

2012 SPORTS CAPITAL PROGRAMME

APPLICATION FORM



www.sportscapitalprogramme.ie

Please carefully read the Guide to Filling out the Application Form for the 2012 Sports Capital Programme prior to filling out this form

Deadlines for applications

Online applications and those made in Irish (and hard copy of the signed application form and all supporting documentation) must reach the Department by **5pm on Friday 1st June 2012**. We cannot accept supporting documentation by email or online.

Paper based applications (and all supporting documentation) must reach the Department by **5pm on Friday 11th May 2012**.

Address:

2012 Sports Capital Programme Applications
Department of Transport, Tourism and Sport
New Road
Killarney
Co. Kerry

We will strictly observe these deadlines and will not consider late or incomplete applications.

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not comply with the terms and conditions of the Sports Capital Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.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.

Reference Number (for official use only): R - 19 - -

1 SUPPORTING DOCUMENTS CHECKLIST

See section 1 of the Guide for advice on filling out this section

I/We hereby confirm that prior to completing this Application Form I/We have read the "2012 Sports Capital Programme – Guide to Filling out the Application form".

Signed: _____ Date: _____

1.1 *Compulsory Documents*

Please Tick each box to show that you have included this information:

- 1.1.1 Evidence of non-discrimination (e.g. a statement outlining your policy or a copy of the rules and procedures of your organisation).
- 1.1.2 Bank/financial institution statements for the last six months as evidence showing own funding immediately available towards this project and/or written confirmation of loan offer from financial institution, setting out all the information in the sample letter in appendix 1 of Guide.
- 1.1.3 If you are applying for a capital grant of more than €25,000 a solicitor's letter confirming your registered title to the site of the proposed facility. This letter should confirm that the title is capable of supporting a charge.
- 1.1.4 If you are applying for a capital grant of €25,000 or less and you do not own or have a long lease to your site you must provide a letter from the owner of the facility stating that s/he has no intention of taking the facility out of sporting use for a minimum of 5 years (sample letter provided at appendix 2 of the guide).
- 1.1.5 A Quotation/estimate of the cost of your project.
- 1.1.6 Copy of planning permission or evidence of an application for planning permission or a letter from your technical supervisor or local authority stating that your project does not need planning permission.

1.2 *Additional Documentation that may be required*

Please tick each box to show that you have included this information:

- 1.2.1 Written confirmation of RAPID or CLÁR area status (if claiming disadvantaged status)
- 1.2.2 Drawings, plans and specifications for your project
- 1.2.3 Feasibility study (where a facility costs over €700,000)
- 1.2.4 Letters of support from relevant National Governing Body (for regional and national facilities only)

PLEASE USE BLOCK CAPITALS

2 ORGANISATION DETAILS

See section 2 of the Guide for advice on filling out this section.

2.1 *What is the name of your organisation or club?*

(See section 2.1 of the guide)

2.2 *Where will the proposed facility be located?*

Address: _____

Town or City: _____

County: _____ Postal Code if Dublin: _____

GPS coordinates if available:

Latitude: _____

Longitude: _____

2.3 *Will the proposed facility be located in a designated Gaeltacht area?*

YES NO

2.4 *What is your main sport or activity?* _____

2.5 *What, if any, National Governing Body of sport are you affiliated to?*

3 CONTACT DETAILS

See section 3 of the Guide for advice on filling out this section.

Mr. Ms. Mrs. Etc. _____ First Name: _____ Surname: _____

What is your position within the organisation? (Please tick one box below)

Chairperson: Secretary: Treasurer:

Other: please specify: _____

Email: _____ Mobile phone number: _____

Address: _____

Town or City: _____

County: _____ Postal code if Dublin: _____

Phone No: _____ Fax: _____

4 WHAT, IF ANY, GOVERNMENT/EU GRANTS HAS YOUR ORGANISATION OR THIS FACILITY RECEIVED IN THE PAST?

See section 4 of the Guide for advice on filling out this section.

Grant Scheme	Reference number if available	Year allocated	Amount Allocated

5 DETAILS OF PROPOSED PROJECT AND COSTS

See section 5 of the Guide for advice on filling out this section.

5.1 *Summary of your project*

Please describe your proposed project and how it will increase the number participating in sport or improve sporting performance.

5.2 *Please indicate, in order of priority, the works for which you are applying for funding and the corresponding costs for each element.*

Place a number in the boxes: 1 for most important, 2 for next most important and so on. You must provide a professional quotation/estimate to support your application.

Facility Type	Priority	Cost
Playing surface development (natural):		
Playing surface development (artificial):		
Floodlighting:		
Security fencing:		
Dressing rooms/showers/toilets:		
Indoor sports hall / gymnasium:		
Multi – use games area or mini-pitch		
Sports equipment (including outdoor sports equipment)		
Handball/hurling walls		
The Department will give priority to the above types of facilities only. All other types of facilities will be considered on the basis of whether or not they contribute to increasing participation in sport and/or improving performance in sport. The Department does not fund viewing stands, bars, kitchens, landscaping or car parks.		
Other:		
TOTAL PROJECT COST		

You may also attach extra details on a separate sheet as an attachment to this form.

6 FUNDING

See section 6 of the Guide for advice on filling out this section.

6.1 How much funding is your organisation seeking under the 2012 Sports Capital Programme? _____

6.2 Amount of Own Funding Available now? _____

See also paragraph 1.1.2 on page 2 for advice on the amount of own funding required.

Savings: you must enclose bank statements for the last six months as evidence	
Name of Financial Institution	Amount
Borrowings you must enclose a loan offer letter such as the one provided in appendix 1 of the Guide.	
Name of Financial Institution	Amount
Total own funding	

7 OTHER DETAILS ABOUT YOUR PROJECT

See section 7 of the Guide for advice on filling out this section.

7.1 *Timeframe of project*

a) Estimated start-up for project: months from grant being awarded

b) Completion period for project: months from start of work

Your project should start promptly ie within 6 months of any grant being provisionally allocated. The project should be completed within 24 months of grant allocation, otherwise the grant may be withdrawn without further notice.

7.2 How will the project be accessible to disabled people?

(Please 'X' the relevant box and fill in details below)

Ramp: Wheelchair entrances and exits: Disabled toilets:

Other: If other, please specify: _____

7.3 Does the proposed facility need planning permission?

Is planning permission required? Yes: No:

If 'Yes', provide planning reference number: _____

If 'No' please provide a recent letter from your technical supervisor or local authority stating that your project does not need planning permission.

8 SITE DETAILS

See section 8 of the Guide for advice on filling out this section.

Number of years of lease?		Number of years remaining on the lease?	
Other <input type="checkbox"/>			
If other, please explain			

8.2.4 Deed of Covenant and Charge already in place for previous grants

If you already have a deed of covenant and charge in place following earlier grants has your solicitor registered this charge with the Property Registration Authority (and the Companies Registration Office, if the organisation is a company)?

Yes: No:

Please include the Chief State Solicitor’s Office reference number (previous grant):

8.3 Is the proposed facility located in an area designated as disadvantaged?

NO: YES – Rapid Area: YES – CLÁR Area:

9 USE OF YOUR FACILITIES

9.1 Number of people currently using your facilities

	No of Males	No of Females
Under 16 years		
16 -20 years		
21 -60 years		
Over 60 years		

9.2 How do you plan to make the facility available?

Open to club members only:
 Open to members of other sports clubs:
 Open to the public:

9.3 What sports or groups will benefit significantly from and will use this facility?

	Name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9.4 *Have you enclosed the views of the relevant National Governing Body of your sport?*

See section 1.2.4 of the Guide for advice on filling out this section.

This is essential in the case of proposed national or regional facilities.

Yes:

No:

10 HOW DO YOU PLAN TO MANAGE THE PROPOSED FACILITY?

See section 10 of the Guide for advice on filling out this section.

11 HOW DO YOU PLAN TO ENCOURAGE DISADVANTAGED GROUPS AND PEOPLE TO USE YOUR PROPOSED FACILITY?

See section 11 of the Guide for advice on filling out this section.

12 FREEDOM OF INFORMATION ACTS

Under the Freedom of Information Acts, 1997 and 2003, the Department of Transport, Tourism and Sport may release any details contained in applications and supporting documents, on request, to third parties. If any information in your application is sensitive, please identify it to us and explain why it should not be disclosed to others. If we are asked for any sensitive information, we will consult you before making a decision.

If none of the information is sensitive, please complete the statement below. This confirms that you agree to us releasing any information requested by a third party.

Name of Organisation: _____
 agrees that none of the information supplied in our application or supporting documents is sensitive, and understands that the Department may release any, or all, of the information in response to a Freedom of Information request.

Signature: _____

Name (PRINT): _____ Date: _____

Position in Organisation (chairman, secretary, etc): _____

13 AGREEMENT WITH OUR DISCLAIMER

Failure to have this application form signed and witnessed will deem your application invalid and it will not be considered for funding

13.1 *Disclaimer*

We, 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.

13.2 *Applicant's statement - on behalf of (organisation's name):*

I/we certify that I/we have read and understood the Guide and criteria of the Sports Capital Programme and agree to comply fully with them. I/we understand that decisions on 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 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.

Signature: _____

Name (PRINT): _____ **Date:** _____

Position in Organisation (chairman, secretary, etc): _____

Witnessed by Signature: _____

Name (PRINT): _____ Date: _____

Position in Organisation (chairman, secretary, etc): _____

IMPORTANT

You MUST sign your completed application form complete with all supporting documents and return it to us by the closing deadlines for the 2012 Sports Capital Programme (paper based applications 5pm on Friday 11th May 2012 and online applications and applications in Irish 5pm on Friday 1st June 2012). We will NOT accept completed forms by email or by fax or photocopies as an original signature is required.

14 ACKNOWLEDGEMENT FORM

Please fill out your details below and enclose a self-addressed envelope or provide your email address. This will help us send you an early confirmation that your application has been received by us. We will acknowledge your application by email or by signing this page and returning it to you.

Email: _____

Name: _____

Address: _____

14.1 Acknowledgement from Sports Capital Unit


We wish to acknowledge receipt of your application under the 2012 Sports Capital Programme. This acknowledgement does not imply that your application is valid, only that we have received it.

We will start evaluating applications as soon as possible. This process will take some time, due to the volume of applications and the detailed information contained in each one. As a result, we do not expect to be able to announce the list of successful applicants before the end of October 2012.

We intend to use the media and our website to announce grant allocations and will also write to individual applicants confirming the outcome of their application.

We will not provide any information on individual applications submitted until all grants have been provisionally allocated and announced. Please do not contact the Department about your application until then.

Signed: _____
 (on behalf of the Sports Capital Unit)

Date Stamp:


Reference No: R - 19 - -

Please quote the above Reference number in all future contact with the Department