

2014 SPORTS CAPITAL PROGRAMME

GUIDE TO MAKING AN APPLICATION



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

www.sportscapitalprogramme.ie

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.

You must register on the website first and you must have a Tax Registration Number from the Revenue Commissioners to register.

Introduction

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

Grants are available to sports clubs¹, voluntary and community groups, national governing bodies of sport and local authorities. Third level colleges, Education and Training Boards (ETBs – formerly VECs) and schools may only apply for funding **jointly** with sports clubs.

Organisations will be able to make applications from 12 noon Friday 17 January 2014.

Register First

Any organisation that wishes to make applications using the system must first register at www.sportscapitalprogramme.ie. A separate document is available to guide organisations through the registration process at <http://www.dttas.ie/sites/default/files/corporate/guide-registering-scp-online.pdf>. You are urged to register immediately.

The deadline for registration is 5pm on Friday 7 February 2014.

Deadline

All applications must be made by 5pm on Friday 28 February 2014. The online system will be shut down at this time exactly 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. When you have submitted your

¹ For guidance a full list of the National Governing Bodies of sport recognised by the Irish Sports Council is included in appendix 1.

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

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

How to apply

The Sports Capital Programme is now online in a system called OSCAR (Online Sports Capital Register). This is now the only way to apply for grants under the Sports Capital Programme. OSCAR also allows grantees to view previous grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department. To use the website you will need to install Microsoft Silverlight on your computer

<http://www.microsoft.com/silverlight/>.

Contact with the Department

We will not discuss your application, once submitted, 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.

Uploading Supporting Documentation

In every round of the SCP hundreds of applications are ruled invalid because they do not include important 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 supply all the documentation required with your application. 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 system
- Ensure that you close out of any electronic files on your computer prior to uploading them with your Registration or Application

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 and signed by the relevant person, scanned and uploaded as part of your application. The existing text in each template must not be amended or qualified in any way. Inserting phrase such as “without prejudice” or a template may render the application invalid.

Summary of Documents Required

Full details of the documents required are set out in the section of this guide dealing with the relevant part of the application form. Below is a **summary** checklist of what you will need.

Document	Compulsory?
Confirmation of RAPID or CLÁR Area status	Compulsory for all applications from designated RAPID and CLÁR areas
Quotation/estimate of the cost of your project	Compulsory for all applications
Proof of own funding	Compulsory for all applications
Evidence of Planning Permission/ Planning Application or Evidence that planning permission is not required	Compulsory for all capital (non-equipment) applications
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
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.
No other supporting documents will be considered by the Department	

Making an online application

Go to www.sportscapitalprogramme.ie and log in using the tax registration number and password used at registration stage. Once you have logged in you will be brought to the “schemes” page. If a round of the Sports Capital Programme is open for applications it will be listed and you can click “Create application” to begin the application process.

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 save your application as you go. You can return to it later when you have all the information and electronic documents ready.

On each page some fields are mandatory. If you try and proceed without filling in these fields a red asterisk will appear beside each mandatory field. Hover your mouse over the asterisk for details of what needs to be supplied.

Multiple Applications

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

Page 1 of 14: New Grant Application

Check the organisation details provided at registration and confirm that you have read this guide.

There are no mandatory fields on this page.

Page 2 of 14: Where will the proposed facility be located

On this page you provide a short (800 character) summary of your project and tell us where it is to be located. Please state clearly (at the beginning of this summary) if this is a joint application and list the joint applicants.

Local Authorities, ETBs or National Governing Bodies of Sport should use the first words of the summary to identify the particular project.

The summary should describe your project and also 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 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.”

You must also let us know if the project is in a designated disadvantaged area or not. Please choose either “No”, “CLÁR” or “RAPID”. 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 the Environment, Community and Local Government.

Applications from Gaeltacht areas do not have to be made in Irish. 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.

GPS or Global Positioning System is a satellite navigation system. In the future the Department may 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.

The mandatory fields on this page are: Project summary, located in an area designated as disadvantaged, the first line of the address and county.

Page 3 of 14: Upload CLÁR/Rapid Document (skip if your project is not in a RAPID or CLÁR area)

If, on page 2, you indicated that your project was in a CLÁR or RAPID area you must upload evidence as set out below. First click the “add” button, then you must fill in the document name, browse your computer to choose the correct document, fill in the area name and click on “Add” and finally “Save and Next”.

The evidence must be one of the following:

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 http://www.dttas.ie/sites/default/files/publications/sport/english/list-designated-cl%C3%A1r-areas/allcountiesbyextendedclar1.pdf
RAPID	Letter from your Local Authority confirming that your project is located in or serves a RAPID area. The letter must include the name of your organisation, the name of the RAPID area and must be dated within 3 months of the application deadline.

It is mandatory to provide evidence of disadvantaged status if you have indicated that your project is in a disadvantaged area. Failure to do so may render your application invalid.

Page 4 of 14: Details of proposed project and costs

On this page you set out the different elements of your project and the cost and priority of each element. You add each element of the project by clicking the “ADD” button. You can rearrange their priority afterwards.

As funding is limited, it is vital that you break down the elements of your projects and the cost of each element 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.

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 sports 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 (or elements of projects) where work has already commenced or where contracts have already been signed
- The building or renovating of swimming pools
- Projects that are not sporting in nature
- 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.

Page 5 of 14: Quotation document

At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the works being applied for. 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). The estimate must include details of who provided it and their relevant qualifications
2. A quote from a contractor/supplier
3. Extract from a catalogue/website (for equipment only)

It is mandatory to attach at least one quote on this page.

Page 6 of 14: Evidence of 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 €200,000. It is envisaged that this amount will only be allocated in exceptional circumstances. The maximum grant available for national/regional projects is €500,000 (see below 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. 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.

Own Funding

You must make a minimum contribution towards the total cost of your project. 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 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.

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 above for further information about disadvantaged areas).

Type of Area	Minimum own funding ¹
Non-disadvantaged local project 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 or NGB ³	5% of the total cost of project
<p>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.</p> <p>2: for more information on disadvantaged areas go to http://www.environ.ie/en/Community/</p> <p>3: Regional or National projects (maximum grant of €500,000) include: national centres of excellence for one or more sport, 6-8 lane synthetic running tracks, provincial rugby team facilities, League of Ireland soccer clubs and FAI training centres, GAA county grounds and centres of excellence, Local Authority projects seeking more than €200,000, 3rd Level Colleges and those from National Governing Bodies of Sport. If you have any questions on this please contact the Department 064 6627362.</p>	

The mandatory fields on this page are: “amount of borrowings” (enter €0 if you are not borrowing towards the project), “amount sought” and “total amount of own funding available (towards this project)”.

Page 7 of 14: 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 benefactors or clubs' accounts or future fundraising estimates are acceptable**):

- At least one statement from a financial institution – the statement(s) must include the name of the organisation, the details of the bank 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 organisation has more than one bank account, a statement can be included for each account.
- If the level of own funding includes a loan, your financial institution must fill in and stamp the template provided at Appendix 2.
- 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 8 of 14: Other details about your project

On this page you provide details of:

- the timescale to begin and complete the project
- indicate if it is an equipment only application
- give details of planning permission
- indicate if the application is from a school/3rd level college or
- indicate if it is a joint application or if the facilities will be shared

Estimated start-up and completion 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.

Planning Permission

If your project requires planning permission (or Part 8 in the case of Local Authorities) you must have either received permission or have evidence that you have applied for it. In either case you must enter the planning reference number (or Part 8 reference number for Local Authorities) on this page.

Applicants for capital projects that do not require Planning Permission must fill out and supply the template confirming same. This can be downloaded from the website or copied from appendix 3 of this guide.

Note on school, ETBs 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 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/college/ETB 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. Guidelines on what a licence agreement should contain are set out in appendix 4.

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) 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 4.

There are no mandatory fields on this page.

Page 9 of 14: Planning documents/Licence Agreements

Planning Permission

You must upload one of the following for all applications that include capital works:

- A copy of the planning permission for any of the aspects of your project that require planning permission. This planning permission must be current at the time of application.
- Evidence of a current planning permission application by way of a planning reference number from your Local Authority for any of the aspects of your project that require planning permission.
- 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 3 of this guide).

If your application includes any capital works you must upload one of these documents.

Evidence of Sharing of Facilities – Mandatory only for School, ETB & Third Level College Applications and Joint Applications Between Clubs

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 will allow local clubs and/or the local community to use the proposed facilities for at least 30 hours a week throughout the year. Guidelines on what a licence agreement should contain are set out in appendix 4.

If, on the previous page, you have ticked either of the boxes marked: “this is a school/ETB/college application” or “tick this box if this is a joint application or if you wish to gain additional marks for sharing the facilities” you must upload at least one licence agreement here.

Page 10 of 14: 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.

Use the “add” button to enter details of each type of facility you have. So a club with 3 grass pitches, one with floodlights and 3 dressing rooms would add 3 lines:

Type	Number
Natural grass pitches	3
Floodlights	1
Dressing rooms	3

None of the fields on this page are mandatory.

Page 11 of 14: Site ownership

Use this page to tell us about the ownership of the site where you plan to develop your project.

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 long lease

If you own your land or have it on a lease with at least 15 years remaining at application stage and your title is registered in the Land Registry you can apply for up to €200,000 in funding for capital works. Your solicitor can advise you on title issues.

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

If you do not own your land or have a lease of at least 15 years you may only apply for a maximum of €25,000 towards capital works and/or for sports equipment. However, if in 2012 you received a capital grant towards this site, the maximum combined value of grants between the two programmes is €25,000.

Previous Deeds of Covenant and Charge

If there is a deed of covenant and charge from a previous SCP grant in place please tick the relevant box and provide the Chief State Solicitor's reference number – this will speed up the drawdown of a grant if you are successful.

Page 12 of 14: Evidence of title or access to the site

Use this page to upload a document that shows that you have a right to develop facilities on this site and that any grant-aided project will remain in sporting use.

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

If you do not own your site or if you do not have a lease with at least 15 years remaining at application stage you can only apply for a capital grant of €25,000 or less. In this case the owner of the land must fill out template provided at appendix 5 (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. You must scan and upload the completed document on the website. However, if in 2012 you received a capital grant towards this site the maximum combined value of grants between the two programmes is €25,000.

You may also apply for sports equipment for which you do not need to provide any evidence of title.

If you own the land or have a long lease

Your solicitor must fill out and sign the template provided at appendix 6 (this can also be downloaded from the website) 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. If your title is leasehold, that the lease has at least 15 years remaining.
3. That the leasehold or freehold is registered with the Property Registration Authority (PRA) – Land Registry or Registry of Deeds

4. If registration is pending in the Land Registry Section of the PRA then a Dealing Number from the PRA must be included.
5. That the title is capable of supporting a charge.

You must scan and upload the completed document on the website.

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 has title to the land.

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 template supplied.

Page 13 of 14: 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 these groups to use your facilities?

All of the fields on this page are mandatory

Page 14 of 14: Acceptance of the terms and conditions

On this page you must tick the box that you accept the terms and conditions of the Programme.

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.

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

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 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 2014 Sports Capital Programme and agree to comply fully with all the terms and conditions. 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 drawn down the grant as set out in any letter of allocation.

Further Information

More information on the operation of the Programme, including details of how grants are drawn down, can be found in the Knowledge Base section of the website.

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

Appendix 1: National Governing Bodies 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	Motorsport Ireland
Golfing Union of Ireland	Mountaineering Ireland
Irish Gymnastics Ltd	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 Association	Speleological Union of Ireland
Deaf Sports Ireland	Swim Ireland
Irish Fencing	Tennis Ireland
Irish Hockey Association	Triathlon Ireland
Irish Judo Association	Volleyball Association of Ireland
Irish Ladies Golf Union	Weightlifting Ireland
Irish Martial Arts Commission	

Appendix 2: Template Loan offer letter

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

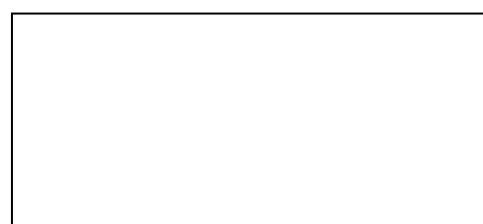
Name of club/organisation	
What is the amount of the loan?	
What is the purpose of this loan?	
Has the club any other loans outstanding from this financial institution?	
What term is the proposed loan?	
What are the monthly repayments?	
Is loan fully approved or approved in principle?	
When will loan 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

Date: _____



Financial Institution Stamp

Appendix 3: Template to be Completed Where Planning Permission is *not* Required

[Must be completed on Technical Supervisor²/Local Authority Planning Department headed paper and/or include their official stamp]

Name of Organisation _____

Address of Organisation _____

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 _____
(must be within 3 months of application deadline)

² A professional competent in planning matters, typically an architect, civil engineer or planning consultant

Appendix 4: 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 also make joint applications and may gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.

All joint applications – including applications between different sports clubs and community groups and between clubs/groups and schools/colleges/ETBs – 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 as a minimum:

- ☐ The name and/or address of the 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
- ☐ 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
- ☐ 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
- ☐ Any period for the which the licence is effective – open ended or for a minimum of 15 years

Appendix 5: Template for Landlord to confirm continued access to site/property – for capital 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 efforts³ 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:-	_____		_____

³ 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 6: Template to Satisfy the Title Requirements of the Sports Capital Programme

[Must be completed on Solicitor's headed paper and/or include their official stamp]

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.

If the applicant does not own their site or if they do not have a 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 5 (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.

1. **Name of organisation:** _____

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 lease⁴: _____

3. **Is this title registered in the Land Registry section of the Property Registration Authority?⁵**

☐ Yes

☐ No

If your registration is pending in the Land Registry of the Property Registration Authority then insert dealing number here _____

⁴ 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

⁵ If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

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

Please include the Chief State Solicitor's Office reference number for your previous grant :

Name of Solicitor: _____

Address of Solicitor: _____

Signature of Solicitor: _____

Date⁶:- _____

Stamp of solicitor:

⁶ Must be within 3 months of the application deadline