



2018 Sports Capital Programme

Making an Application

Deadline is 5.00pm 19 Oct
Must be registered by 5pm 5 Oct



Common Pitfalls

- **Ownership/Access**
- Title, title, title
- Quotations
- Own funding
- Always use the templates (download or in guide)
- Licence Agreements – esp. for schools
- Start early – get your documents together
- Save your work as you go
- Share the work



www.sportscapitalprogramme.ie

- Register
- Log in (Tax Registration Number)
- Apply

- Get formal approval
- Get grant paid



c ryan
Log Out

Dashboard

Organisation
Details

Application

Schemes

Drafts

Documents

Payments

Knowledge Base

Active Projects

Dashboard

APPLY FOR A GRANT

APPLY FOR FORMAL
APPROVAL FOR
EXISTING GRANT

APPLY FOR PAYMENT
ON EXISTING GRANT

EDIT/SUBMIT DRAFT
APPLICATION

VIEW PAST GRANTS
AND APPLICATIONS

VIEW ALL
PREVIOUSLY
SUBMITTED
DOCUMENTS

VIEW KNOWLEDGE
BASE

SEND A QUERY

VIEW/EDIT
ORGANISATION OR
CONTACT DETAILS

Scheme Name	Commencement Date	Submission Deadline	
2014 Sports Capital Programme	17/01/2014	10/03/2014 17:01	
2015 Sports Capital Programme	10/03/2015	24/04/2015 17:01	
2017 - Special Allocations	01/01/2017	01/01/2017 00:00	
2017 Sports Capital Programme	23/01/2017	24/02/2017 17:01	
2018 - Donegal Flood Relief	02/01/2018	01/01/2018 00:00	
2018 - Special Allocations	01/01/2018	14/11/2017 00:00	
2018 - Sports Capital Programme	27/08/2018	19/10/2018 17:00	Create Application



Page 1: Project Details

- Title
- Project Summary
- Location
- Project Details
 - Grant sought + own funding must be enough to cover the complete project



Page 1 (continued): Project details

- Breakdown project as much as possible
 - What do we fund?
 - What do we not fund?
- Quotation for every part
- National/Regional projects

Project Details

- 1. Project Details
- 2. Site Management
- 3. Own Funding
- 4. Planning & Title / Access
- 5. Evidence of Sharing
- 6. Summary & Submission

Project Title (50 characters maximum)

Project Summary (800 characters maximum)

Facility Address 1

Test Street

Facility Address 2

Test

Facility Address 3

County

Limerick



Eircode

Latitude

Longitude

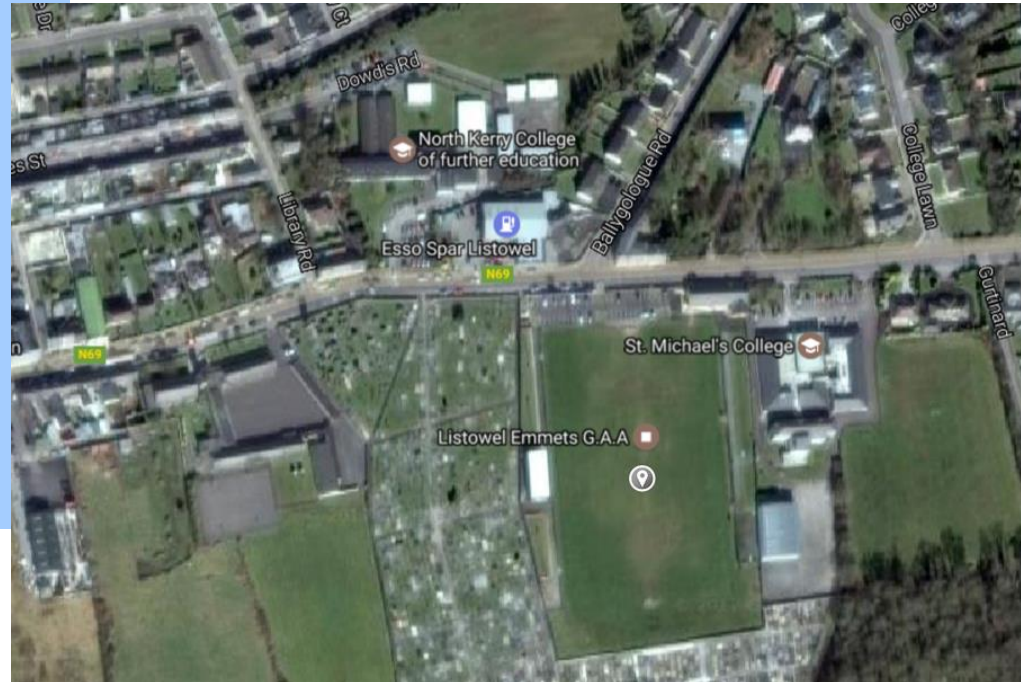
Maps

Map Satellite





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





Details

Facility Type	<input type="checkbox"/>	Cost of this facility	0	Priority	
	<input type="checkbox"/>				

Quotation Documents

Document Name	Document Type	Supplier Name	Supplier Quotation Amount	Document
	Quotation Tender <input type="checkbox"/>			<input type="text"/> <input type="button" value="Browse"/>

Is this application for a National/Regional Project?



Page 2: Membership (new page)

- Affiliated to the NGB (does not apply to community groups and sports centres)?
 - If not why not?
- Not-for-profit
- Open for new members
- Fees (once off and annual)

Membership

1. Project Details >

2. Membership

3. Site Management

4. Own Funding

5. Planning & Title / Access

6. Evidence of Sharing

7. Summary & Submission

Is your organisation affiliated to your national governing body of sport?

Please supply details of why you are not affiliated to your National Governing Body of Sport?

Is your organisation run on a not-for-profit basis?

Is your organisation owned by and run on behalf of the members?

Is your organisation currently open for new members? (It is a requirement of the SCP that all organisations receiving a grant must be open for new members for at least 15 years for any capital grant and for at least 5 years for any equipment grant)

Does your organisation charge a once off entrance fee (in addition to annual membership fees)?

What was your organisation's annual full-membership fee on 19 July 2018 (for schools please give details of standard annual fees per student)?

Please give details of other fees such as discounts and family rates.



PAGE 3: SITE MANAGEMENT

- What facilities do you have?
- Who will use the facility?
- How will you manage the facility?
- Disadvantaged groups?



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

1. Project Details >

2. Site Management

3. Own Funding

4. Planning & Title / Access

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Is this application in a Designated Gaeltacht Area?

No



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

Facility Type	Number of Facilities	Details	
<input type="text"/>	1	<input type="text"/>	<input type="button" value="Delete"/>

What sports or groups will use this facility?

This field is Required.

How do you plan to manage the proposed facility?

This field is Required.

How do you plan to encourage disadvantaged groups and people to use your proposed facility?

This field is Required.

Save and Previous

Save

Save and Next

Exit



PAGE 4: Own Funding

- You must show that you can complete the project
- Minimum of 5% of project costs (30% for local authorities)
 - More marks for higher percentage
- Loan offers must use the template
- Max grants €150,000 for local €300,000 for national/regional



Own Funding

- 1. Project Details >
- 2. Site Management >
- 3. Own Funding**
- 4. Planning & Title / Access
- 5. Evidence of Sharing
- 6. Summary & Submission

Savings Institution Name(s)

Amount of Savings (available towards the project)

Borrowings Institution Name(s)

Amount of Borrowings (available towards the project)

Total Own Funding

00

Total Project Cost

100000.00

How much funding are you applying for?

0.00

Upload evidence of the own funding listed above

Download Loan Offer Document Template

Document Name	Document Type	Bank / Fin. Inst. Name	Account Number	Amount	Date of Statement	Document	
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="📅"/>	<input type="text"/>	<input type="button" value="Browse"/>

- Save and Previous
- Save**
- Save and Next
- Exit



Page 5: Planning and Title/Access

- Planning Permission – not mandatory
 - Extra points
- **Title/Access**
 - Must use templates
 - Must answer all questions, sign and date them after 19/10/17
 - Must have title registered
 - Max €50,000 without title



Planning & Title / Access

- 1. Project Details >
- 2. Site Management >
- 3. Own Funding >
- 4. Planning & Title / Access**
- 5. Evidence of Sharing
- 6. Summary & Submission

Planning Permission

[Download Document Templates](#)

Document Name	Document Type	Planning Reference Number (if applicable)	Document
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

[Browse](#)

Does the club/organisation

own/lease the site

have access granted by owner/landlord Applicant has indicated that the grant amount is > €25 000, applicant must own the site.

Is Deed of Covenant and Charge in place from previous grant?

Evidence of Title / Access

Document Name	Document Type	Property Ownership Type	Document
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>

[Browse](#)

[Save and Previous](#) [Save](#) [Save and Next](#) [Exit](#)



Page 6: Sharing

- Mandatory for Schools, Education and Training Boards, 3rd level & Diocesan Trusts
- Licence agreements
 - All parties must be registered
 - Signed by all parties
 - Letters of support are not accepted
- Clubs/Groups can get extra marks for sharing
 - As above but other groups do not have to be registered



Evidence of Sharing

- 1. Project Details ▶
- 2. Site Management ▶
- 3. Own Funding ▶
- 4. Planning & Title / Access ▶
- 5. Evidence of Sharing**
- 6. Summary & Submission

Schools, Education and Training Boards, Diocesan Trusts and 3rd Level Colleges

If your organisation is a School, Education and Training Board, Diocesan Trust or 3rd Level College, you must make your application jointly with a sports club or group that is registered on OSCAR. Please fill in their details below.

Tax Registration Number	Organisation
<input type="text"/>	<input type="text"/>

Sharing - clubs wishing to receive extra marks at assessment for sharing their facilities

Does your club wish to receive extra marks at assessment for sharing your facilities? If so, please enter the details of the organisation(s) who will be sharing your facilities

Organisation
<input type="text"/>

License Agreement (if either section above is filled in, you MUST upload a license agreement)

Document Name	Document Type	Date of License Agreement	Duration of Licence Agreement	Document
<input type="text"/>	License Agreement	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>

- Save and Previous
- Save**
- Save and Next
- Exit



Page 7: Summary and Submission

- **Don't leave it until the last minute**
- **Once Submitted that's it**



Where to get more advice

- Written guide
- YouTube video
- Knowledge base
- Phone
- Email: sportscapitalprogrammes@dttas.gov.ie

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

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



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