

2012 SPORTS CAPITAL PROGRAMME

GUIDE TO FILLING OUT THE

APPLICATION FORM



An Roinn Iompair
Turasóireachta agus Spóirt

Department of Transport,
Tourism and Sport

www.sportscapitalprogramme.ie

Please read this guide carefully before filling out the application form

Introduction

The Department of Transport, Tourism and Sport is now inviting applications for funding under the 2012 Sports Capital Programme. This Programme aims to foster an integrated and planned approach to developing sports and physical recreation facilities throughout the country. In particular, its objectives are to:

- Assist voluntary and community organisations, national governing bodies (NGBs) of sport, local authorities and VECs and schools to develop high quality, 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 in the provision of sports facilities.
- Encourage the multi-purpose use of local, regional and national sports facilities by clubs, community organisations and national governing bodies of sport.

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.

Contact with the Department

We will not discuss your application with you or anyone on your behalf by phone, email or face to face until allocations have been announced.

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comply with the terms and conditions of the Sports Capital Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.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

1 SUPPORTING DOCUMENTS CHECKLIST

Under each round of the Sports Capital Programme (SCP) several hundred applications are invalid because they do not include important supporting documentation. Make sure that you submit all the documentation as set out below. If you do not, your organisation will not be considered for a grant.

1.1 *Compulsory Documents*

1.1.1 Evidence of non-discrimination

To be considered for a grant you must provide evidence that your organisation does not discriminate against anybody on the grounds of gender, civil status, family status, age, disability, race, sexual orientation, religious belief, or membership of the Traveller Community.

Suitable evidence of non-discrimination includes, but is not limited to, a statement outlining your policy on non-discrimination or a copy of the rules, procedures or constitution of your organisation.

1.1.2 Evidence of Own Funding

You must make a minimum contribution towards the total cost of your project and provide proof with your application that you have this funding in place at the time of application. You should therefore be realistic about the scale and cost of your project and the amount of funding you are seeking from the Programme.

AMOUNT OF OWN FUNDING REQUIRED

The minimum level of 'own funding' you must provide depends on whether your proposed facility will be classified as local, regional or national and whether it will be located in a disadvantaged area (see page 4 for further information about disadvantaged areas).

MINIMUM OWN FUNDING REQUIRED

Type of Area	Minimum own funding ¹
Non-disadvantaged area	15% of the total cost of project
CLÁR (disadvantaged rural area) ²	10% of the total cost of project
RAPID (disadvantaged urban area) ²	5% of the total cost of project
Regional or national	Depends on the scale of the project
1: please note that these are minimum levels of own funding. Extra marks will be given at assessment to projects with higher levels of own funding. 2: for more information on disadvantaged areas go to http://www.environ.ie/en/Community/	

When we are assessing applications and recommending projects for funding, we give higher marks to organisations that show they can provide a higher level of own funding. You should therefore contribute as much funding as you can towards your project.

If your project has already been allocated a grant from another State-funded source, you must provide at least 5% of the total cost of the project from your own funds.

PROOF OF OWN FUNDING

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

- Statements for the last six months from a financial institution – the balance on the most recent statement will be used to assess the amount of own funding you have available towards the project.
- If the level of own funding includes a loan, you must confirm this with a letter from the financial institution indicating the amount of the loan. The financial institution must also confirm if it requires any form of legal security for the loan and what that security is. An example of a suitable loan offer letter is included in Appendix 1 of this Guide. You must either have this letter completed, signed and stamped by your financial institution or provide a letter from your financial institution containing all of the information sought in the sample letter.
- Local Authorities must provide a letter from their finance officer/accountant confirming that the required own funding is in place.

1.1.3 Evidence of Title – Capital grant of more than €25,000

If you are applying for a capital grant of more than €25,000 you must provide a solicitor's letter confirming that s/he is acting on your behalf and stating the following:

1. That you either own the site for the proposed facility or that you hold it under a lease.

2. That the leasehold or freehold is registered with the Property Registration Authority (if registration is pending then a Dealing Number from the Property Registration Authority must be included).
3. If your title is leasehold, that the lease has at least 15 years remaining.
4. That the title is capable of supporting a charge.

1.1.4 Evidence of Title – Capital grant of €25,000 or less

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 land/facility in the form supplied at appendix 2 stating that s/he has no intention of taking the facility out of sporting use for a minimum period of 5 years. See section 8.2 on page 11 for further information on site ownership.

1.1.5 Quotation/estimate of the cost of your project

At least one professionally prepared quotation or pre-tender estimate must be included for **each** aspect of the works being applied for.

As funding is limited, it may not be possible to fund all the elements that you are applying for. Therefore, it is important that you break down your project into smaller elements that could be funded if the funding is not available to fund your entire project.

In the absence of such a breakdown it may not be possible to fund your project at all.

1.1.6 Planning Permission

You must supply one of the following:

- A copy of the planning permission for any of the aspects of your project that require planning permission. This planning permission must be current.
- Evidence of planning reference number or acknowledgment of application for planning permission from your Local Authority for any of the aspects of your project that require planning permission.
- A recent 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

1.2.1 Written confirmation of RAPID or CLÁR Area status (if claiming disadvantaged status)

Disadvantaged areas are those that have been designated by Government for special support through the RAPID and CLÁR Programmes. These are all managed by the Department of Environment, Community and Local Government (<http://www.environ.ie/en/>)

CLÁR	Letter from the Register of Electors section of your local authority confirming the Electoral Division (ED) name & number of your site. A list of CLÁR EDs is available at www.dttas.ie/sport/pdfs/AllCountiesbyEExtendedCLÁR.pdf
RAPID	<p>Letter from your local RAPID co-ordinator confirming following details as applicable:</p> <ul style="list-style-type: none"> • That your project is located in a RAPID area • That your project is endorsed by your local Area Implementation Team <p>If your project is located outside a RAPID Area but serves a RAPID area please attach the following:</p> <ul style="list-style-type: none"> • A letter from your local Area Implementation Team endorsing your project and • A letter of endorsement from your local County/City Development Board

The Department of the Environment, Community and Local Government does not provide RAPID or CLÁR top-up funding in addition to SCP funding as was provided under previous rounds of the Programme.

If you do not enclose the required confirmation with your application that your project is in a disadvantaged area, as outlined above, you will not receive any credit when we are assessing and scoring your application.

1.2.2 Drawings, plans and specifications for your project

Extra marks are available at assessment if drawings and plans are provided. For artificial playing surfaces and floodlighting you should include the technical specifications of what you are planning to install.

1.2.3 Feasibility study (where a facility costs over €700,000)

If you expect the facility to cost more than €700,000, your application must include a feasibility study, carried out at your own expense. Many sports clubs and organisations produce perfectly acceptable feasibility studies themselves without incurring any additional expense.

The study must include the following details:

- proposed location of the facility;
- population of the surrounding area;
- mix of sports to be played at the facility;
- existing facilities in the area;
- plan for managing the facility; and
- overall financial plan for the facility.

1.2.4 Letters of support from relevant National Governing Body of Sport (for regional and national facilities only)

If you are planning a national or regional facility you must include a letter of support from at least one National Governing Body of sport.

National Sports Facilities are those that are developed to the international specification of the sport concerned and designated by the national governing body as its primary competition and/or training venue.

Regional Sports Facilities are those which attract users across several counties, conform to the technical regulations of the national governing body and/or incorporate a range of sports facilities suitable for training at the highest international level, in a single location or cluster of sites.

2 ORGANISATION DETAILS

Sports capital grants are only available to sports clubs¹, voluntary and community groups, national governing bodies of sport, local authorities, third level colleges and VECs and schools (see information below on school applications).

Note on school applications

Primary and post-primary schools may only apply for funding **jointly** with local sports clubs or community groups and must:

- show a clear need for the proposed sports facility in the area
- show how the proposed facility will meet that need
- 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 will allow local clubs and/or the local community to use the proposed facilities for at least 30 hours a week throughout the year when it is not being used by the school itself

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.

Note on clubs/community groups sharing facilities with schools and other sports groups

Applications from clubs/community groups will gain significant additional marks by demonstrating availability of the facility for schools or wider community sports groups. Evidence of this sharing must be provided in the form of formal agreements (e.g. a licence

¹ A full list of the sports recognised by the Irish Sports Council is included at appendix 3.

agreement signed by the clubs, school and/or other community sports groups) that will allow local school and/or community sports groups to use the proposed facilities throughout the year when it is not being used by the club itself.

2.1 *Name of your organisation or club*

The correct current and legal name of the club/organisation should be stated (especially if it is an incorporated body). You should also state any other name(s) that have been used in previous applications under the SCP to facilitate linking up information on previous applications and grants.

2.2 *Where will the proposed facility be located – GPS coordinates*

GPS or Global Positioning System is a satellite navigation system. In the future the Department will need to map all sports facilities throughout the country and GPS coordinates will be needed to do this job. You can find out the GPS coordinates for the site of your proposed facility by using a GPS device (including some mobile phones) or online using google maps <http://maps.google.ie/>. Make it clear if you are using degrees, minutes and seconds or decimal.

2.3 *Applications from Gaeltacht Areas*

To speed up the assessment process, please indicate if the site of your proposed project is in a designated Gaeltacht area. For more information on Gaeltacht areas please see <http://ahg.gov.ie/> or contact the Gaeltacht division of the Department of Arts, Heritage and the Gaeltacht ph: 091 503700.

3 CONTACT DETAILS

This person will be the Department's sole point of contact. You must provide an email address and this will be the preferred method of communications by the Department.

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

Provide details of all Government/EU grants that your organisation has received in the past, even if these grants were provided towards a different project. Failure to declare a grant that you have been awarded may lead to any SCP grant being withdrawn.

Examples include:

- Sports Capital Programme
- Dormant Accounts
- EU Programme for Peace and Reconciliation
- CLÁR/Leader Community Initiatives
- Young People's Facilities Services Fund
- Local Sports Partnership

- Department of Education and Skills
- Department of the Arts, Heritage and the Gaeltacht

5 DETAILS OF PROPOSED PROJECT AND COSTS

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

“Competitive sport means all forms of physical activity which, through organised participation, aim at expressing or improving physical fitness and at obtaining improved results in competition at all levels. Recreational sport means all forms of physical activity which, through casual or regular participation, aim at expressing or improving physical fitness and mental well-being and at forming social relationships”

We will only fund projects that aim to increase active participation in sport and/or improve standards of sports performance. In particular, we will prioritise facilities in disadvantaged areas and those that will help promote and enhance female participation in sport. The guiding principle in assessing an application is that priority will be given to the facilities closest to actual participation in sport.

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

We do fund:

- Natural grass sports pitches, tracks and courts (including pitch drainage)
- Floodlighting
- Artificial sports pitches, tracks, courts and multi-use games areas
- Security fencing and ball stop netting
- Hurling walls / handball alleys
- Building or refurbishment of dressing rooms, showers and toilets
- Building or refurbishment of sports halls and gyms
- Non-personal sports equipment
- Shared facilities
- Any other capital projects that are clearly sporting in nature and that will increase participation in sport or improve performance (see definition above)

We do not fund:

- Private and commercial operations
- Operational costs
- Viewing stands
- Car parks, roads or landscaping
- Bars, kitchens or offices
- Projects where work has already commenced or where contracts have already been signed

- The building or renovating of swimming pools, for which there is a separate Local Authority Swimming Pool Programme managed by this Department
- Projects that are not sporting in nature
- Applications from schools that are not made jointly with at least one sports club (see separate section on school applications on page 6)
- The repayment of loans(see information below on the tax relief for donations to sports clubs which can be used to fund the repayment of loans)
- The purchase of land or buildings (see information below on the tax relief for donations to sports clubs which can be used to fund the purchase of land or buildings)

NOTE ON TAX RELIEF FOR DONATIONS TO CERTAIN SPORTS BODIES SCHEME

There is a separate scheme operated by the Revenue Commissioners which allows sports bodies, approved by the Department of Transport, Tourism and Sport, to claim tax relief on donations to offset the costs of a sports capital project. The buying of sites and premises is eligible under this scheme, as well as construction and development works and the repayment of loans.

Further details and the application form for this scheme can be downloaded from the website www.revenue.ie/en/tax/it/leaflets/gd02012d.pdf or by contacting:

Office of the Revenue Commissioners
Games/Sports Exemption Section
Government Offices
Nenagh
Co Tipperary
Tel: 067 63181
LoCall 1890 25 45 65
Fax No. (067) 32916
E-mail address: sportexemp@revenue.ie

Sports Capital Unit
Department of Transport, Tourism and Sport
New Road
Killarney
Co. Kerry
Tel No. (064) 6627317
E-mail address info@dtas.ie
Website: www.dttas.ie

5.1 Summary of your project

Using the space provided, please write a summary of both your proposed project and equally importantly 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, measureable and realistic.

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

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 breakdown the cost of your project may make it difficult for the Department to allocate any funding towards it.

For example if your project includes resurfacing a tennis court, erecting a fence around the court and floodlighting the area, you should include a price for each element in your

application and indicate the priority you place on each element. If you only provide one overall cost and the Department does not have enough money to provide you with a grant for all 3 elements you are likely to receive no funding. If you provide a separate cost for the 3 parts the Department can fund as many elements as possible.

6 FUNDING

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

The maximum grant available for local club/organisation projects is €300,000. Higher amounts may be allocated to national and regional projects (see paragraph 1.2.4 for a definition of 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.

Funding is allocated to local club/school and community projects based on a combination of factors including population, the quality of applications received, geographical balance and the need to provide a variety of different sports facilities. .

6.2 *Own Funding*

See paragraph 1.1.2 on page 2 on how to provide evidence of own funding.

7 OTHER DETAILS ABOUT YOUR PROJECT

7.1 *Timeframe of project*

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?*

Your facility must be accessible to people with disabilities. Advice on how to make facilities accessible can be obtained from the National Disability Authority, 25 Clyde Rd. Dublin 4 ph: (01) 6080400 or www.nda.ie.

7.3 *Does the proposed facility need planning permission?*

See paragraph 1.1.6 on page 4 for further information.

8 SITE DETAILS

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

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, size of sports halls and pitches (including the sports that are played there).

8.2 *Site Ownership*

8.2.1 *If you are applying for equipment only*

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

8.2.2 *If you are seeking a capital grant of €25,000 or less*

If you do not own your site or if you do not have a lease with an initial term of at least 22 years and with 15 years remaining you can only apply for a capital grant of €25,000 or less. In this case you must provide a letter from the owner of the land/building stating in the form supplied at appendix 2 that he/she has no intention of taking the facility away from your organisation for a minimum of 5 years. A sample of a suitable letter is included at appendix 2.

8.2.3 *If you are applying for a capital grant of more than €25,000*

You must provide a solicitor's letter confirming that s/he is acting on your behalf and stating the following:

1. That you either own the site for the proposed facility or that you hold it under a lease.
2. That the leasehold or freehold is registered with the Property Registration Authority (if registration is pending then a Dealing Number from the Property Registration Authority must be included).
3. If your title is leasehold, that the lease has at least 15 years remaining.
4. that the title is capable of supporting a charge.

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 you may only apply jointly with the Local Authority that owns the land.

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

See paragraph 1.2.1 on page 4 for more details on filling out this section.

9 USE OF YOUR FACILITIES

This section is largely self-explanatory.

9.4 The views of the National Governing Body

For definitions of national and regional facilities see paragraph 1.2.4 on page 6 for more details.

10 MANAGING THE FACILITY

Please describe how you plan to manage the completed facility on an on-going basis, including details of how you intend to meet running costs, coaching programmes, initiatives to increase participation, staffing, management policies and opening hours. You may attach additional information if required.

11 ENCOURAGING DISADVANTAGED GROUPS AND PEOPLE TO USE YOUR FACILITIES

Where possible you should set out how you intend to attract disadvantaged groups to use your current or planned facilities. Such initiatives could include offering lower cost access to the unemployed or pensioners. Are there any groups in your area who do not engage in sports? What will you do to encourage these groups to use your facilities? You may attach additional information if required.

12 FREEDOM OF INFORMATION ACTS

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, 1997 and 2003, 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 identify it to us 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 will disclose it without any consultation with you.

13 AGREEMENT WITH OUR DISCLAIMER

YOU MUST FILL OUT THIS SECTION.

Failure to have the application form signed and witnessed will deem all of your application invalid and it will not be considered for funding.

14 ACKNOWLEDGEMENT FORM

Where possible we will acknowledge your application by email.

Appendix 1: Sample loan offer letter

This form to be filled out and stamped by your financial institution

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

Appendix 2: Sample letter from Landlord confirming continued access to site/property – for allocations of €25,000 or less only

DEPARTMENT OF TRANSPORT, TOURISM AND SPORT

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

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 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 2012 Sports Capital Programme grant of €25,000 or less 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

6. Should the above club/organisation cease to use to the site/facility for sporting purposes that I/we will make reasonable efforts² 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 that 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 1/5th of the total grant for each completed year from the date on which the grant is drawn down.

Signed:	_____	Witness:	_____
Name :	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____

² 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 3: Sports Recognised by the Irish Sports Council

Angling Council of Ireland	Irish Olympic Handball Association
Athletics Ireland	Irish Orienteering Association
Badminton Ireland	Irish Rugby Football Union
Basketball Ireland	Irish Sailing Association
Baton Twirling Sport Association of Ireland	Irish Squash
Bol Chumann na hÉireann	Irish Surfing Association
Bowling League of Ireland	Irish Table Tennis Association
The Camogie Association	Irish Taekwondo Union
Canoeing Ireland	Irish Tenpin Bowling Association
Cerebral Palsy Sport Ireland	Irish Tug of War Association
Cricket Ireland	Irish Underwater Council
Croquet Association of Ireland	Irish Waterski & Wakeboard Federation
Cycling Ireland	Irish Wheelchair Association Sport
Football Association of Ireland	Ladies Gaelic Football Association
GAA	Motor Cycling Ireland
GAA Handball Ireland	Motor Sport Ireland
Golfing Union of Ireland	Mountaineering Ireland
Gymnastics Ireland	National Community Games
Horse Sport Ireland	ONAKAI
Horseshoe Pitchers Association of Ireland	Pitch and Putt Union of Ireland
Irish Amateur Archery Association	Racquetball Association of Ireland
Irish Amateur Boxing Association	ROI Billiards & Snooker Association
Irish Amateur Wrestling Association	Rowing Ireland
Irish American Football Association	Shooting Sports Association of Ireland
Irish Blind Sports	Special Olympics Ireland
Irish Clay Pigeon Shooting Association	Speleological Union of Ireland
Irish Deaf Sports Association	Swim Ireland
Irish Fencing Federation	Tennis Ireland
Irish Hockey Association	Triathlon Ireland
Irish Judo Association	Volleyball Association of Ireland
Irish Ladies Golf Union	Weightlifting Ireland
Irish Martial Arts Commission	