



Sports Capital Funding Programme Information Sheet

About the Sports Capital Fund

The Sports Capital Programme (SCP) is managed by the Department of Transport, Tourism and Sport. The fund provides grants help develop sports facilities and provide sports equipment.

The objectives of the fund are to:

- assist voluntary and community organisations, national governing bodies (NGBs) of sport, local authorities and in some cases VECs and schools to develop high quality, safe, well-designed, sustainable facilities in appropriate locations
- 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 sports facilities by clubs, community groups and national governing bodies

The 2018 Sports Capital Programme will be open for applications from 9am on Friday 7th September to **5pm on Friday 19th October 2018**.

How to apply?

Applications for the fund can only be made online at www.sportscapitalprogramme.ie

To do so, each organisation must

- register on OSCAR by completing the online registration form – **this must be done by 5pm on the 5th October 2018** (see attached guide for details on how to register)
- complete the sports capital programme application online by **5pm on the 19th October**

How much and what to apply for?

The maximum grant available for local club/organisation projects is €150,000.

Although applicants will only access a maximum grant in exceptional circumstances.

All applicants must be able to provide a minimum contribution of 5% of the total cost of their project from your own funds. This can be in the form of a loan or savings. The more funding you can provide yourself, the higher your mark will be.

For example: If you are applying for sports equipment and the total cost of your project is €50,000, you will be expected to contribute a minimum of €2,500 from your own money.

Below offers some guidance on what the Department will and will not fund:

The Department will fund:

- Natural grass sports pitches, tracks and courts (including pitch drainage)
- Floodlighting
- Artificial sports pitches, tracks, courts and multi-use games areas
- Fitness studios
- Security fencing, ball stop netting and goal posts
- Hurling walls / handball alleys
- Walking/jogging tracks
- Building or refurbishment of dressing rooms, showers and toilets
- Building or refurbishment of sports halls, gyms or fitness studios
- Modifications to sports facilities to improve access for people with disabilities.
- Non-personal sports equipment including gym equipment, lawn mowers and defibrillators. (all gym equipment must be accessible to people with disabilities)
- Any other capital projects that are clearly sporting in nature and that will increase participation in sport or improve performance

The Department will not fund:

- Running or Operational costs
- Viewing stands
- Car parks, roads or landscaping
- 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
- The building or renovating of swimming pools
- Routine maintenance (including the resurfacing of artificial pitches funded by the SCP in the last 10 years)
- 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)

The following provide examples of successful grants from GAA clubs in the 2017 round of sports capital

Previous funding for GAA clubs included:

Club	Purpose of funding	Value
Mount Leinster Rangers GAA Club	Phase 2 of All Weather Facility Development	€36,000
Cootehill Celtic GAA CLUB	New training facility	€57,000
Cornafean GFC	Upgrade walking track and install lights	€8,500
Crosserlough GFC	Redevelopment of main Pitch with Walking Track	€41,500
Cuchulainns Gaelic Football Club	400m tarmac athletics track & training field	€55,000
Clarecastle GAA Club	Provision of Female Dressing Rooms	€73,000

Clondegad GAA Club	Upgrade Club House Facilities	€59,500
Fanad Gaels GAA Club	Spectator Fence, Dug outs and Sports Equipment Shed	€23,000
Naomh Conaill GAA Club	Upgrade of green area for new training facility	€1,500
Naomh Padraig Leifear GAA Club	Sand Carpet Playing Pitch & Training Pitch	€99,500
St Vincents GAA Club	All Weather Playing Surface	€150,000
Glenamaddy GAA Club	Generator/Heating System/Scoreboard	€9,000
Kenmare Shamrocks GAA Club	Construction of Disabled Access Dressing Rooms	€45,000
O'Neills Crotta GAA Club	Ball Wall with Multi-Purpose All Weather Surface.	€27,000
Scartaglin GAA	Purchase of a Lawnmower	€5,000
Dicksboro GAA Club	Pitch Drainage & Improvements to Hurling Wall Area	€51,000
St Senan's GAA Club	Fibre sand based training/playing area	€40,000

A full list of projects funded per County in 2017 can be reviewed here:

<http://www.dttas.ie/sites/default/files/publications/sport/english/sports-capital-programme-2017-local-allocations/2017-scp-list-grants-publication.pdf>

Work commenced or equipment purchased before grants are announced will not be eligible for funding.

Assessment criteria

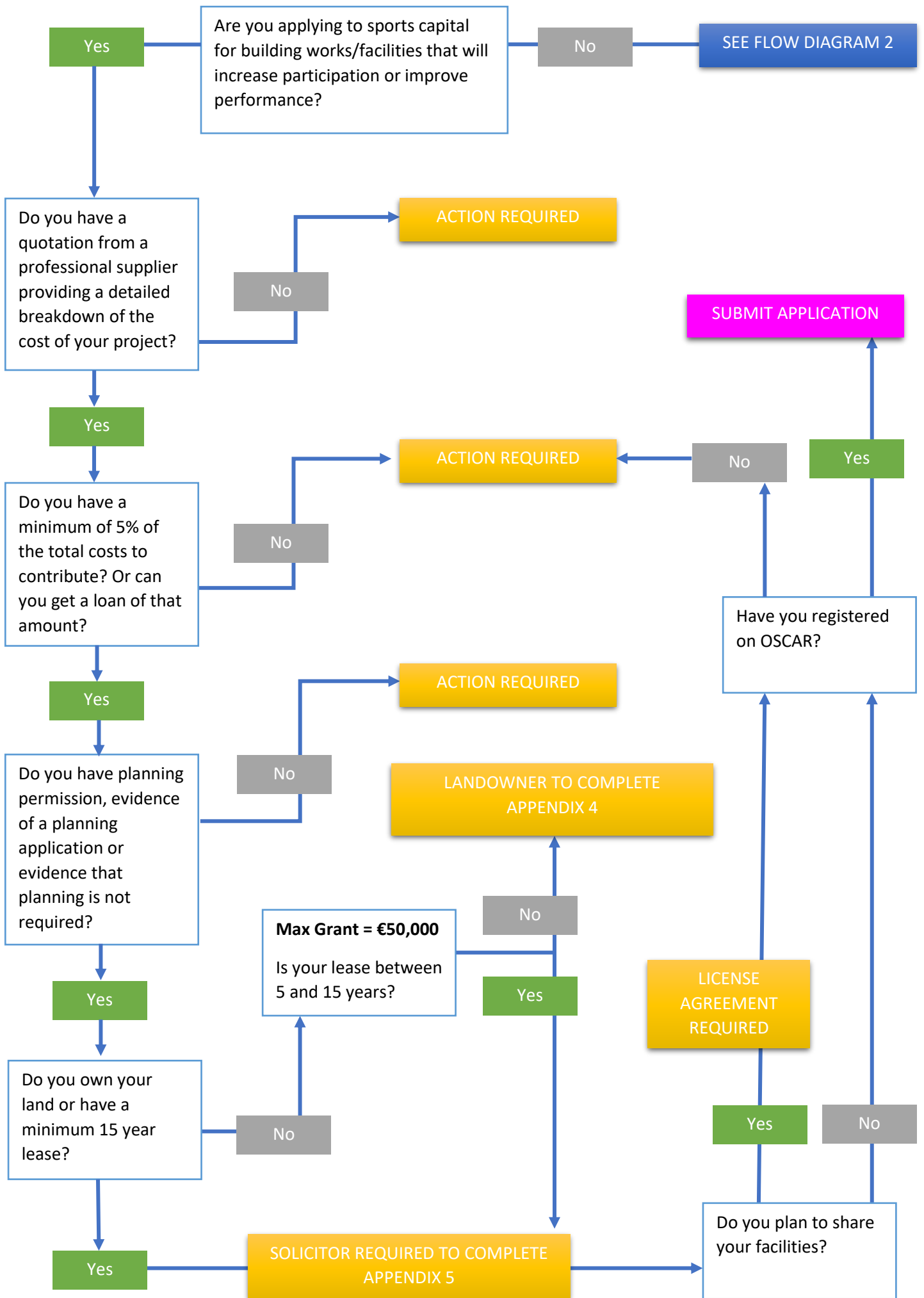
When thinking about your project, you should think about the following criteria. These are used to assess applications.

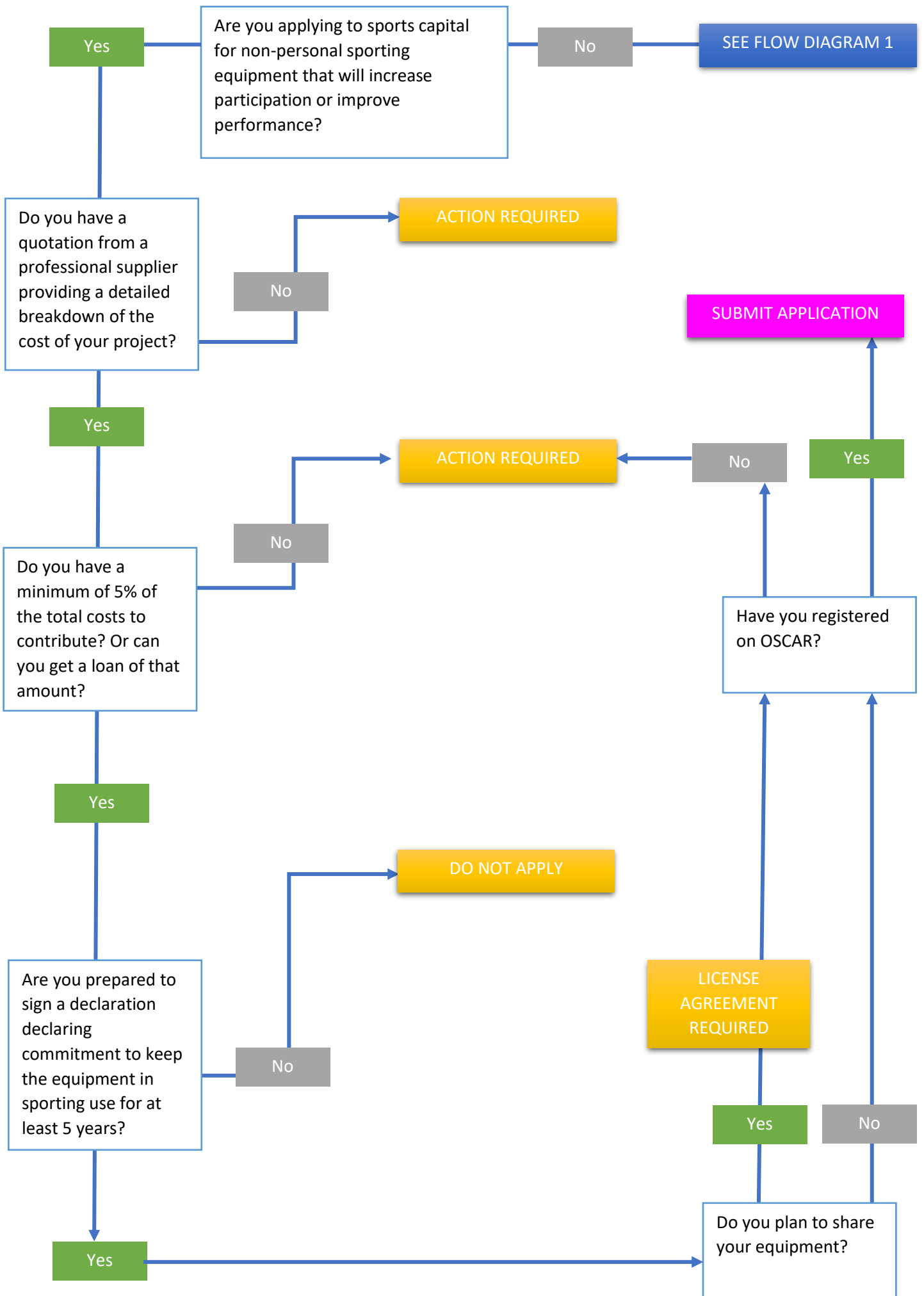
- **Likelihood that the project will increase participation/improve performance** – how will your project achieve this? The highest marks will be given to projects that increase participation in disadvantaged areas (based on the Pobal index of disadvantage)
- **Sharing of facilities** – letters of support do not count under this criterion, applicants require license agreements demonstrating how they plan to share facilities with others
- **Level of socio-economic disadvantage in the area of the project (based on the Pobal index of deprivation)** – facilities and projects in areas of higher deprivation will score higher (<https://maps.pobal.ie/>)
- **Technical merits of the project** – if you have a project that requires planning permission, you will score higher marks if you have planning permission in place. You will also score higher marks if you can evidence that you do not need planning permission. You will have to provide an official quote detailing the cost for your

project, you will score higher marks for the quality of the quotation provided. It should be on headed paper by an appropriately qualified and experienced provider.

- **Level of own funding available** – the more of your own funds you are allocating to the project, the higher your mark. If these funds are from a loan, they will receive fewer marks than you would if using your own savings. Projects in disadvantaged areas require a lesser level of contribution to score higher marks.
- **Level of Sports capital funding allocated in the past 10 years** – preference is given to applicants that have not received significant grants from the scheme in the past 10 years.

The following flow diagrams have been prepared to assist you in identifying where you are in the application process. There is a supplementary guide to assist you with the actual completion of the application form and the questions within it.





Are you applying to sports capital for non-personal sporting equipment that will increase participation or improve performance?

Yes

No

SEE FLOW DIAGRAM 1

Do you have a quotation from a professional supplier providing a detailed breakdown of the cost of your project?

No

ACTION REQUIRED

Yes

No

ACTION REQUIRED

Do you have a minimum of 5% of the total costs to contribute? Or can you get a loan of that amount?

Yes

No

DO NOT APPLY

Are you prepared to sign a declaration declaring commitment to keep the equipment in sporting use for at least 5 years?

Yes

LICENSE AGREEMENT REQUIRED

Yes

No

Do you plan to share your equipment?

SUBMIT APPLICATION

Have you registered on OSCAR?

No

Yes

ACTION REQUIRED

Checking Your Application

The table below shows the reasons 2017 applications were deemed to be invalid.

Reason	Number invalid	%
Title/Access requirements of the Sports Capital Programme not satisfied	291	55%
Evidence of own funding not provided in prescribed format	110	21%
Insufficient own funding	44	8%
Other (organisation not eligible for SCP funding, project not eligible for SCP funding ie a pool)	22	4%
School/College/ETB application not made jointly with local club/community group	19	4%
Private/commercial organisation	14	3%
Insufficient quotations/estimates submitted	13	2%
Insufficient sporting content	10	2%
Routine maintenance	4	1%
Work on project already started	1	0%
Grand Total (greater than the total number of invalids as some applicants were invalid for more than one reason).	528	

It is therefore important that you review your application and ensure that all supporting documentation is provided. 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.**

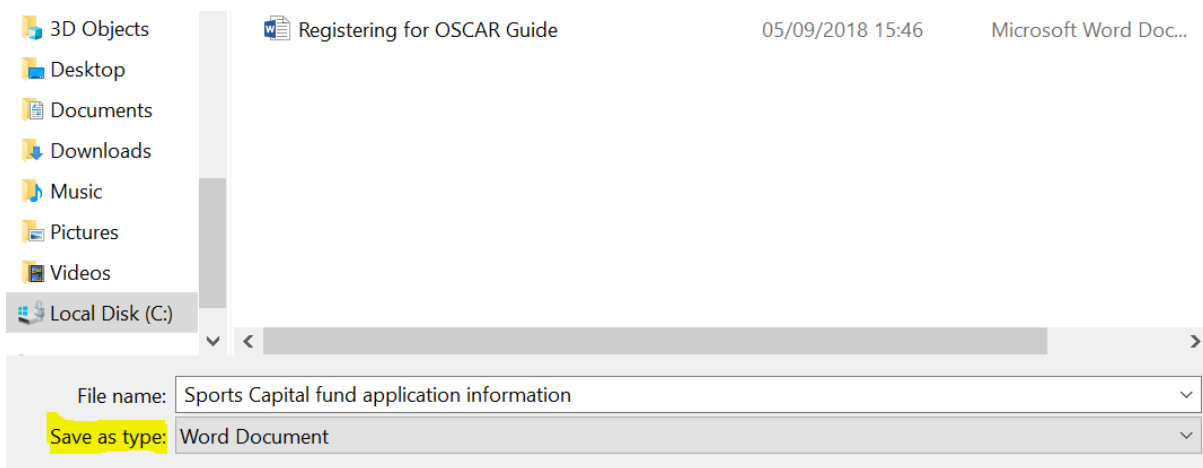
Supporting document	Requirements	Check
Quotation documents (mandatory)	<p>At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the project (including equipment).</p> <p>This is a quotation on headed paper, from a professional body, confirming the total 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</p>	

	<p>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. 	
<p>Planning permission (not mandatory but you will receive extra marks)</p>	<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 • 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 	<ul style="list-style-type: none"> •
<p>Title/Ownership/Access: (mandatory if it is a capital project)</p>	<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 	
<p>Licence Agreement (if appropriate)</p>	<p>Licence agreement is to be attached which must conform with the requirements as set out in Appendix 3.</p>	

Uploading supporting documentation

You must make sure that you upload all the correct/required documentation for your application to the OSCAR system. The documents will need to be scanned to a computer, saved and then uploaded onto the system. 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). If you have a word document, click on 'save as' and change the file type to PDF in order to upload (see below).



- Multi-page documents should be uploaded as one file
- 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

How are grants paid?

Grants are paid in stages as your project proceeds by reimbursing your costs. Once you have obtained formal approval you make a Payment Request (on the OSCAR system) and upload the relevant supporting documentation (particularly a copy of invoice and evidence of payment). Under the 2018 SCP they will reimburse you 95% of paid invoices until the value of the grant has been issued.

They will only reimburse you for works/equipment for which Formal Approval has been issued and no reimbursement will be issued for invoices settled with cash. The tax clearance status of the grantee and of suppliers/contractors (supplying works or goods worth more than €10,000) will be checked before any payment will be released.

In respect of capital works the Department will reserve 5% of the grant until they receive the following:

1. A photograph of the sign, stating that the project has been funded by the Sports Capital Programme with proceeds of the National Lottery, prominently displayed at the facility.
2. Confirmation from your technical supervisor that the works have been satisfactorily completed in all respects and that the Defects Liability Period has expired and that all matters are in order.
3. Confirmation that any legal charge on the grantees property has been registered.
Reimbursement is made by electronic funds transfer to the designated bank account of the grantee.

Disclaimer

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.