attend one of the information workshops which will be held during the application period. All registered organisations will be emailed with relevant details.
- phone the Department – see <http://www.dttas.ie/sport/english/sport-unit-1-sports-capital-programmes-division> for the number of the person dealing with your county.
- email [SportsCapitalProgrammes@dtas.gov.ie](mailto:SportsCapitalProgrammes@dtas.gov.ie).
- you can download a blank sample application form at <http://www.dttas.gov.ie/sport/english/sport-unit-1-sports-capital-programmes-division> (this is only a sample form and all applications must be made on the online OSCAR system).

## Technical matters

It is recommended that you do not have your application open in more than one browser window or tab at the same time.

## Uploading supporting documentation

The OSCAR system will guide you in uploading certain documents at certain stages of the application process but you must make sure that you upload all the correct/required documentation for your application.

Please upload any multi-page documents as a single upload rather than a separate upload per page.

It is important to note the following:

- The documents to be uploaded can be in the following formats only: PDF, GIF, JPG, JPEG, TIF, TIFF, BMP, PSD and PSPIMAGE (word documents or other editable files cannot be used)
- Electronic files that are password-protected or have other security restrictions applied will be rejected by the OSCAR system
- Ensure that you close out of any electronic files on your computer prior to uploading them with your Registration or Application
- The maximum file size for a single uploaded document is 5 megabytes
- File names should consist of only alphanumeric characters i.e. a - z, A - Z and 0 through 9 and spaces, no other characters are permitted.
- It is your responsibility to make sure that you upload the correct documents

Failure to follow these rules will result in the system not accepting your documents.

## Common Pitfalls

Below are some of the most common pitfalls that made applications invalid under previous rounds of the SCP:

1. **Title/Access to the land where the project is being developed** – title/access templates (appendix 4 and 5 of this guide) have not been provided, amended, not signed, not dated or not fully completed

2. **Own Funding** – loan offer or bank statements not provided, provided without the applicant’s name or not dated within 3 months of the application deadline
3. **Wrong documents uploaded** – or the same document uploaded multiple times
4. **Application not started on time** – organisations that do not start their application early run the risk of encountering technical or other difficulties that cannot be resolved before the deadline.

## Non-compliance with the terms and conditions of the Programme

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Sports Capital Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.

All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

## Summary of documents required

Full details of the documents required are set out in the section of this guide dealing with the relevant page of the application form. Below is a **summary** checklist of what you will need. **No other supporting documents will be considered by the Department.** If you submit documents that would make your application invalid you may be contacted during the assessment process and given a chance to send in corrected documents.

Document	Compulsory?
Letter from your national governing body of sport confirming regional status of project	Compulsory for all regional applications
Quotation/estimate of the cost of your project	Compulsory for all applications
Proof of own funding	Compulsory for all applications. Loan offers must be filled in on the template at appendix 1.
Evidence of planning permission/ planning application or evidence that planning permission is not required	Optional but extra marks are awarded at assessment stage (see section on planning permission for details).
Licence agreements between groups as evidence of sharing of	Compulsory for all schools, Diocesan Trusts, Education

<b>facilities</b>	and Training Boards and 3 <sup>rd</sup> level college applications.  Optional for others but extra marks awarded for the sharing of facilities.
<b>Evidence of ownership of site</b>	Compulsory for all applications for capital works where the organisations have chargeable title to their land. Solicitor must complete the template at appendix 5
<b>Evidence of access to Site</b>	Compulsory for all applications for capital works where the organisation does not have chargeable title to their land. In such cases the organisation can apply for a maximum of €50,000 for capital works. Owner/landlord must complete the template at appendix 4

## Templates

The Department has provided templates that must be used to provide certain information. These are all set out in appendices to this guide or they can also be downloaded from the page of the online application form where the template is required. These should be filled out, signed by the relevant person, scanned and uploaded as part of your application.

All sections of the templates must be filled out and the existing text must not be amended or qualified in any way. Inserting phrases such as “without prejudice” may render the application invalid.

## Joint Applications – Schools, Diocesan Trusts, Education and Training Boards and 3<sup>rd</sup> level college

Third level colleges, Education and Training Boards (ETBs) and schools may apply for funding but can only do so jointly with sports clubs.

Local Authorities may make joint applications with local clubs and groups.

The organisation that owns the land where the project is proposed must make the application on the OSCAR system<sup>2</sup>. The details (name and tax registration number) of the organisations being joined to the applications must be added during the applications process. All organisations involved must be registered on the OSCAR system

**If you are a sports club making a joint application you cannot make a separate application under your own name.**

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<sup>2</sup> For schools where the Minister for Education and Skills owns the land see page 13 for more details

See page 14 for more details on how to provide evidence of the sharing of facilities.

## Sharing Facilities

Clubs and organisations (other than those listed above under Joint Applications) may also gain extra points at assessment by sharing their facilities with other local clubs/groups and/or schools.

See page 14 for more details on how to provide evidence of the sharing of facilities.

## Making more than one Application

Only Local Authorities, National Governing Bodies of Sport, Diocesan Trusts and Education and Training Boards can make more than one application under each round of the SCP.

## Invalid Applications

In the first stage of the assessment process all applications are validated. If any shortcoming is identified (e.g. incorrect/missing document) the applicant will be contacted and given the opportunity to rectify the shortcoming by a specified deadline. If the issue has not been satisfactorily addressed within the stipulated timeframe, the application shall be deemed invalid and can receive no further consideration.

## APPLICATIONS DEEDED INVALID UNDER THE 2017 SCP

Qualifying applicants which were invalid under the 2017 round of the SCP will be given the option to submit corrected documentation to allow their 2017 application to be considered for a 2018 grant. All such groups will be contacted with details of how to correct their 2017 applications. Alternatively, these clubs/organisations may submit a completely new application. A club/organisation cannot do both (ie correct their 2017 application and make a new application).

Organisation with applications that were deemed invalid under the 2017 programme for reasons other than incorrect documentation (eg insufficient sporting content) must make new applications.

All affected organisations will be emailed with details of how to correct their 2017 applications.

## APPLICATION FORM PAGE 1: PROJECT DETAILS

### Project title

This should be a few words to identify the project in the future such as “main pitch drainage”, “rowing boats and oars” or “gym equipment.”

## Summary

Please provide a short (800 character maximum including spaces and punctuation) summary of what you are applying for. The summary should describe your project and how these new facilities or equipment will increase the number of active participants in your sport(s) or improve performance. Any targets should be specific, measurable and realistic. In planning facilities, applicants should consult widely with potential users including children and young people.

We will only fund projects that are sporting in nature. To help determine if a project is sporting we use the Council of Europe definition of sport:

*“all forms of physical activity which, through casual or organised participation, aim at expressing or improving physical fitness and mental well-being and at forming social relationships.”*

## Address

This is the location of the project or facility or where sports equipment will be stored. You must enter at least one line of the address and the county. Eircodes should be provided.

## Location

Zoom in on the map and click on the location of your project (the satellite version may be easier to use). Alternatively, you can enter the longitude and latitude coordinates. **It is vital that you accurately locate your facility on the map as scoring for disadvantaged status will be based on the location you choose.**

## Details of proposed project and costs

In this section you should set out the different parts of your project and the cost and priority of each part. You can rearrange the priority listing afterwards.

As funding is limited, it is vital that you break down the parts of your projects and the cost of each part as much as possible. Failure to adequately break down the cost of your project may make it difficult to allocate any funding towards it.

**For example** if your project includes resurfacing a tennis court, erecting a fence around the court and floodlighting, you should include a price for each separate element in your application and indicate the priority you place on each element. If you only provide one overall cost and there is not enough money to fund all 3 elements you may receive no funding at all. If you provide separate costs for each element, it may be possible to fund some of the elements of the project.

Below are lists of items that we do and do not fund. These are only examples and do not cover every possibility.

All projects must be accessible to people with disabilities and capital projects must conform to the 7 principles of universal design [www.universaldesign.ie](http://www.universaldesign.ie).



If you only include items of equipment, the OSCAR system will not seek information and supporting documentation on planning permission or title.

Eligible elements of an application will be considered for funding even if other elements of the project are ineligible.

### **We do fund:**

- Natural grass sports pitches, tracks and courts (including pitch drainage)
- Floodlighting
- Artificial sports pitches, tracks, courts and multi-use games areas
- Fitness studios
- Security fencing, ball stop netting and goal posts
- Hurling walls / handball alleys
- Walking/jogging tracks
- Building or refurbishment of dressing rooms, showers and toilets
- Building or refurbishment of sports halls, gyms or fitness studios
- Modifications to sports facilities to improve access for people with disabilities.
- Non-personal sports equipment including gym equipment<sup>3</sup>, lawn mowers and defibrillators.
- Any other capital projects that are clearly sporting in nature and that will increase participation in sport or improve performance (see definition above)

A more comprehensive list of what we fund is available on the drop down list on this page of the application form. If you wish to apply for an item not covered on this list please contact the Department for advice.

### **We do not fund:**

- Running or Operational costs
- Viewing stands
- Car parks, roads or landscaping
- Children's Playgrounds
- Bars, kitchens, sleeping accommodation, offices or other parts of a project that have little or no sporting content
- Projects (or elements of projects) where work has already commenced.
- The building or renovating of swimming pools
- Routine maintenance (including the resurfacing of artificial pitches funded by the SCP in the last 10 years)

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<sup>3</sup> . All gym equipment funded must be accessible to people with disabilities  
<http://www.dttas.ie/sites/default/files/publications/corporate/english/sports-capital-programme-guide-accessible-gym-equipment/sports-capital-programme-guide-accessible-gym-equipment.pdf>].

- Applications from schools, ETBs and 3<sup>rd</sup> level colleges that are not made jointly with at least one sports club (see separate section on schools, ETB and 3<sup>rd</sup> level colleges applications on page 5)
- The repayment of loans (a separate tax relief scheme for donations to sports clubs can be used to fund the repayment of loans see [www.revenue.ie](http://www.revenue.ie))
- The purchase of land or buildings (a separate tax relief scheme for donations to sports clubs can be used to fund the purchase of land see [www.revenue.ie](http://www.revenue.ie))

**It is mandatory to add at least one element of your project on this page.**

## Quotation document

At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the project (including equipment). This can be one or more documents but must cover everything being applied for. The following types of documents are acceptable as quotes:

1. An estimate prepared by your technical supervisor (typically an engineer, quantity surveyor or architect).
2. A quote from a contractor/supplier
3. Extract from a catalogue/website (for equipment only)

If quotes are not provided for any aspect of the work, only the other parts of the project will be considered.

## National/regional projects

If you are planning a national or regional facility you must include a letter from your national governing body of sport confirming regional status of project.

Regional or National projects (maximum grant of €300,000) include:

- national centres of excellence for one or more sport (e.g.: national rowing centre, national stadium for boxing)
- 6-8 lane synthetic running tracks,
- county and/or regional centres of excellence,
- Local Authority projects seeking between €150,000 and €300,000
- Sports facilities at 3<sup>rd</sup> Level Colleges and
- Applications from National Governing Bodies of Sport.

**If you are unsure about whether or not your project is national/regional please contact the Department for advice.**

## APPLICATION FORM PAGE 2: MEMBERSHIP

SCP funding is only available to organisations that are run on a not-for-profit basis and that are owned and run on behalf of the members. In making allocations, priority will be given to organisations:

- that charge modest annual membership fees

- that do not charge once-off entrance fees
- that are affiliated to the relevant National Governing Body of Sport

Sports clubs and organisations must also be open for new members.

**All questions on this page are mandatory.**

## APPLICATION FORM PAGE 3: SITE MANAGEMENT

### What facilities do you have on this and/or other sites at present?

Use this page to tell the Department about your current facilities. Please give full details of all of the sports facilities owned by your organisation at this or other sites. The list should include details such as number of changing rooms and number of pitches.

Fill in details of each type of facility you have. For example a club with 3 grass pitches, one with floodlights and 3 dressing rooms should fill in 3 lines:

Type	Number
Natural grass pitches	3
Floodlights	1
Dressing rooms	3

**None of the fields on this page are mandatory.**

### Details about usage

Where possible you should set out how you plan to attract disadvantaged groups to use your current or planned facilities. Such initiatives could include offering lower cost access to people with disabilities, the unemployed or pensioners. Are there any groups in your area such as people with disabilities, migrants or members of the traveller community who could be encouraged to participate more in sports? What specifically will you do to encourage such groups to use your facilities? Is the proposed project likely to benefit those suffering from mental health issues?

**All of the fields on this page are mandatory.**

## APPLICATION FORM PAGE 4: OWN FUNDING

Use this page to tell the Department how much funding you are seeking and to give details of the own funding that you are putting towards the project.

### How much to apply for

The maximum grant available for local club/organisation projects is €150,000. It is envisaged that this amount will only be allocated in exceptional circumstances. The

maximum grant available for regional projects is €300,000 (see page 9 for details of what are considered national and regional projects).

In assessing your application, we will consider if your project is realistic in terms of scale, costs and grant assistance sought.

## Own funding

All organisations, other than local authorities, must make a minimum contribution of 5% of the total project costs from your own funds. This can be in the form of a loan or savings. When assessing applications, we give higher marks to organisations that show they can provide a higher percentage of own funding (with weighting in favour of disadvantaged areas). You should therefore contribute as much own funding as you can towards your project.

Local Authorities must make a minimum own funding contribution of 30% of the total project cost.

Your own funding plus the amount of money being applied for must, at a minimum, cover the full project cost.

## Evidence of Own funding

You must upload evidence of your own funding in one or more of the formats below (**no other forms of evidence of own funding such as letters from NGBs or benefactors, overdrafts, copies of clubs' accounts or future fundraising estimates are acceptable**):

- At least one statement from a financial institution or from the GAA Development Fund. The statement(s) **must include the name of the organisation**, the details of the financial institution<sup>4</sup> and the closing balance on the statement(s). This will be used to verify the amount of own funding you have available towards the project. Statements must be dated within 3 months of the application deadline. If it is a joint application or if the applicant has more than one bank account, a statement can be included for each account. Overdrafts cannot be used as own funding.
- If the level of own funding includes a loan, your financial institution must fill in and stamp the template provided at Appendix 1. Overdrafts cannot be used as own funding. Loans from the GAA Development Fund are not acceptable as own funding.
- Local Authorities, ETBs and 3<sup>rd</sup> Level Colleges can provide a letter confirming that the required own funding is in place.

**It is mandatory to upload at least one document that shows your own funding.**

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<sup>4</sup> The Department will accept prize bonds.

## APPLICATION FORM PAGE 5: PLANNING PERMISSION AND TITLE / OWNERSHIP / ACCESS

### Planning permission

Your application will get extra marks if you upload one of the following:

1. Evidence of a current planning permission application by way of a document from your Local Authority Planning Department with the planning reference number (or part 8 reference number for Local Authorities) or a copy of the planning application, (stamped by the Local Authority Planning Department and with the planning reference number) for any aspects of your project that require planning permission.
2. A copy of the grant of planning permission for any of the aspects of your project that require planning permission. Local Authorities must provide the extract from the minutes of the council meeting where the part 8 application was passed, or a letter from the planning department confirming approval of the Part 8. **This planning permission must be current at the time of application.**
3. The completed template to confirm that your project does not need planning permission (this can be downloaded on this page of the website or copied from appendix 2 of this guide).

Any successful applicant will have to provide details of either 2 or 3 above before any grant can be paid out.

### Title/Ownership/Access

#### If you are applying for sports equipment only

You do not need to provide any evidence of title. Instead, if you are successful in your application, your organisation will be required to sign a declaration committing to keep the equipment in sporting use for at least five years.

#### If you own the land or have a registered lease

If you own your land or have it on a registered lease with at least 15 years remaining at application stage and your title is registered in the Property Registration Authority you can apply for up to €150,000 in funding for capital works<sup>5</sup>.

Organisations with a registered lease with between 5 and 15 years remaining, can only apply for a maximum capital grant of €50,000. Your solicitor can advise you on title issues.

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<sup>5</sup> To register a lease in the Land Registry it must have at least 21 years remaining at the time of registration. A shorter lease can be registered in the Registry of Deeds

**In this case your solicitor must fill and sign the template provided at appendix 5 (this can also be downloaded from the website). All questions must be answered.**

### **If you do not own the land or have a long lease**

If you do not own your land or do not have a registered lease with at least 15 years remaining you may only apply for a maximum of €50,000 towards capital works. However, if in 2014, 2015 or 2017 you received a capital grant towards this site, the maximum combined value of grants, including any 2018 grant, is €50,000.

**In this case the owner of the land must fill out template provided at appendix 4 (this can also be downloaded from the site) confirming that he/she has no intention of taking the facility away from your organisation for a minimum of 5 years. All questions must be answered.**

If the land where the proposed facility is to be located is owned by a Local Authority and you do not have a lease registered in the Property Registration Authority, the Local Authority should make the application on your behalf.

You may also apply for sports equipment for which you do not need to provide any evidence of title. In any case the maximum total grant – capital plus sports equipment – cannot exceed €150,000 for local projects or €300,000 for regional/national projects.

### **Schools on Department of Education and Skills Land including Community and Comprehensive schools**

These schools need to use the template at Appendix 5a to obtain written permission from the Department of Education and Skills to develop the proposed facilities. In order to allow sufficient time for appraisal The Department of Education and Skills may require up to 4 weeks to assess the proposed development in advance of submitting the application online.

**Unless you are applying for equipment only you must upload either proof of title or proof of continued access to the site. In both cases you MUST use the appropriate template supplied.**

## **APPLICATION FORM PAGE 6: EVIDENCE OF SHARING**

Schools, ETBs, Diocesan Trusts and 3<sup>rd</sup> Level Colleges may only apply for funding **jointly** with local sports clubs or community groups. All organisations involved must be registered on the OSCAR system.

Applications from clubs/community groups will gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.

In both cases applicants must provide copies of formal legal agreements (e.g. a licence agreement between school and club(s) - please refer to your solicitor for further information) that make your facilities available to local clubs and/or the local community for a minimum of 20 hours a week throughout the year.

Other elements that would strengthen a joint school/club application include a joint board of management and/or a joint bank account for the grant aided facility. Guidelines on what a licence agreement should contain are set out in appendix 3.

**The organisation that owns the land where the project is proposed must make the application on the OSCAR system.**

If you are making a joint application with another organisation you cannot make a separate application under your own name, unless you are a Local Authority, National Governing Body or Education and Training Board.

Upload a copy or copies of formal legal agreements (e.g. a licence agreement between school and club(s) - please refer to your solicitor for further information) that make your facilities available to local clubs and/or the local community for a minimum of 20 hours a week throughout the year. Guidelines on what a licence agreement should contain are set out in appendix 3.

**If your application is from a school/ETB/college or diocesan trust or if you wish to gain additional marks for sharing the facilities you must upload at least one licence agreement here.**

## APPLICATION FORM PAGE 7: SUMMARY AND SUBMISSION

To make an application you must press “save and submit” on this page. If you do not submit the application it will not be considered.

When you have submitted your application you are strongly advised to save and/or print the Grant Application Submitted page as evidence of making your application.

**The deadline for applications is 5pm on Friday 19<sup>th</sup> October 2018**

**Please note that once an application is submitted it cannot be edited or added to.**

## TERMS AND CONDITIONS

### Freedom of Information

Any member of the public can seek access to records held by Government Departments under the Freedom of Information Acts.

Under the Freedom of Information Acts, we may release details contained in applications and supporting documents, on request, to third parties. If there is information contained in your application which is sensitive, please contact us separately to identify it and explain why it should not be disclosed. If we are asked for sensitive information, we will consult you before making a decision. However, if you do not identify any information as sensitive and provide supporting reasons, we may disclose it without any consultation with you.

## Disclaimer

The Department of Transport, Tourism and Sport shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the application or its subject matter or our rejection of the application for any reason.

The Department, its servants or its agents shall not at any time in any circumstances be held responsible or liable for any matter connected with developing, planning, financing, building, operating, managing and/or administering individual projects or any matter connected with the part payment by the Department of invoices submitted by grantees.

## Applicant's statement on behalf of organisation

I/we certify that I/we have read and understood the Guide and criteria to making an application under the 2018 Sports Capital Programme and agree to comply fully with all the terms and conditions. I/we understand that decisions on applications and allocations are final.

I/we certify that all information in this application and all information in any supporting documents is truthful and accurate and that I/we accept that if any information is found to be false or misleading that the Department may withdraw grants, require repayment of all or part of a grant and/or bar applications from this organisation for a period of time. I am also aware that the Department may inform the Garda Síochána.

I/we agree that from the date of the grant, I/we will not deny anybody access to any facility or part of a facility for which we receive a grant on the grounds of gender, civil status, family status, age, disability, race, sexual orientation, religious belief, or membership of the Traveller Community without just, reasonable and proper cause. I/we agree that from the date of the grant, I/we agree that the organisation will remain open for new members for a period of 5 years for equipment grants and for a period of 15 years for capital grants.

I/we acknowledge the organisation's obligations under the Children First Act, 2015 [https://www.dcy.gov.ie/viewdoc.asp?fn=%2Fdocuments%2FChildren\\_First%2FChildrenFirstLegislation.htm](https://www.dcy.gov.ie/viewdoc.asp?fn=%2Fdocuments%2FChildren_First%2FChildrenFirstLegislation.htm)

I/we agree that any grant allocated on foot of this application may be withdrawn if the grantee does not make sufficient progress to draw down the grant as set out in any letter of allocation.

The General Data Protection Regulation ("GDPR") came into effect on 25th May, 2018. The Department of Transport Tourism and Sport has a Privacy Policy in line with the GDPR regulations. You can read the Department's updated Privacy Policy at [www.dttas.gov.ie/dataprotection](http://www.dttas.gov.ie/dataprotection) .

As the primary contact for the organisation making this application the Department may contact you from time to time with relevant communications regarding the Sports Capital Programme, on the basis that it is in our mutual and legitimate interest that the Department continues to retain and process your data.



By submitting this application you are granting consent to the Department to retain your contact information for the purposes of the administration of the SCP.

## HOW THE DEPARTMENT ASSESSES APPLICATIONS

The Sports Capital Programme can only fund projects that are sporting in nature – whether competitive or recreational.

While assessing projects, we may consult with other government departments, local authorities, Sport Ireland and national governing bodies of sport.

In making allocations, we aim for a good spread of funding between different areas and a wide range of sports. In terms of how projects are assessed each of the factors below are considered to arrive at an overall score for each application. The overall score is a key factor in making allocations.

**Criterion 1 Likelihood of increasing participation/improving performance**

How will the project increase active participation in sport and/or improve standards of sports performance in line with clearly stated targets? Fees charged will be considered in relation to this criterion. Priority is given to facilities likely to increase actual participation in sport. Bar facilities, landscaping and car parks will not be funded under the Programme. The highest marks under the criteria are likely to be only awarded to projects in disadvantaged areas (based on the POBAL index of disadvantage) and those that specifically target people with disabilities or with mental health issues.

**Criterion 2 Sharing of facilities**

Applicants can score marks under the Sharing of Facilities criterion only if they submit licence agreements demonstrating the sharing of facilities with other groups. Letters of support do not count.

**Criterion 3 Level of socio-economic disadvantage in the area**

We will prioritise facilities in disadvantaged areas. The score is allocated in accordance with the Pobal Deprivation Index for the project location <https://www.pobal.ie/Pages/New-Measures.aspx>

**Criterion 4 Technical merits of the project**

Marks are awarded for providing evidence of a planning application, planning permission or evidence that you do not need planning permission and for the quality of the quotations provided.

**Criterion 5 Level of own funding available**

Local Authorities are required to contribute 30% towards the cost of the project. All other applicants are required to contribute at least 5% towards the cost of the project. Additional marks are awarded where the applicant is contributing a higher proportion of own funding. **Projects in disadvantaged areas require a lesser level of own funding to achieve the maximum marks available under this criterion.** However the mark will be diminished where the own funding is primarily based on loans.

**Criterion 6 Level of SCP funding received in the past 10 years**

Preference is given to applicants who have not received significant grants under the scheme in the last 10 years. Applicants with more than €100,000 outstanding for 4 years or more may have their marks under this criterion reduced.

**Applicants must note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria under the headings above does not guarantee funding.**

### What happens if your application is successful?

**Work commenced or equipment purchased before grants are announced will not be eligible for funding.**

If your application is successful, your organisation will be given a **provisional allocation**. Certain terms and conditions must be met to secure **formal approval**. The exact terms and conditions will depend on the value and purpose of the grant and how much money you have been allocated in the past. **You should not sign any contracts or start any work on the facility until we have issued Formal Approval**. Once formal approval has been secured you can start work and draw down the grant.

### How are grants paid?

We pay grants in stages as your project proceeds by reimbursing your costs.

Once you have obtained formal approval you make a Payment Request (on the OSCAR system) and upload the relevant supporting documentation (particularly a copy of invoice and evidence of payment). Under the 2018 SCP we will reimburse you 95% (70% for Local Authorities) of paid invoices until the value of the grant has been issued.

We will only reimburse you for works/equipment for which Formal Approval has been issued and **no reimbursement will be issued for invoices settled with cash**.

The tax clearance status of the grantee and of suppliers/contractors (supplying works or goods worth more than €10,000) will be checked before any payment will be released.

In respect of capital works we will reserve 5% of the grant until we receive the following:-

1. A photograph of the sign, stating that the project has been funded by the Sports Capital Programme with proceeds of the National Lottery, prominently displayed at the facility.
2. Confirmation from your technical supervisor that the works have been satisfactorily completed in all respects and that the Defects Liability Period has expired and that all matters are in order.
3. Confirmation that any legal charge on the grantees property has been registered.

Reimbursement is made by electronic funds transfer to the designated bank account of the grantee.

## APPENDIX 1: TEMPLATE LOAN OFFER

This form to be filled out and stamped by your financial institution. Overdrafts cannot be used as own funding.

Name of club/organisation	
What is the amount of the loan?	
What is the purpose of this loan?	
Has the club any other loans outstanding from this financial institution?	
What term is the proposed loan?	
What are the monthly repayments?	
Is loan fully approved or approved in principle?	
When will loan be available for drawdown?	
Does the loan require any security and if so state the nature of such security?	

\_\_\_\_\_

Please print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Job Title

Financial Institution Stamp

Date: \_\_\_\_\_

(must be within 12 months of application deadline)

## **APPENDIX 2: TEMPLATE TO BE COMPLETED WHERE PLANNING PERMISSION IS NOT REQUIRED**

Must be completed by a Technical Supervisor<sup>6</sup>/Local Authority Planning Department

Name of Applicant \_\_\_\_\_

Address of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project details \_\_\_\_\_

Project site address \_\_\_\_\_

\_\_\_\_\_

### **To be completed by your technical supervisor or Local Authority planning department only**

I certify that the above named project or part of project does not require planning permission.

Signature \_\_\_\_\_

Name \_\_\_\_\_ (Block Capitals)

Position \_\_\_\_\_

Relevant Qualification \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

<sup>6</sup> A professional competent in planning matters, typically an architect, civil engineer or planning consultant

## APPENDIX 3: INFORMATION ON THE PREPARATION OF LICENCE AGREEMENTS BETWEEN PARTIES TO JOINT APPLICATIONS UNDER THE SPORTS CAPITAL PROGRAMME

***Please note:***

Please refer to your solicitor for advice on drawing up a suitable licence agreement. It is the responsibility of applicants to instruct their solicitors and to ensure that any legal agreements that they enter into are appropriate to their individual circumstances. The information below is for information purposes only and does not constitute legal advice on how licence agreements should be drawn up and the Department of Transport, Tourism and Sport shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the information contained in this document.

Schools, third level colleges and ETBs may only apply for funding **jointly** with local sports clubs or community groups. Local sports clubs or community groups may gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.

These applications must provide evidence of the sharing of facilities in the form of **formal licence agreements** signed by the clubs, school and/or other community sports groups that will allow the parties to the application to use the proposed facilities throughout the year when it is not being used by the applicant themselves.

### Elements of a licence agreement

While the precise wording of any licence agreements is a matter for joint applicants and their respective solicitors, the Department will be checking that licence agreements include the following information:

- The name and/or address of the facility/proposed facility to be shared
- Names of all the groups that are party to the agreement – including a signature of a representative of each group
- The responsibilities of each of the parties to the agreement for example: insurance, liability insurance, maintenance, cleaning
- Details of any times when the facility is available to each party and any access arrangements
- The period for which the licence is effective – open ended or for a minimum of 15 years
- Any limits on the purposes for which the facility can be used
- Any joint management arrangements – management boards, financial contributions and any joint bank account
- Any charging/funding arrangements for the use of the facilities – including who sets fees or rent and who pays them
- Any dispute resolution arrangements or forfeiture clause

## APPENDIX 4: TEMPLATE FOR LANDLORD TO CONFIRM CONTINUED ACCESS TO SITE/PROPERTY – FOR CAPITAL ALLOCATIONS OF €50,000 OR LESS ONLY

### LETTER OF CONFIRMATION AND AGREEMENT REGARDING USE OF PROPERTY THE SUBJECT OF A GRANT APPLICATION BY THE OCCUPIERS UNDER THE SPORTS CAPITAL PROGRAMME

Only to be used for applications seeking capital funding of €50,000 or less where the applicant does not own the land or does not have a long lease – see pages 12-16 in the guide to making an application for details

Name of Club/Organisation: \_\_\_\_\_

Address of facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we \_\_\_\_\_ (enter full name of the legal owner of the property/facility ) confirm that:

1. I/we acting as the \_\_\_\_\_ (state in what capacity the person signing this agreement is acting e.g. owner, director of the company which is owner, trustee holding the property in trust etc.) own the above site/facility.
2. The site/facility has been occupied by the above named club/organisation since (insert year) \_\_\_\_\_ and the organisation uses this facility on the basis of \_\_\_\_\_ (state on what basis the club/organisation occupies the property e.g. lease, rental agreement, licence, informal agreement) and is available to that organisation on an on-going basis according to their needs
3. I/we are aware that the organisation is applying for a grant of €50,000 or less (under the Sports Capital Programme) to develop the site/facility and that I/we have agreed to the proposed works/development
4. At the present time I/we have no intention of selling, developing or otherwise changing the use of this site/facility for a minimum period of 5 years from the date of the payment of any allocation made on foot of the grant application
5. At the present time I/we have no intention of barring, evicting or otherwise limiting the access of the club/organisation to the site/facility for a minimum of 5 years

**CONTINUES OVERLEAF**

6. Should the above club/organisation cease to use to the site/facility for sporting purposes that I/we will make reasonable efforts<sup>7</sup> to find another sports club/organisation group to operate the facility for the remainder of the 5 year period referred to at 4 above.
7. Should I/we not make reasonable efforts to find a suitable alternative user for the site/facility, we will repay the Department any unexpired value of the grant as determined by the Department. The unexpired value of the grant will be calculated by notionally writing off 1/5<sup>th</sup> of the total grant for each completed year from the date on which the grant is drawn down.

Signed:	_____	Witness:	_____
Name :	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Date:-	_____		_____

Must be within 12 months of application deadline

\_\_\_\_\_

<sup>7</sup> The Department defines “reasonable efforts” as advertising the availability of the site/facility on an annual basis for the duration of the unexpired portion of the 5 year period and endeavouring to find a replacement club/organisation to use the grant aided facility for sporting purposes for that duration.



## APPENDIX 5: TEMPLATE TO SATISFY THE TITLE REQUIREMENTS OF THE SPORTS CAPITAL PROGRAMME

Must be printed off, every question must be answered and it must be signed, dated and include your solicitor's official stamp

***Please note:***

Every applicant applying for capital funding with title to their property (i.e. that can meet the requirements of this template and is not applying for sports equipment only) must provide this template completed regardless of how much funding is being applied for. **All questions must be answered.**

If the applicant does not own their site or if they do not have a registered lease with at least 15 years remaining they can only apply for sports equipment or a capital grant of €50,000 or less. In the case of the latter they the owner of the land/building must fill out the template at appendix 4 (available to download on the site) stating that he/she has no intention of taking the facility away from the organisation for a minimum of 5 years. **No other evidence of title such as deeds, leases or printouts of folios will be considered. Do not amend or transcribe this template.**

1. Name of Property Owner: \_\_\_\_\_

2. Relationship to Applicant: \_\_\_\_\_

3. What title does the above organisation have to the site of the proposed development<sup>8</sup>?

Freehold                       Leasehold

If leasehold then:

(i) Number of years on original term of the lease: \_\_\_\_\_

(ii) Number of years remaining on lease<sup>9</sup>: \_\_\_\_\_

**Please complete overleaf**

<sup>8</sup> School on lands owned by Minister for Education and Skills must use template 5a

<sup>9</sup> If there is not at least 15 years remaining on the lease the organisation may only apply for sports equipment and/or a capital project of €50,000 or less in which case your landlord must complete appendix 4.

**4. Is this title registered in the Land Registry section of the Property Registration Authority?<sup>10</sup>**

Yes  No Folio Number<sup>11</sup>: \_\_\_\_\_

If your registration is pending in the Land Registry of the Property Registration Authority then insert dealing number here (registration must be completed prior to any grant being paid) \_\_\_\_\_

Is this title registered in the Registry of Deeds section of the Property Registration Authority (registration must be completed prior to application)?

Yes  No

**5. Is the title capable of supporting a charge?**

Yes  No

**6. Is there a Deed of Covenant and Charge in place for previous grants?**

Yes  No

Date of charge: \_\_\_\_\_

If so, is this Deed registered in the Property Registration Authority (and Companies Registration Office, if applicable)?

Yes  No

I have read the sections on site ownership in the guide to making applications under the 2018 Sports Capital Programme

Name of Solicitor: \_\_\_\_\_

Address of Solicitor: \_\_\_\_\_

Signature of Solicitor: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of solicitor:

Must be within 12 months of application deadline

\_\_\_\_\_

<sup>10</sup> If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

<sup>11</sup> If the property is held in a lease this must be the lease hold number

## APPENDIX 5A: TITLE TEMPLATE FOR SCHOOLS WHERE THE MINISTER FOR EDUCATION AND SKILLS OWNS THE LAND

This must be printed off, every question must be answered and it must be signed and dated by the Department of Education and Skills. The Department of Education and Skills may require up to at least 4 weeks to assess the proposed development in advance of submitting the application online).

***Please note:***

Every school, applying for capital works, where the Minister for Education and Skills owns the land must have this template completed by the Site Acquisitions and Property Management Unit of the Department of Education and Skills (057 932 5425 Jane\_Kennedy@education.gov.ie).

In Addition please attach the following information to the request to Department of Education and Skills:

- 1) Copy of Patrons consent to the proposal or, (in the case of Community or Comprehensive Schools) Copy of Trustees consent. See below
- 2) Mapping/relevant plans for proposed works

**All questions must be answered.**

**Do not amend or transcribe this template.**

1. Name of the school: \_\_\_\_\_ Roll No: \_\_\_\_\_

2. I can confirm that the property on Folio number \_\_\_\_\_ is in the ownership of the Minister for Education and Skills

3. Is the Department of Education and Skills agreeable to the proposed project being developed on the land covered by this template in accordance with attached plans?

Yes  No

I have read the sections on site ownership in the guide to making applications under the 2018 Sports Capital Programme

Name of DES official: \_\_\_\_\_

Grade/Phone number/email: \_\_\_\_\_

Signature of Official: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTINUED OVERLEAF**

**Patron Consent Text**

The following text (or similar) should be used for the consent letter from the Patron (or trustees for Community Comprehensive Schools) and signed and issued on headed paper to the applicant and a copy attached to this application form.

I \_\_\_\_\_ patron / trustee [delete as applicable] of (school name)  
\_\_\_\_\_ confirm that I have reviewed the proposal for development and use of facilities and the planned works for the above school and I can confirm that:

- (a) I consent to these works being carried out and
- (b) the proposal is in line with the “Guidelines on the Use of School buildings outside of School Hours”
- (c) the Governance Manual for Community and Comprehensive Schools in the case of Community and Comprehensive Schools [delete if not applicable]

Prior to applying for funding, School Authorities are advised to note the guidelines on use of school facilities out of hours, available at the link below. School Authorities should confirm that the relevant provisions contained within the guidelines have been followed.

<https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>

In the case of Community and Comprehensive schools the relevant provisions contained within the following also apply:

<https://www.education.ie/en/Schools-Colleges/Information/Boards-of-Management/Governance-Manual-for-Community-Comprehensive-Schools.pdf>