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| **Document checklist** | **Information** | **FundReady Top Tips** |
| Letter from a national governing body (NGB) of sport confirming regional status of the project. | This will only apply to **regional** **applications**. | Retrieving a letter from a NGB may take some time, especially because of the demands of this funding opportunity, so it would be beneficial to plant the seed early/ASAP to avoid disappointment. |
| Quotation/estimate of project cost. | This will apply for **all applications**.  At least one professionally prepared quotation or pre-tender estimate (e.g., from a technical supervisor or contractor/supplier) must be uploaded, and this should include VAT rate, date, and amount. | A quotation/estimate will ensure the project is accurate in terms of costs and feasible in terms of project delivery. It is advised to source at least 2 quotations/estimates to show value for money, and all elements of a project (if applicable) should be broken down accordingly to guarantee convenience for the funder/panel when the application is being assessed. |
| Proof of own funding (at least 1 document is required). | This will apply for **all applications**.  Loan offers must be filled in on the template at A*ppendix 1*. | Appendix 1 requires a stamp signature/date by your financial institution. If going down this route, it would be advised to sort this ASAP i.e., by scheduling a meeting with your financial institution. If not, proof of own funding can be in the form of a bank/building society statement or loan showing *at least* 5% (at least 30% for Local Authorities) of the total project costs coming from your own funds. It is advised to show a higher percentage if financially possible to increase chances of funding success. |
| Evidence of planning permission/planning application or evidence that planning permission is not required. | **Optional** but extra marks likely to be awarded at assessment stage. | Even though this is optional, it is advised to attach the relevant documentation to your application. It is important to ensure your application stands out from the rest, therefore meeting optional criteria will strengthen the application.  Contacting your [Local Authority](https://www.gov.ie/en/service/planning-applications-in-your-local-authority/) will be the most ideal option. You will likely receive extra marks by uploading one of the following:  1. Evidence of current planning permission application from your Local Authority Planning Department with the planning reference number (or part 8 reference number for Local Authorities) or a copy of the planning application (stamped by the Local Authority Planning Department and with the planning reference number).  2. A copy of the grant of planning permission i.e., through Council Minutes.  3. The completed template by your Local Authority OR technical supervisor to confirm that the project does not need planning permission (*Appendix 2*). |
| License agreements between groups as evidence of sharing facilities. | This will apply for applications by **Schools, Diocesan Trusts, Education & Training Boards, and 3rd Level Colleges**.  **Optional** but extra marks likely to be awarded for the sharing of facilities. | Even though this is optional, it is advised to attach the relevant documentation/licensing agreement referencing the following:   * The name and/or address of the facility/proposed facility to be shared. * Names of all the groups that are part of 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 (or 5-year licensing agreement required if not making a joint application). * Any limits on the purposes for which the facility can be used. The facility to be shared must be sporting in nature (e.g., the sharing of a meeting room within a sporting facility is not sufficient for marks for sharing to be awarded). * 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. |
| Evidence of ownership of site. | This will apply for **all applications** for capital works where the organisation **does have** ownership/deeds to the land.  Solicitor must complete *Appendix 5* / Department of Education must complete *Appendix 5a.* | Solicitor will need to complete, stamp sign and date this document (Appendix 5). Retrieving confirmation from your Solicitor may take some time, especially because of the nature of their work, so it would be beneficial to plant the seed early/ASAP to avoid disappointment.  Department of Education will need to sign and date this document (Appendix 5a) alongside – 1. Copy of patron’s consent to the proposal and 2. Mapping/relevant plans for proposed works  **Tip:** Both documents to be signed and dated within 3 months of application deadline. |
| Evidence of access to site. | This will apply **for all applications** for capital works where the organisation **does not have** ownership/deeds to the land. Capital works will be capped at €70,000. | *Appendix 4* – this must be signed and dated by your owner/landlord as well as a witness, confirming that he/she/they has no intention of taking the facility away from your organisation for a minimum of 5 years.  **Tip 1:** Contact your owner/landlord to make them aware of this ASAP.  **Tip 2:** Document to be signed and dated within 3 months of application deadline. |

**Other Useful Tips:**

* Only the documentation in the above table will be considered.
* All supporting documentation must be submitted online.
* When uploading documentation, ensure multi-page documents are a single upload rather than a separate upload per page.
* 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).
* The maximum file size for a single uploaded document is 5 megabytes (MB).
* File names should consist of only alphanumeric characters (i.e., a - z, A - Z and 0 through 9 and spaces), and no other characters are permitted.
* Documents required for **sports equipment only** – bank statement or loan offer showing that you have a minimum of 5% of the total project cost in savings and a quotation(s) for the works being applied for.