

2017 SPORTS CAPITAL PROGRAMME

GUIDE TO MAKING AN APPLICATION



An Roinn Iompair
Turasóireachta agus Spóirt

Department of Transport,
Tourism and Sport

www.sportscapitalprogramme.ie

YouTube <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrIsTg>

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INTRODUCTION

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 applications is 5pm on Friday 24 February
The deadline for registration is 5pm on Friday 10th February

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 aims to foster an integrated and planned approach to developing sports and physical recreation facilities throughout the country. In particular, its stated 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 in the provision of sports facilities.
- Encourage the sharing of local, regional and national sports facilities by clubs, community organisations and national governing bodies of sport.

Grants are available to sports clubs, voluntary and community groups, national governing bodies of sport and local authorities. Third level colleges, 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. A separate guide is available to the registration process at <http://www.dttas.ie/sites/default/files/corporate/guide-registering-scp-online.pdf>. The Department has created a “how-to” video at <https://www.youtube.com/watch?v=LDL-L2I5JXQ&t=8s>

The deadline for registration is 5pm on Friday 10 February

Application Deadline

All applications must be made by 5pm on Friday 24th February. 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 expected volume of calls and emails at this time.

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. You should start making your organisation's application as soon as possible.

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. 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 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.

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 videos <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrIsTg>
- all registered organisations will be emailed about workshops, to be held during the application period, on how to fill out the form
- look up the Knowledge Base on www.sportscapitalprogramme.ie
- 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.ie
- you can download a blank sample application form at <http://www.dttas.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

Every year several hundred applications are ruled invalid because they do not meet the terms and conditions set out in this guide. Below are some of the most common pitfalls that you should avoid:

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

Contact with the Department

Once submitted, the Department cannot discuss applications until allocations have been announced.

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.**

Document	Compulsory?
Confirmation of national/regional status	Compulsory for all national 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 for all capital (non-equipment) applications. Applicants gain extra marks for providing this document. Where planning is not required you must use the template at appendix 2
Licence agreements between groups as evidence of sharing of facilities	Compulsory for all school, Education and Training Boards and 3 rd level college applications and for clubs/groups who wish to apply together
Evidence of ownership of site	Compulsory for all applications for capital works where the organisations have chargeable title to their land. Solicitor must complete the template at appendix 5
Evidence of access to Site	Compulsory for all applications for capital works where the organisation does not have title to their land. You can only apply for a maximum of €25,000 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.

Making a joint application

Third level colleges, Education and Training Boards (ETBs) and schools may only apply for funding jointly with sports clubs. All organisations involved must be registered on OSCAR.

The organisation that owns the land where the project is proposed must make the application on the OSCAR system. The details (name and tax registration number) of the organisations being joined to the applications are added during the applications process. See the section on joint applications below for more information.

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

Making more than one Application

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

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, measureable and realistic.

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, forming social relationships or obtaining results in competition at all levels.”

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.

Longitude/Latitude and Map

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 important that you accurately locate your facility on the map.

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 their priority 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 the area, 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 capital projects must be accessible to people with disabilities and conform to the 7 principles of universal design 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

- Security fencing, ball stop netting and goal posts
- Hurling walls / handball alleys
- Building or refurbishment of dressing rooms, showers and toilets
- Building or refurbishment of sports halls and gyms
- Modifications to sports facilities to improve access for people with disabilities.
- Non-personal sports equipment including gym equipment¹, lawn mowers and defibrillators. Anything set in the ground (such as goal posts) is not considered equipment.
- 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:

- Private and/or commercial operations (see notes below)
- 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 or where contracts have already been signed
- The building or renovating of swimming pools
- Routine maintenance (including the resurfacing of artificial pitches funded by the SCP in the last 10 years)
- Applications from schools, ETBs and 3rd level colleges that are not made jointly with at least one sports club (see separate section on schools, ETB and 3rd level colleges applications on page 9)
- 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)
- 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)

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

¹. All gym equipment funded must be accessible to people with disabilities.

Private and/or commercial operations

SCP funding is focused on community sports where the maximum number of people can participate. The Department may deem any organisation that places excessive restrictions on membership or usage as a private organisation and therefore not eligible for SCP funding.

In considering if an applicant might be commercial the fee structure is examined, along with responses to the questions on page 2 of the application form: “what groups will use the facility” and “how do you plan to encourage disadvantaged groups and people to use the proposed facility”. Simply charging for use of a facility does not indicate that an organisation is commercial but the charges should not be prohibitively high.

If you are concerned that your application may be considered private or commercial please contact the Department for advice. The onus is on applicants to satisfy the Department in relation to these matters.

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 of support from at least one National Governing Body of sport.

Regional or National projects (maximum grant of €200,000) include:

- national centres of excellence for one or more sport (eg: national rowing centre, national stadium for boxing)
- 6-8 lane synthetic running tracks,
- provincial rugby team facilities,
- League of Ireland soccer clubs and FAI regional training centres,
- GAA county grounds and centres of excellence,
- Local Authority projects seeking between €150,000 and €200,000
- 3rd 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.

PAGE 2: 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 would 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 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 such groups to use your facilities?

All of the fields on this page are mandatory.

PAGE 3: 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 national/regional projects is €200,000 (see page 7 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

You 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 level of own funding. You should therefore contribute as much own funding as you can towards your project.

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 institution² 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 3rd Level Colleges can provide a letter from their finance officer/accountant confirming that the required own funding is in place.

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

PAGE 4: 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,

² The Department will accept prize bonds.

- (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 2 or 3 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 the organisation to keeping 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.

If the registered lease is less than 15 years but more than 5 years then you may only apply for a maximum capital grant of €25,000. Your solicitor can advise you on title issues.

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 €25,000 towards capital works. However, if in 2012, 2014 or 2015 you received a capital grant towards this site, the maximum combined value of grants, including any 2017 grant, is €25,000. You may also apply for sports equipment up to the maximum total grant (€150,000 for local projects or €200,000 for regional/national projects) for which you do not need to provide any evidence of title.

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, the Local Authority should make the application on your behalf.

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.

PAGE 5: EVIDENCE OF SHARING

Note on school, ETB and 3rd level college applications

Schools, ETBs and 3rd Level Colleges may only apply for funding **jointly** with local sports clubs or community groups and 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 30 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.

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

Applications from clubs/community groups will gain 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 agreement signed by the clubs, school and/or other community sports groups – please refer to your solicitor for further information) 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. 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. Schools, ETBs and 3rd Level Colleges will be required to provide the name and tax registration number of at least one local sports club or community group being joined to their application. You can only enter details up to a maximum of four joint applicants. All organisations involved must be registered on OSCAR.

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.

There are no mandatory fields on this page.

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 30 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.

PAGE 6: 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 that will appear as evidence of making your application. You may need this later as evidence of making your application.

**The deadline for applications is 5pm on Friday 24 February 2017
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 2017 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 certify that the applicant organisation is not a private or commercial organisation (see page 10 of guide for details).

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.

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 3 months of application deadline)

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

Must be completed on Technical Supervisor³/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 _____

³ 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 the 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 €25,000 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 €25,000 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 €25,000 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

6. Should the above club/organisation cease to use to the site/facility for sporting purposes that I/we will make reasonable efforts⁴ 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:	_____
	_____		_____
	_____		_____
Date:-	_____		_____

(must be within 3 months of application deadline)

⁴ 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 (ie 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 €25,000 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.

1. Name of property owner (must be same as applicant):

2. What title does the above organisation have to the site of the proposed development?

Freehold Leasehold

If leasehold then:

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

(ii) Number of years remaining on lease⁵: _____

3. Is this title registered in the Land Registry section of the Property Registration Authority?⁶

Yes No

⁵ If there is not at least 15 years remaining on the lease the organisation may only apply for sports equipment or a capital project of €25,000 or less in which case your landlord must complete appendix 4.

⁶ If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

Folio Number: _____

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

4. Is the title capable of supporting a charge?

Yes No

5. 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 2017 Sports Capital Programme

Name of Solicitor: _____

Address of Solicitor: _____

Signature of Solicitor: _____

Date: _____

(must be within 3 months of application deadline)

Stamp of solicitor:

