

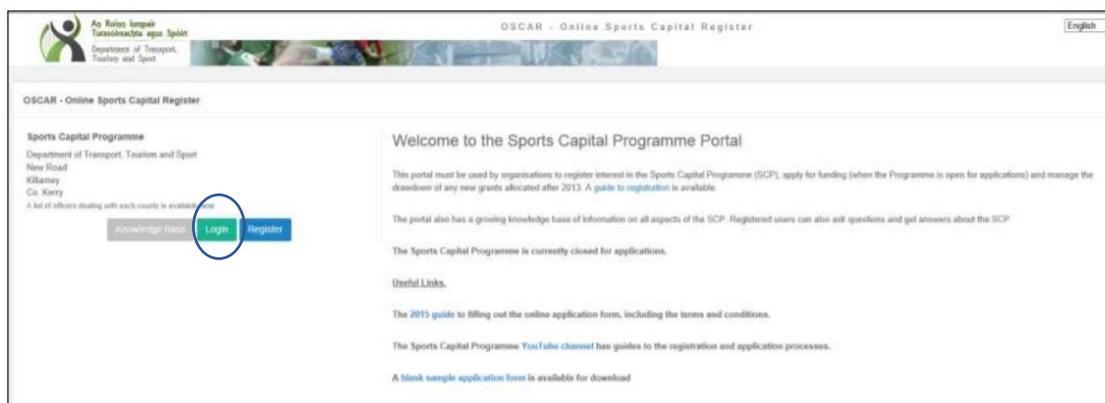
A Guide to completing the Sports Capital Programme Application Form

This document offers a guide to completing the Sports Capital application.

The information is for guidance purposes only to assist members of the Ladies Gaelic Football Association with the Sports Capital Programme application process. All members are advised to read the Sports Capital programme official guidance or contact the Department of Transport, Tourism and Sport directly if you require further information in relation to applying.

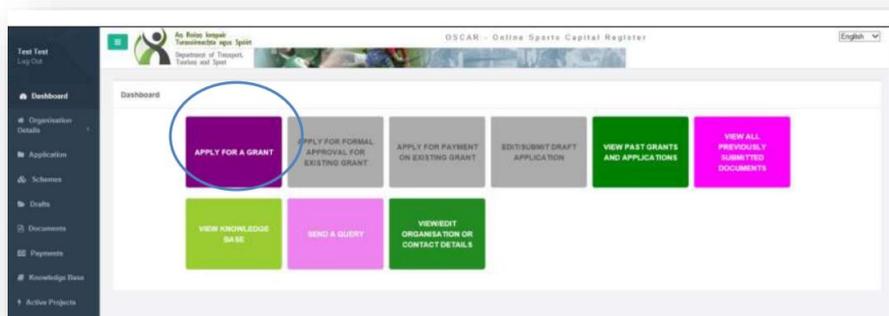
Setting up an application

Firstly, login to OSCAR at: www.sportscapitalprogramme.ie

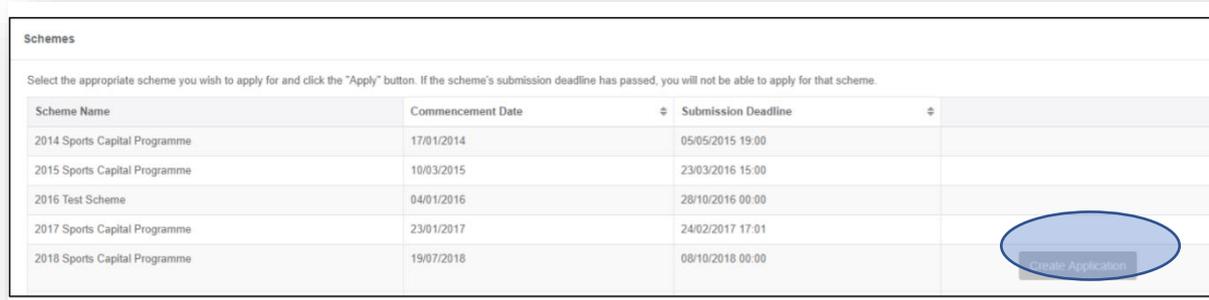


Your login details are your Tax reference number and your password.

Once you have logged in, the below images should appear. You should select **'Apply for a grant'** as circled below.



Then select the scheme in which you are applying for. 2018 Sports Capital Programme should be listed and then click the relevant **'Create Application'** button as shown below.



Schemes

Select the appropriate scheme you wish to apply for and click the "Apply" button. If the scheme's submission deadline has passed, you will not be able to apply for that scheme.

Scheme Name	Commencement Date	Submission Deadline	
2014 Sports Capital Programme	17/01/2014	05/05/2015 19:00	
2015 Sports Capital Programme	10/03/2015	23/03/2016 15:00	
2016 Test Scheme	04/01/2016	28/10/2016 00:00	
2017 Sports Capital Programme	23/01/2017	24/02/2017 17:01	
2018 Sports Capital Programme	19/07/2018	08/10/2018 00:00	Create Application

The Application Form

The application form has 7 sections:



The application wizard will guide you through the application process and you can save and review your work as you fill out the form. **Please be aware that the system will log you out after a period of inactivity, so please make sure 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 you have 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.

Section 1 – Project Details

1. **Project title:** This should be a few words to identify the project in the future such as “main pitch drainage”, “lawn mower”, “floodlighting”, “female specific changing facilities”, “gym equipment”
2. **Project summary:** the application form will ask you to provide an 800 character 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, measurable and realistic. Below is a template response that you can use to guide what to write (*please note that 800 characters is approximately 150 words – so be succinct in your response*).

<p>Insert opening sentence confirming what you are applying for</p>	<p>123 GAC seeks funding to develop <i>female specific changing facilities</i> at our existing club site.</p>
<p>Insert a sentence describing why you are applying for this item and what is the impact of not having this item currently</p> <ul style="list-style-type: none"> • you don't have this currently so have no access • Current condition is not of an appropriate quality and puts people off 	<p>There are no dedicated female changing facilities at the club currently, this is having a detrimental impact in participation levels amongst female participants.</p> <p>Or</p> <p>Existing facilities are XX years old, they are in very poor condition, are cold damp and inaccessible for people with disabilities</p>
<p>Insert sentence that describes any consultation your have completed, or evidence you have gathered to confirm this</p>	<p>We hosted a series of focus groups and 1-1 consultations with members of our club and community during the period July – September. This has included consultation with 50 young females and 27 parents that have identified the lack of changing facilities as a key barrier preventing participation.</p>

<p>Insert a sentence describing the extent to which your project will increase participation or improve performance</p> <p><i>Insert figures/details that are relevant to your organisation/club</i></p>	<p>The development of new dedicated female changing facilities will:</p> <ul style="list-style-type: none"> • Increase the number of female participants from 50 (current) to 100 • Increase the number of females aged 10-16 participating from 20 (current) to 60 • Increase the number of organisations that will collaborate and share our facilities from 3 (current) to 6
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When combined, this response will look like:

123 GAC seeks funding to develop female specific changing facilities at our existing club site.

There are no dedicated female changing facilities at the club currently, this is having a detrimental impact in participation levels amongst female participants.

We hosted a series of focus groups and 1-1 consultations with members of our club and community during the period July – September. This has included consultation with 50 young females and 27 parents that have identified the lack of changing facilities as a key barrier preventing participation.

The development of new dedicated female changing facilities will:

- *Increase the number of female participants from 50 (current) to 100*
- *Increase the number of females aged 10-16 participating from 20 (current) to 60*
- *Increase the number of organisations that will collaborate and share our facilities from 3 (current) to 6* **(886 characters)**

Tip – use plain simple language, get straight to the point and make sure you reference how your project enables an increase in participation and/or performance

3. **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. Eircode's should be provided.

You can also use the map to zoom in 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 vital that you accurately locate your facility



4. **Details of proposed project and costs:** at this stage you will be asked to provide the cost of your project using the table and drop down menu provided as well as upload your professional quotation document.

Details

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

Quotation Documents

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

Is this application for a Regional Project?

Tip – ask your quantity surveyor or equipment provided to break down the cost of your project into various components.

For example if your project includes erecting a fence around the court and floodlighting, 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 both 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.

Your professional quotation document should cover everything that you are applying for. The following types of documents are acceptable as quotes:

- ✓ An estimate prepared by your technical supervisor (typically an engineer, quantity surveyor or architect).
- ✓ A quote from a contractor/supplier
- ✓ 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.
- ✓ You are also required to confirm if this project is part of a national/regional project. A yes or No response should be given.

Section 2 – Memberships

You will be asked to complete a series of questions relating to memberships, these correlate with the table below and some template responses provided (we have assumed all clubs are affiliated to the LGFA/GAA):

Question	Answer
Is your organisation affiliated to a national governing body of sport	Yes (drop down)
Please supply details of why you are not affiliated to your national governing body of sport	n/a
Is your organisation run on a not-for profit basis?	Yes (drop down)
Is your organisation owned and run on behalf of the members?	Yes (drop down)
Is your organisation currently open for new members?	Yes (drop down)
Does your organisation charge a one off entrance fee (in addition to annual membership fees)	No (drop down)
What is your organisations annual full membership fee on 19 th July 2018)	Insert amount
Please give details of other fees such as discounts or family rates	Insert details or insert N/A

Tip – Key Point

Membership: SCP funding is only available to organisations that are run on a not-for-profit basis and that are owned and run on behalf of the members. In making allocations, priority will be given to organisations:

- that charge modest annual membership fees
- that do not charge once-off entrance fees
- that are affiliated to the relevant National Governing Body of Sport Sports clubs and organisations must also be open for new members.

Section 2 – Site Management

You will now be asked a series of questions about the site where the project will take place (or equipment will be stored)

Gaeltacht area: confirm if your project falls within a Gaeltacht area by answering yes or no.

Facilities on site/other sites: You are required 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 should fill in 3 lines.

If you already have existing facilities, in the section called 'details' (highlighted blue above), use this to describe the condition of the facilities (i.e. in state of disrepair, male only, poor drainage and cannot sustain use, can only sustain 6 hours per week, no access to the pitch etc).

Type	Number
Natural grass pitches	3
Floodlights	1
Dressing rooms	3

The following questions will then be asked relating to management and use of the facility, we have provided some template answers to assist you.

What sports or groups will use this facility?

You need to identify usage by your own club, and by those outside your organisation, providing as much detail as possible about the level of use that will be generated by the facility. The answer below offers a template, details should be provided relevant to your club.

The facility will primarily be used by our own club to facilitate weekly training and or competitive matches. Usage by our club will include:

- *Under 10 girls every Monday, Tuesday and Friday from 6pm – 8pm*
- *Under 14 girls every Monday, Tuesday and Thursday from 7pm – 9pm*
- *Gaelic for Mothers & Others every Saturday morning from 9am – 11am*

This represents an increase in hourly use from 10 hours (current) to 14 hours (projected). The participants involved in this activity will include girls aged 10-14 as well as young mothers and adults.

External to our own club, the facility will be used by:

- *123 Disability Foundation – 4 hours per week to run fundamental movement classes for children with disabilities*
- *1234 Soccer Club – 2 hours per week to host midnight soccer programme*
- *1234 Primary School – 6 hours per week to host physical education*

We have consulted with these groups and they have indicated support for the project. These groups currently struggle to access facilities or are using sub standard facilities in the local area. The groups anticipate that this facility will assist them to increase and sustain participation in sport.

Tip – If you are indicating that other organisations will share your facility, you will be required to provide legal license agreements (see section 6). Although this generates extra marks, carefully consider your ability to follow through on these partnerships. If you are not proposing to share, do not reference external groups above.

How do you plan to manage the facility?

You will need to provide details on how the facility will be managed, it is important to highlight any existing experience your club has in terms of managing facilities. The response below offers a template:

The club has been managing our existing facilities at [123 PARK] for the past 20 years. During this time, we have been involved in various capital improvements including: {improvements to drainage in 1999, improvements to car park surfacing in 2007 and development of a small spectator stand in 2009}. We have demonstrated that we have capacity and skills to manage capital projects.

In relation to this project, the club has appointed a small sub committee to oversee the administration of the grant (if successful) and the delivery and management of the facility. This subcommittee includes:

- *Insert the name and a short bio of 3-4 people that would be seen to have good experience or expertise in this type of project*

The role of the subcommittee will be to oversee and monitor use to ensure access for as many groups as possible, and to ensure we fulfil the outcomes and commitments of the grant.

Booking records, income, expenditure maintenance, incidents, health and safety, insurance responsibilities will fall under the sub committee who will report back to the main committee on a monthly basis

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

The following offers a template response in terms of promoting usage by disadvantaged groups.

Our club is committed to supporting disadvantaged groups and increasing participation in sport and physical activity. We recognise disadvantaged groups to include people with disabilities, migrants, members of the traveller community, older citizens (not exhaustive). To maximise our project, we will encourage disadvantaged groups and people by:

- *Use of promotional leaflets, posters and email to promote accessibility of the facilities and encourage access*
- *Attend local organisations, speak to users of those organisations and encourage them to make use of facilities.*
- *Deliver ‘come and try’ events and participation programmes and actively encourage participation from marginalised groups*
- *A social media campaign to raise awareness of the facilities and their accessibility (our club currently has [INSERT NUMBER] followers on twitter and [INSERT NUMBER] on Facebook).*
- *We will develop case studies of positive success stories to promote the use of facilities by other groups. We will ensure that Sport Ireland and the Sports Capital programme receives due prominence on any marketing and promotional material*

Tip – REMEMBER TO SAVE YOUR APPLICATION or alternatively, complete the questions on Microsoft word then copy and paste them across to the application. This way, if your word count is too high – you will still have a well-developed answer that can be used in other applications.

Section 4 – 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.

The screenshot shows a web form titled 'Own Funding' with a progress bar at the top indicating steps 1 through 7. The main form area contains several input fields: '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' (displaying 00), 'Total Project Cost' (displaying 1.00), and 'How much funding are you applying for?' (displaying 0.00). Below these fields is a section for uploading evidence, with a 'Download Loan Offer Document Template' button and a table with columns: Document Name, Document Type, Bank / Fin. Inst. Name, Account Number, Amount, Date of Statement, and Document. At the bottom right, there are buttons for 'Save and Previous', 'Save', 'Save and Next', and 'Exit'.

Sample response is in the table below

Savings Institution Name	Own Reserves
Amount of Savings Available (towards the project)	€2,500
Borrowings Institution Name	N/A
Amount of Borrowings (towards the project)	N/A
Total Own Funding	€2,500
Total Project Cost	€50,000
How much funding are you applying for?	€47,500

All organisations 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, the Department will give higher marks to organisations that show they can provide a higher percentage of own funding (with weighting in favour of disadvantaged areas). 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.

Key Point - It is mandatory to upload at least one document that shows your own funding. See overleaf for details on what to upload

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 institution 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** (you can download this from the sports capital website). Overdrafts cannot be used as own funding. Loans from the GAA Development Fund are not acceptable as own funding.

Section 5 – Planning & Title Access

This section expects you to upload documents providing evidence of both planning status and title/ownership of land. This is only applicable to capital projects/building works.

Key Point – if you are applying for equipment you do not need to provide evidence of title or planning permission – you can skip this section. If successful, you will have to sign a declaration that you are prepared to keep the equipment for 5 years for sporting purposes

Planning permission:

Your application will get extra marks if you upload one of the following:

- ✓ Evidence of a current planning permission application by way of a document from your Local Authority Planning Department with the planning reference number or a copy of the planning application, (stamped by the Local Authority Planning Department and with the planning reference number) for any aspects of your project that require planning permission.
- ✓ A copy of the grant of 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.
- ✓ The completed template to confirm that your project does not need planning permission (see appendix 2 below). Any successful applicant will have to provide details of either 2 or 3 above before any grant can be paid out.

Title/Ownership/Access:

You will be required to upload a document confirming the situation on land ownership and access. This could be a lease document, freehold document, or one of the application appendices.

- ✓ 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 you have a registered lease with between 5 and 15 years remaining, you can only apply for a maximum capital grant of €50,000. Your solicitor can advise you on title issues. In this case your solicitor must fill and sign the template provided at appendix 5 (available online)
- ✓ All questions must be answered. 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 €50,000 towards capital works. In this case the owner of the land must fill out appendix 4 (available online).

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

Key Point – if you do not own land and if you have a registered lease of less than 15 years – you will need a solicitor or a landowner to complete a document to upload to the system.

In this case, if in 2014, 2015 or 2017 you received a capital grant towards this site, the maximum combined value of grants, including any 2018 grant, is €50,000.

Section 6 – Evidence of Sharing

Applications from clubs/community groups will gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.

Key Point – letters of support are not sufficient. If you plan to share your facilities with other organisations, you are required to provide a license agreement (legal agreement) that make your facilities available to local clubs/and or the community for a minimum of 20 hours per week.

You will need to engage your solicitor for this.

The organisation that owns the land where the project is proposed must make the application on the OSCAR system. If you are making a joint application with another organisation you cannot make a separate application under your own name.

You will be required to 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 a minimum of 20 hours a week throughout the year.

The actual application requires you to name the full list of organisations that are proposing to 'share facilities' before uploading a license agreement that reflects this use.

The screenshot shows the 'Evidence of Sharing' section of the OSCAR application form. It features a progress bar at the top with seven steps: 1. Project Details, 2. Membership, 3. Site Management, 4. Outh Funding, 5. Planning & Title / Access, 6. Evidence of Sharing (current step), and 7. Summary & Submission. The form is divided into three main sections:

- Schools, Education and Training Boards, Diocesan Trusts and 3rd Level Colleges:** A note states that if the organisation is one of these, a joint application with a registered sports club or group is required. Below this are two input fields: 'Tax Registration Number' and 'Organisation'.
- Sharing - clubs wishing to receive extra marks at assessment for sharing their facilities:** A note asks if the club wishes to receive extra marks for sharing facilities. Below this is an 'Organisation' input field.
- License Agreement:** A note states that a license agreement must be uploaded if either of the sections above is filled in. Below this is a table with the following columns: 'Document Name', 'Document Type', 'Date of License Agreement', 'Duration of Licence Agreement', and 'Document'. The 'Document Type' column contains the text 'License Agreement'. To the right of the table is a 'Browse' button. At the bottom right of the form are four buttons: 'Save and Previous', 'Save', 'Save and Next', and 'Exit'.

Section 7 – Review and Submit

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 click submit, be sure to save and print the application submitted page as evidence of making your application.

**The deadline for applications is 5pm on Friday 19th October 2018
Please note that once an application is submitted it cannot be
edited or added to.**

The table below provides a summary checklist of the documents that you will need to upload to OSCAR to submit your application. Use this as your checklist when preparing to submit.

Supporting document	Requirements	Check
Quotation documents (mandatory)	<p>At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the project (including equipment).</p> <p>This is a quotation on headed paper, from a professional body, confirming the total cost of your project or equipment. Ask the provided to be as detailed as possible.</p>	
Proof of funding (mandatory)	<p>Evidence of your own funding:</p> <ul style="list-style-type: none"> • 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 institution 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. <p>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.</p> <ul style="list-style-type: none"> • If the level of own funding includes a loan, your financial institution must fill in and stamp the template loan offer provided at Appendix 1. Overdrafts cannot be used as own funding. Loans from the GAA Development Fund are not acceptable as own funding. 	
Planning permission (not mandatory but you will receive extra marks)	<ul style="list-style-type: none"> • Evidence of a current planning permission application by way of a document from your Local Authority Planning Department with the planning reference number or a copy of the planning application, (stamped by the Local Authority Planning Department and with the planning reference number) for any aspects of your project that require planning permission; or 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • A copy of the grant of 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; or • Appendix 2 completed by the appropriate local authority planning department to confirm that your project does not need planning permission 	
Title/Ownership/Access: (mandatory if it is a capital project)	<p>CAPITAL PROJECTS (i.e. building works, pitches etc)</p> <ul style="list-style-type: none"> • Evidence of ownership of the site: LANDOWNER/REGISTERED LEASE: solicitor is to complete Appendix 5. <p>If you do not own the site in question, you can apply for a maximum of €50,000 and confirm you have access to the site by completing appendix 4.</p> <ul style="list-style-type: none"> • Evidence of access to the site: LANDOWNER to complete Appendix 4 confirming that he/she has no intention of taking the facility away from your organisation for a minimum of 5 years if you have been awarded a capital grants towards the site <p>SPORTS EQUIPMENT ONLY</p> <ul style="list-style-type: none"> • no evidence of title required but upon a successful application you will need to sign a declaration committing to keep the equipment for at least 5 years 	
Licence Agreement (if appropriate)	Licence agreement is to be attached which must conform with the requirements as set out in Appendix 3.	

We have referenced appendices throughout this guide. The following templates must be submitted (where relevant) with your application. The format should not be changed. They should be completed by the relevant person, as stated on each Appendix and attached to your online application **before submission. These forms are for reference only and should be DOWNLOADED from www.sportsaptialprogramme.ie to be completed.**

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 12 months of application deadline)

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

Must be completed by a Technical Supervisor⁶/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 _____

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 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 €50,000 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 €50,000 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 €50,000 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 efforts⁷ 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, 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 12 months of application deadline

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 (i.e. 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 €50,000 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. Do not amend or transcribe this template.**

1. Name of Property Owner: _____

2. Relationship to Applicant: _____

3. What title does the above organisation have to the site of the proposed development⁸?

Freehold Leasehold

If leasehold then:

- (i) Number of years on original term of the lease: _____
(ii) Number of years remaining on lease⁹: _____

4. Is this title registered in the Land Registry section of the Property Registration Authority?¹⁰

Yes No Folio Number¹¹: _____

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

5. Is the title capable of supporting a charge?

Yes No

6. 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)?

Name of Solicitor: _____

Address of Solicitor: _____

Signature of Solicitor: _____

Date: _____

Stamp of solicitor: 

Must be within 12 months of application deadline