



2023 SPORTS CAPITAL AND EQUIPMENT PROGRAMME GUIDE TO MAKING AN APPLICATION

WWW.SPORTSCAPITALPROGRAMME.IE

<https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrlsTg>



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INTRODUCTION AND OVERVIEW

A number of changes have been made to the Sports Capital & Equipment Programme so 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.

If you have not previously registered, your organisation must register on the website first and your organisation must have a Tax Registration Number from the Revenue Commissioners to register.

The deadline for registration is 5pm on Friday 25/08/2023

The deadline for applications is 5pm on Friday 08/09/2023

The Sports Capital & Equipment Programme (SCEP) is operated by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and provides grants to assist in the development or refurbishment of sports facilities and the provision of sports equipment.

The Programme's objectives are to:

- Assist voluntary and community organisations, national governing bodies (NGBs) of sport, local authorities and Education and Training Boards and schools to develop high quality, accessible, safe, well-designed, sustainable facilities in appropriate locations and to provide appropriate equipment to help maximise participation in sport and physical recreation
- Prioritise the needs of disadvantaged areas and groups (such as people with disabilities) in the provision of sports facilities
- Increase female participation in sport
- Encourage the sharing of sports facilities

Who can apply for a Grant?

Grants are available to voluntary, not-for profit¹ sports clubs, community groups, NGBs, and local authorities. Third level colleges², Education and Training Boards (ETBs) and schools may only apply for funding jointly with sports clubs or organisations.

¹ The programme only funds organisations where all the income of the organisation is used to fund the activities of the organisation and is not paid to the owner(s) – the Department may seek proof of not-for-profit status.

² Sports clubs within schools and third level colleges are not entitled to apply for funding even when joined to another applicant.

Non-compliance with the terms and conditions of the Programme

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 & Equipment 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.

Registration

Any organisation that wishes to make an application must first be registered at www.sportscapitalprogramme.ie. A separate guide is available to the registration process at <https://www.gov.ie/pdf/?file=https://assets.gov.ie/22797/f06644c4005443e9885aad54e1b185c4.pdf#page=1>. The Department has created a “how-to register” video at <https://www.youtube.com/watch?v=LDI-L2I5JXQ&t=8s>

The deadline for registration is 5pm on 25/08/2023.

Application Deadline

All applications must be made by 5pm on 08/09/2023.

The online system will be shut down at this time 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. You are strongly advised to start the application process as soon as possible as it may not be possible for the Department to help you nearer to the deadline due to the volume of calls and emails.

When you have submitted your 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.

How to apply

The **only** way to apply for grants is on the Online Sports Capital Register (OSCAR system) at www.sportscapitalprogramme.ie. The website also allows those registered to view previous

applications, grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department.

To make an application go to www.sportscapitalprogramme.ie and log in using the tax registration number and password used at registration stage.

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 regularly save your application using the “Save” button at the bottom of each page. You can return to it later by clicking on the EDIT/SUBMIT DRAFT APPLICATION button on the dashboard when you have more information or electronic 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.

Applicants must note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria does not guarantee funding.

Where can you get advice on how to apply?

For advice on how to make an application:

- read this guide
- read the frequently asked questions at [OSCAR - Online Sports Capital Register - Oscar \(sportscapitalprogramme.ie\)](http://www.sportscapitalprogramme.ie)
- view our YouTube “how-to” guides [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCQ1kBv-FA7QcFmu8CDRIStG](https://www.youtube.com/channel/UCQ1kBv-FA7QcFmu8CDRIStG)
- email SportsCapitalProgrammes@tcagsm.gov.ie
- you can download a blank sample application form at gov.ie - Sports Capital Programme (www.gov.ie). This is only a sample form and all applications must be made on the online OSCAR system
- phone the Department – see <https://www.gov.ie/en/service/d13385-sports-capital-programme/#further-information> for relevant contact details.

Technical matters

It is recommended that you do not have your application open in more than one browser window or tab at the same time.

Uploading 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 upload all the correct/required documentation for your application.

Please upload any multi-page documents as a single upload rather than a separate upload per page.

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 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 which may invalidate your application.

Common Pitfalls

Below are some of the most common pitfalls that made applications invalid under previous rounds of the SCEP:

1. **Title/Access to the land where the project is being developed** – title/access templates (appendix 4 and 5 of this guide) have not been provided, amended, not signed, not dated or not fully completed. **Only these templates will be accepted and other documents such as copies of leases etc. will not be considered.**
2. **Own Funding** – loan offer or bank statements not provided, provided without the applicant's name or not dated within 3 months of the application deadline.
3. **Wrong documents uploaded** – or the same document uploaded multiple times.
4. **Application not started on time** – organisations that do not start their application early run the risk of encountering technical or other difficulties that cannot be resolved before the deadline.

Summary of documents required

Full details of the documents required are set out in the section of this guide dealing with the relevant page of the application form. Below is a **summary** checklist of what you will need. **No other supporting documents will be considered by the Department at application stage.** In the first stage of the assessment process all applications are validated. If any shortcoming that would invalidate your application is identified (e.g. incorrect/missing document) you will be contacted and given the opportunity to rectify the shortcoming by a specified deadline. Applicants should note however, that every effort should be made to submit a fully valid application at the outset as organisations requiring the opportunity to submit corrected documentation subsequently may be penalised as part of the scoring system used for assessing applications.

Document	Compulsory?
Letter from a national governing body of sport confirming regional status of project	Compulsory for all regional applications
Quotation/estimate of project cost	Compulsory for all applications
Proof of own funding	Compulsory for all applications. Loan offers must be filled in on the template at appendix 1
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 (see section on planning permission for details)
Licence agreements between groups as evidence of sharing of facilities	Compulsory for all schools, Diocesan Trusts, Education and Training Boards and 3rd level college applications. Optional for others but extra marks likely to be awarded for the sharing of facilities
Evidence of ownership of site	Compulsory for all applications for capital works where the organisations have chargeable title to their land. Solicitor must complete the template at appendix 5. Only this completed template will be accepted as proof of ownership.
Evidence of access to Site	Compulsory for all applications for capital works where the organisation does not have chargeable title to their land. In such cases the organisation can apply for a maximum of €70,000 for capital works. Owner/landlord must complete the template at appendix 4.

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, signed by the relevant person, scanned and uploaded as part of your application.

All sections of the templates must be filled out and the existing text must not be amended or qualified in any way. Inserting phrases such as “without prejudice” may render the application invalid.

Joint Applications – Schools, Diocesan Trusts, Education and Training Boards and 3rd level colleges

Third level colleges, Education and Training Boards (ETBs) and schools may apply for funding but can only do so jointly with sports clubs. Sports clubs within schools and third level colleges are not entitled to apply for funding even when joined to another applicant.

Local Authorities may make joint applications with local clubs and groups but this is not a requirement.

The organisation that owns the land where the project is proposed must make the application on the OSCAR system¹. The details (name and tax registration number) of the organisations being joined to the applications must be added during the application process. All organisations involved must be registered on the OSCAR system.

If you are a sports club making a joint application, you cannot make a separate application under your own name.

See page 19 for more details on how to provide evidence of the sharing of facilities.

Sharing Facilities

Clubs and organisations (other than those listed above under Joint Applications) may also gain extra points at assessment by sharing their sporting facilities with other local clubs/groups and/ or schools. To be awarded additional marks for sharing, a valid licence agreement is required which meets the criteria set out in Appendix 3 of this Guide.

Where the applicant is not making a joint application with a school or club/organisation, the threshold for a valid licence agreement is reduced. In this instance, marks will be awarded for sharing where the licence agreement demonstrates that the sharing of facilities will be in place for at least 5 years, rather than the 15 years required for joint applications.

Multi-use community centres (not owned by a single sport club) and ETB run Outdoor Education Centres will be awarded points for sharing without the need to provide licence agreements.

See page 19 for more details on how to provide evidence of the sharing of facilities.

Making more than one Application

Only Local Authorities, National Governing Bodies of Sport, Diocesan Trusts and Education and Training Boards can make more than one application under each round of the SCEP.

As funding is limited only one application per site is allowed. The Department may amalgamate multiple applications from the one site or for the one group of users.

Invalid Applications

In the first stage of the assessment process all applications are validated. If any shortcoming that would invalidate your application is identified (e.g. incorrect/missing document) you will be contacted and given the opportunity to rectify the shortcoming by a specified deadline. If the issue has not been satisfactorily addressed within the stipulated timeframe, the application shall be deemed invalid and receive no further consideration. It should be noted that additional marks may be awarded to applicants not requiring a “second chance” so every effort should be made to submit a fully complete and valid application from the outset.

Applications for Sports Equipment only

Groups only applying for sports equipment do not need to fill in all of the application form. Instead, the system will guide you to the pages you need to fill in.

The only supporting documents that you must supply are a bank statement or loan offer (using Appendix 1 to this guide) 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.

Please note that the maximum value of maintenance equipment that can be applied for is €40,000. Equipment grants of over €70,000 will only be awarded in exceptional circumstances (such as to NGBs).

APPLICATION FORM PAGE 1: PROJECT DETAILS

Project title

This should be a few words to identify the project in the future such as “main pitch drainage”, “rowing boats and oars” or “gym equipment.”

Summary

Please provide a short (800-character maximum including spaces and punctuation) summary of what you are applying for. The summary should describe your project and how these new facilities or equipment will result in a sustained increase in the number of active participants in your sport(s). The summary should specify targets that are measurable and realistic and include detail on how the project will result in increased female participation, participation by those with a disability, by those from minority groups and by disadvantaged users. If the project will improve performance, please specify targets that are, measureable and realistic.

The Department carries out evaluation of the Sports Capital and Equipment Programme on a regular basis, which involves surveying applicants, and within these surveys, applicants may be asked if these targets were met after the grant was received.

In planning facilities, applicants should focus on potential users including children and young people.

Applications from National Governing Bodies of Sport should provide details of where equipment will be used and the value of the equipment to be used at each location as this will be taken into account when assessing applications.

We will only fund projects that are sporting in nature. To help determine if a project is sporting we use the Council of Europe definition of sport:

“All forms of physical activity which, through casual or organised participation, aims at expressing or improving physical fitness and mental well-being and at forming social relationships.”

Address

This is the location of the project or facility or where sports equipment will be used. You must enter at least one line of the address and the county. Eircodes should be provided.

Location

Zoom in on the map and click on the location of your project. For equipment projects please indicate the location where the equipment will be used most (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 on the map as scoring for disadvantaged status will be primarily based on the location you choose.**

In determining the score for disadvantaged status we will also take into account information provided on page 3 of the application form (“Site Management”).

Details of proposed project and costs

In this section you should set out the different parts of your project and the cost and priority of each part. You can rearrange the priority listing afterwards.

As funding is limited, it is vital that you break down the parts of your projects and the cost of each part 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 installing 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 all 3 elements, you may receive no funding at all. If you provide separate costs for each element, it may be possible to fund 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.

All projects must be accessible to people with disabilities and capital projects must conform to the 7 principles of universal design www.universaldesign.ie.

If you only include items of equipment, the OSCAR system will not seek information and supporting documentation on planning permission or title.

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

We do fund:

- Natural grass sports pitches, tracks and courts (including pitch drainage and irrigation systems)
- Artificial sports pitches*, tracks, courts and multi-use games areas
- Pitch drainage or irrigation works
- Sustainable drainage systems/rainwater harvesting
- LED floodlighting
- Timing equipment where it is required for essential club activities
- Fitness studios
- Security fencing, CCTV systems and pitch side fencing (where these are deemed essential)
- 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
- Modifications to sports facilities to reduce energy consumption

- Non-personal sports equipment such as gym equipment ³, lawn mowers and other maintenance equipment up to a value of €40,000⁴ and defibrillators. Equipment grants of over €70,000 will only be awarded in exceptional circumstances (such as to National Governing Bodies of Sport)
- Portable storage containers/sheds up to 25 m² are considered equipment but larger modular buildings that require planning permission and/or foundations are considered capital works and require proof of title (see page 5 of application form)
- Bicycle shelters/storage facilities which promote active travel
- Publicly accessible outdoor sports equipment including table tennis facilities
- Improvements or renovations to existing, publicly accessible swimming pools
- Purchase of 'pop-up', portable swimming pools
- Certain measures to provide adequate access to free period products i.e. dispensary units
- Any other capital projects that are clearly sporting in nature and that will increase participation in sport or improve performance (see definition above).

A more comprehensive list of what we fund is available on the drop down list on this page of the application form. If you wish to apply for an item not covered on this list, please contact the Department for advice.

** An EU Regulation concerning microplastics used in artificial playing surfaces is to be finalised in 2023 and will have implications for the ongoing use of granular rubber infill. As the estimated typical lifetime of artificial playing surfaces of 10-12 years exceeds the proposed 8-year transition period, state funding in respect of new pitches that incorporate such infill would be contrary to the aims of the Regulation and would represent a less than optimal return on investment. Accordingly, applications for new all-weather pitches should be based on facilities that are in accordance with the new regulations.*

We do not fund:

- Running or Operational costs (including software licences/subscriptions, consumables)
- Non-LED floodlighting (including replacement bulbs)
- Non-LED interior lighting (including replacement bulbs)
- Campsites
- Passenger Vehicles: Cars, 4x4s, Vans, Minibuses
- Viewing stands
- Car parks, footpaths, roads or landscaping
- Children's playgrounds
- Certain preliminary costs relating to costs incurred prior to breaking ground on a capital project
- Professional fees (incl. Legal, Accountancy, Consultancy, Design, Feasibility studies, Certification)

³ All gym equipment funded must be accessible to people with disabilities

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/22798/16dbbb4249904b46a13d31cca975717f.pdf#page=>

⁴ A maximum grant of €40,000 applies to all maintenance equipment.

- Insurance
- Advertising, Marketing & Promotional materials
- IT & Telecommunications equipment (incl. laptops, tablets, Smartphones, plasma screens) and associated software applications
- Office/Administration equipment and systems
- Club/branded merchandise/leisurewear
- Hire/Rental of equipment/premises/facilities
- Bars, kitchens, sleeping accommodation, offices, function rooms or other parts of a project that have little or no sporting content
- Projects (or elements of projects) where work has already commenced
- Routine maintenance (including the resurfacing of artificial pitches funded by the SCEP 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 7 of this guide)
- Hunting, guns, rifles, pistols
- High-tech specialised equipment (may be considered in applications from NGBs for high-performance/elite athletes)
- Luxury equipment or facilities such as spa facilities or pleasure craft
- 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 or lease 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.

Quotation document

At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the project (including equipment) and this quotation/estimate should include VAT rate, date and amount. 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).
2. A quote from a contractor/supplier
3. 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.

National/regional projects

If you are planning a national or regional facility you must include a letter from a national governing body of sport confirming the regional status of the project.

Regional or National projects (maximum grant of €500,000) include:

- national centres of excellence for one or more sport (e.g. national rowing centre, national stadium for boxing)
- 6-8 lane synthetic running tracks
- county and/or regional centres of excellence (including but not limited to: GAA county training grounds and centres of excellence, premier and first division league of Ireland clubs, FAI centres of excellence, provincial rugby grounds and training centres)
- Local Authority projects seeking between €200,000 and €500,000 (including improvements to swimming pools)
- Applications of a municipal character, not involving a local authority, but involving more than one club / organisation / school, ideally representing a minimum of two sports, which have come together under the one application.
- Sports facilities at 3rd Level Colleges (must be made jointly with a local club or sports group) and
- Applications from NGBs.

If you are unsure about whether or not your project is national/regional, please contact the Department for advice. The Department will have final say in determining whether an application is of regional or national significance. If an application is not deemed to be of regional or national significance, the applicant may submit an application under the 'local' category.

Facilities that have received regional funding in the past may be considered regional in the future and cannot apply for local funding.

APPLICATION FORM PAGE 2: MEMBERSHIP / PARTICIPATION

About your Organisation

SCEP 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 (typically less than €1,500 per annum)
- that do not charge significant (typically over €1000) once-off entrance fees
- that are affiliated to the relevant National Governing Body of Sport
- that demonstrate how their project will increase female participation

If your sport has an NGB recognised by Sport Ireland, you should be affiliated to your NGB or supply a very good reason for non-affiliation.

Sports clubs and organisations must also be open for new members and must not have any restrictions on who may join or on who may obtain full membership e.g. a club where only a particular trade or group of people can join or access full membership is not allowed.

About your Membership

On this part of the page we also wish to collect information on the number of people using your current facilities. This can include club members (or students for school applications) members of other organisations that you have licence agreements with and other casual users.

APPLICATION FORM PAGE 3: SITE MANAGEMENT AND CURRENT FACILITIES

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. Local Authorities, ETBs and Diocesan Trusts need only include facilities on the site where this application is located. This information may be shared with Sport Ireland for the purposes of compiling a national database of sports facilities.

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:

Type	Number
Natural grass pitches	3
Floodlighting	1
Dressing rooms	3

Details about usage

Where possible you should set out how you plan to attract more female users. Please also provide details on how you plan to encourage disadvantaged groups to use your current or planned facilities⁵. Such initiatives could include offering lower cost access to people with disabilities, the unemployed or pensioners. If you are not located in a disadvantaged area, do you attract participants from nearby disadvantaged areas to use your facility? Are there any groups in your area such as people with disabilities, migrants or members of the Traveller or Roma community who could be encouraged to participate more in sports? What specifically will you do to encourage such groups to use your facilities? Is the proposed project likely to benefit those suffering from mental health issues?

Climate Action and Sustainability

⁵ This information may be taken into account in scoring your application

The Department is committed to climate action and reducing emissions in line with national targets to reduce emissions by 51% by 2030 setting the path to net zero emissions by 2050. Sports clubs have a vital role to play in the transition to a low-carbon society and the Department is expanding supports to facilitate this transition. The SCEP has historically funded a range of green measures including modifications to sports facilities to reduce energy consumption and has restricted funding for floodlighting to LED floodlights.

Furthermore, under the 2023 round, additional marks will likely be awarded to applicants which demonstrate their commitment to climate adaptation through their:

- reduction in energy usage
- adoption of renewable energy technology
- development of electric vehicle charging facilities
- use of sustainable building materials
- biodiversity protection and restoration
- reduction in resource usage i.e. sustainable waste and water management
- development of sustainability strategies/climate action plans
- promotion of positive behavioural changes amongst members/users
- active travel facilities

Please include any initiatives dedicated to climate adaptation under “details about usage”.

Applicants should also be aware of a range of funding available from the SEAI which may also be applied for when carrying out capital works. SEAI grants include:

- Community Grant Schemes supporting a range of projects:
 - Converting existing floodlights to LED floodlights
 - Insulation projects
 - Energy efficiency projects
- Sustainable Energy Communities Programme (SECs) which allows different groups within a community to work together towards more sustainable energy usage
- The Non-Domestic Microgen Grant to support the installation of Solar PV
- Support Scheme for renewable heat
- ZEV Shared Island Sports Club EV Charging Scheme which supports the installation of fast EV charging facilities.

Please see the comprehensive guidance note appended to this Guide for more information on the climate action measures which are supported by the SCEP and which can acquire additional funding from other government sources. Appendix 6 refers.

APPLICATION FORM PAGE 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.

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. Maintenance equipment grants will be capped at €40,000 and equipment grants of over €70,000 will only be awarded in exceptional circumstances (such as to NGBs). The maximum grant available for regional projects is €500,000 (see page 11 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.

Own funding

All organisations, other than local authorities, 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, we 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. The level of own funding available will be taken into account in allocating a grant. In contrast to previous rounds of the Programme, the maximum valid grant amount awarded to an applicant will be reduced to reflect the amount of own funding available for a project. Accordingly, applicants should only include the amount of own funding that they are willing to commit to the project as it will affect the level of funding awarded.

Local Authorities must make a minimum own funding contribution of 30% of the total project cost.

Your own funding plus the amount of money being applied for must, at a minimum, cover the full project cost.

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. Loans from the GAA Development Fund are not acceptable as own funding.

- Local Authorities, ETBs and 3rd Level Colleges can provide a letter confirming that the required own funding is in place.
- If evidence of own funding is in the form of Prize Bonds (or a similar scheme), a statement of accounts demonstrating the amount which has matured, has not been redeemed and is therefore eligible for consideration of own funding, is required. Statements must be dated within three months of the application deadline.

It is mandatory to upload at least one document that shows your own funding.

APPLICATION FORM PAGE 5: PLANNING PERMISSION AND TITLE / OWNERSHIP / ACCESS

Planning permission

Your application is likely to receive extra marks if you upload one of the following:

1. Evidence of a current planning permission application by way of a document 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) for any aspects of your project that require planning permission.
2. A copy of the grant of planning permission for any of the aspects of your project that require planning permission. Local Authorities must provide the extract from the minutes of the council meeting where the part 8 application was passed, or a letter from the planning department confirming approval of the Part 8. **This planning permission must be current at the time of application.**
3. 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 2 of this guide).

Any successful applicant will have to provide details of either 2 or 3 above before any grant can be paid out.

Title/Ownership/Access

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 to keep the equipment in sporting use for at least five years.

If you own the land or have a registered lease

If you own the land or have 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 €200,000 in funding for capital works⁶.

Organisations with a registered lease with between 5 and 15 years remaining, can only apply for a maximum capital grant of €70,000 over a 5-year period. Your solicitor can advise you on title issues.

Your solicitor must complete, stamp sign and date the template provided at appendix 5 (this can also be downloaded from the website). All questions must be answered. If you do not submit a completed Appendix 5, your application cannot be considered eligible for capital funding. Copies of Folios or Lease documents will NOT be accepted.

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

If the landlord is entitled to apply for SCEP funding in their own right, then they must make the application.

If your landlord is not entitled to apply for SCEP funding, and 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 €70,000 towards capital works. However, if in 2017, 2018, or 2020 you received a capital grant towards this site, the maximum combined value of grants, including any 2023 grant, is €70,000. This only applies where the applicant has sole occupancy of the premises (i.e. we cannot accept applications from a club that makes use of another club's facilities, instead the application should come from the owners themselves).

In this case the owner of the land must fill out the template provided at appendix 4 (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. All questions must be answered.

If the property owner is entitled to apply for an SCEP grant in their own right, then they must make the application e.g. a club that has access to school facilities cannot make an application as the school should be making the application.

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.

You may also apply for sports equipment for which you do not need to provide any evidence of title. In any case the maximum total grant – capital plus sports equipment – cannot

⁶ To register a lease in the Land Registry it must have at least 21 years remaining at the time of registration. A shorter lease can be registered in the Registry of Deeds

exceed €200,000 for local projects, €500,000 for regional/national projects.

Schools on Department of Education Land including Community and Comprehensive schools

These schools need to submit the template at Appendix 5a, as well as the patron's consent form, to obtain written permission from the Department of Education to develop the proposed facilities. In order to allow sufficient time for appraisal, the Department of Education may require up to 4 weeks to assess the proposed development in advance of submitting the application online.

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 appropriate template supplied.

APPLICATION FORM PAGE 6: EVIDENCE OF SHARING

Schools, ETBs, Diocesan Trusts and 3rd Level Colleges may only apply for funding **jointly** with local sports clubs or community groups. All organisations involved must be registered on the OSCAR system.

Community Centres and sports halls that are not owned by a single sports club will gain extra marks for sharing without having to provide licence agreements. Likewise, ETB run Outdoor Education Centres⁷ do not need to provide licence agreements to gain marks for sharing.

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

In both cases applicants 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 make your sporting facilities available to local clubs and/or the local community for a minimum of 20 hours a week throughout the year.

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 3.

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, unless you are a Local Authority, National Governing Body or Education and Training Board.

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 sporting facilities available to local clubs and/or the local community for a minimum of 20

⁷ See <https://www.etbi.ie/outdoor-education/> for a full list.

hours a week throughout the year. Guidelines on what a licence agreement should contain are set out in appendix 3.

If your application is from a school/ETB/college or diocesan trust or if you wish to gain additional marks for sharing the facilities, you must upload at least one licence agreement here.

APPLICATION FORM PAGE 7: SUMMARY AND SUBMISSION

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 as evidence of making your application.

**The deadline for applications is 5pm on Friday 08/09/2023.
Please note that once an application is submitted it cannot be edited or added to.**

TERMS AND CONDITIONS

Freedom of Information

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, 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.

Conflicts of interest

Applicants/Grantees must declare themselves as having no outside interest which may unfairly advantage the organisation for which they are operating as point of contact or are offering administrative support. For example, a solicitor who is a trustee is not able to offer legal advice from a place of impartiality and should therefore not act as the organisation’s legal representative.

Trustees must declare themselves to be free of any conflicts of interest and judgments⁸ as part of the grant approval process.

An application will be assessed on the assumption there is no conflict of interest in place. **Applicants must note that formal approval of any provisionally allocated grant will not issue unless a declaration of no conflict of interest is received.** This declaration will form part of the Declaration and Grant Agreement documents associated with each grant.

Disclaimer

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media 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 2023 Sports Capital & Equipment Programme and agree to comply fully with all the terms and conditions. I/we understand that decisions on applications and 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 An Garda Síochána.

I/we acknowledge the organisation's obligations under the Equal Status Acts.

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 or Roma community without just, reasonable and proper cause. I/We note that the Dept. of TCAGSM employs site inspections as a verification tool and should I/We fail to follow through on my/our stated undertaking, 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/we agree that from the date of the grant, I/we agree that the organisation

⁸ Legal searches form a routine part of the placing of a charge upon a property.

will remain open for new members for a period of 5 years for equipment grants and for a period of 15 years for capital grants.

I/we acknowledge the organisation's obligations under the Children First Act, 2015
<https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>

I/we agree that any grant allocated on foot of this application may be withdrawn if the grantee does not make sufficient progress to draw down the grant as set out in any letter of allocation.

The General Data Protection Regulation ("GDPR") came into effect on 25th May, 2018. The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media has a Privacy Policy in line with the GDPR regulations. You can read the Department's updated Privacy Policy at <https://www.chg.gov.ie/help/legal-notices/privacy-statement/>.

As the primary contact for the organisation making this application the Department may contact you from time to time with relevant communications regarding the Sports Capital & Equipment Programme, on the basis that it is in our mutual and legitimate interest that the Department continues to retain and process your data.

By submitting this application, you are granting consent to the Department to retain your contact information for the purposes of the administration of the SCEP.

HOW THE DEPARTMENT ASSESSES APPLICATIONS

The Sports Capital & Equipment Programme can only fund projects that are sporting in nature – whether competitive or recreational.

While assessing projects, we may consult with other government departments, local authorities, Sport Ireland and national governing bodies of sport.

Treatment of multiple grant applications for same project

An application for a project where works **have already commenced** will be deemed invalid.

There is no prohibition on applying for funding for the same project under the SCEP **provided** work has not already commenced at the time of application. The Department will however reduce the Maximum Valid Grant value by the grant amount(s) previously allocated to the project. The total funding provided to the particular project cannot exceed the maximum threshold as it applies to local and regional categories.

Inclusion in Sport

Under the *Sports Action Plan 2021 to 2023*, NGBs were asked to achieve, by end 2023, the Government's target for State Boards of a minimum of 40% representation of each gender in the membership of their Boards.

Achieving the 40% target is one of Sport Ireland's grant funding priorities from 2023 onwards, so Sport Ireland funding will be impacted in 2024, for any NGBs which fail to meet the target by the end of this year.

Similarly, applicants should note that when the allocation of individual grants under the 2023 SCEP are being finalised, consideration will be given to whether the relevant NGB of the applicant concerned has met the 40% target by the end of 2023.

Under no circumstances will capital funding be provided unless the applicant confirms in writing that it is in compliance with the provisions of the Equal Status Acts. In relation to applications for local projects which accommodate both men and women, applicants that do not provide access to its facilities, on similar terms, to men and women will not be eligible for capital funding. Applications for local projects that do not benefit both men and women will not be eligible for capital funding unless there are alternative similar facilities available locally. In relation to applications for national/regional projects, applicants will be required to set out their facility access policy which provides for similar access for men and women. However, as one of the stated objectives of this Programme is to increase female participation, all applications (i.e. local and regional) for funding of women-only facilities will be deemed valid for consideration.

Respect in Sport

The abuse of match officials at sports events has been a regular and unwelcome occurrence in recent years. Sport Ireland is developing a national Code of Conduct template across Irish sport, incorporating respect for, and the elimination of abuse towards referees, officials, coaches and players, which NGBs may use to promote good practice within their sport.

It is likely that when the allocation of individual grants under the 2023 SCEP is being finalised, consideration will be given to whether the relevant NGB has committed to the new Sport Ireland Code.

Overall Scoring – Factors Under Consideration

The final scoring system and allocation methodology will be subject to Ministerial approval. In making allocations, we aim for a good spread of funding between different areas and a wide range of sports. In terms of how projects are assessed, each of the factors below are likely to be considered to arrive at an overall score for each application. The overall score will be a key factor in making allocations.

Criterion 1 Likelihood of increasing participation/improving performance

How will the project increase active participation in sport (in particular female participation and participation amongst persons with disabilities) and/or improve standards of sports performance in line with clearly stated targets? Fees charged will be considered in relation to this criterion. Priority is given to facilities likely to increase actual participation in sport. Bar facilities, landscaping and car parks will not be funded under the Programme. The highest marks under the criteria are likely to be only awarded to projects in disadvantaged areas (based on the POBAL index of disadvantage) and those that specifically target people with disabilities or with mental health issues.

Criterion 2 Sharing of facilities

Applicants can score marks under the Sharing of Facilities criterion only if they submit licence agreements demonstrating the sharing of facilities with other groups. Letters of support do not count and will not result in additional marks being awarded.

Criterion 3 Level of socio-economic disadvantage in the area

It is likely that we will again prioritise facilities in disadvantaged areas. The score is allocated in accordance with the Pobal Deprivation Index for the project location <https://maps.pobal.ie>. If details are provided in the application setting out how disadvantaged groups from outside the immediate vicinity will use the facility, these will also be considered.

Criterion 4 Technical merits of the project

Marks are usually awarded for providing evidence of a planning application, planning permission or evidence that you do not need planning permission and for the quality of the quotations provided. It is likely that bonus points will be awarded to applications which do not require the “second chance” facility.

Criterion 5 Level of own funding available

Local Authorities are required to contribute 30% towards the cost of the project. All other applicants are required to contribute at least 5% towards the cost of the project. Additional marks are likely to be awarded where the applicant is contributing a higher proportion of own funding. In contrast to previous rounds, any own funding committed by the club will be reduced from the maximum valid grant awarded. Accordingly, applicants should only include the amount of own funding that they are willing to commit to the project in the “amount of own funding” box on the application form. **Projects in disadvantaged areas are likely to require a lesser level of own funding to achieve the maximum marks available under this criterion.** However, the mark will be diminished where the own funding is primarily based on loans.

Criterion 6 Level of SCEP funding received in the past 10 years

Preference is usually given to applicants who have not received significant grants under the scheme in the last 10 years. Applicants with more than €100,000 outstanding for 4 years or more may have their marks under this criterion reduced.

Criterion 7 Evidence of environmental initiatives & climate adaptation

For the 2023 round, marks may also be awarded for providing evidence of environmental initiatives and/or biodiversity protection and restoration measures in place, the utilisation of sustainable methods and/or products. Details of these measures should be included in the application form (page 3 of form, **Site Management and Facilities** segment) and supporting documentation provided, where applicable, as referenced previously in the *Guide*.

Criterion 8 Population growth and level of existing facilities

For the 2023 round, marks may also be awarded to applications from areas witnessing significant population growth. In particular, the level of existing facilities in an area will continue to be a factor when scoring applications.

The scoring system will be finalised and published prior to assessment work commencing but it is not expected that the scoring system will change significantly from the most recent round. The scoring system which applied to the last round of the SCEP can be found at <https://www.gov.ie/en/publication/8c432-sports-capital-and-equipment-programme-2020-assessment-guide/>

Applicants must note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria under the headings above does not guarantee funding.

What happens if your application is successful?

Any work commenced (or paid for) or equipment purchased before grants are announced will not be eligible for funding.

If your application is successful, your organisation will be given a **provisional allocation**. Certain terms and conditions must be met to secure **formal approval**. The exact terms and conditions will depend on the value and purpose of the grant and how much money your organisation has been allocated in the past. **You should not sign any contracts or start any work on the facility until the Department has issued Formal Approval.** Once formal approval has been secured you can start work and draw down the grant.

If you have received generous capital funding in the past you will be asked to enter into Deeds of Covenant and Charge as a guarantee that the facility will be used for the purpose you have stated in your application. Currently if the depreciated balance of grant funding received is in excess of €400k, a charge will need to be created.

Where the landlord is a State Authority, a tripartite agreement between the applicant, the State Authority and the Department, with the consent of DPER, will suffice in place of a charge. State Authorities include Departments of State and the OPW.

How are grants paid?

We pay grants 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 paid invoices and evidence of payment). Under the 2023 SCEP we will reimburse you a percentage⁹ of paid invoices until the value of the grant has been issued.

We will only reimburse you for works/equipment (with the approved suppliers) 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 we will reserve 5% of the grant until we receive the following: -

1. A photograph of the sign, stating that the project has been funded by the Sports Capital & Equipment Programme with proceeds of the National Lottery, prominently displayed at the facility.
2. Confirmation from your technical supervisor (must be a member of a professional body - Royal Institute of the Architects of Ireland, Engineers Ireland etc.) 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.

⁹ The exact payment rate may vary.

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 3 months of application deadline)

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

Must be completed by a Technical Supervisor¹⁰/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 _____

¹⁰ A professional competent in planning matters, typically an architect, civil engineer or planning consultant

APPENDIX 3: INFORMATION ON THE PREPARATION OF LICENCE AGREEMENTS BETWEEN PARTIES TO JOINT APPLICATIONS UNDER THE SPORTS CAPITAL & EQUIPMENT 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 Tourism, Culture, Arts, Gaeltacht, Sport and Media 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 agreement 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. The facility to be shared must be sporting in nature, for example, the sharing of a meeting room within a sporting facility is not sufficient for marks for sharing to be awarded

CONTINUES OVERLEAF

- 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 €70,000 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 & EQUIPMENT PROGRAMME

Only to be used for applications seeking capital funding of €70,000 or less where the applicant does not own the land or does not have a long lease – see pages 14-16 in the guide to making an application for details. **If the landlord is entitled to apply for SCEP funding in their own right, then they must make the application.** This can only be used where the applicant has sole occupancy of the land/building for the 5-year period.

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 €70,000 or less (under the Sports Capital & Equipment 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

CONTINUES OVERLEAF

6. Should the above club/organisation cease to use to the site/facility for sporting purposes that I/we will make reasonable efforts¹¹ 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 $\frac{1}{5}$ th 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 3 months of application deadline

¹¹ 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 5: TEMPLATE TO SATISFY THE TITLE REQUIREMENTS OF THE SPORTS CAPITAL & EQUIPMENT PROGRAMME

Must be printed off, every question must be answered and it must be signed, dated and include your solicitor's official stamp. NOTE: To apply for any capital works, this Appendix MUST be fully complete. No other documentation such as copies of leases or Folios will be accepted.

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 €70,000 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 Applicant: _____

2. What title does the above organisation have to the site of the proposed development¹²?

Freehold Leasehold

If leasehold, then:

(i) Number of years on original term of the lease: _____ (ii) Number of years remaining on lease¹³ : _____

CONTINUES OVERLEAF

¹² School on lands owned by Minister for Education must use template 5a

¹³ If there is not at least 15 years remaining on the lease the organisation may only apply for sports equipment and/or a capital project of €70,000 or less in which case your landlord must complete appendix 4

3. Is this title registered in the Land Registry section of the Property Registration Authority?¹⁴

Yes No Folio Number¹⁵: _____

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

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

I have read the sections on site ownership in the guide to making applications under the 2023 Sports Capital & Equipment Programme

Name of Solicitor: _____

Address of Solicitor: _____

Signature of Solicitor: _____

Date: _____

Must be within 3 months of application deadline

¹⁴ If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

¹⁵ If the property is held in a lease this must be the lease hold number

APPENDIX 5A: TITLE TEMPLATE FOR SCHOOLS WHERE THE MINISTER FOR EDUCATION OWNS THE LAND

This must be printed off, every question must be answered and it must be signed and dated by the Department of Education. The Department of Education may require up to at least 4 weeks to assess the proposed development in advance of submitting the application online.

Please note:

Every school, applying for capital works, where the Minister for Education owns the land must have this template completed by the Site Acquisitions and Property Management Unit of the Department of Education (schoolproperty@education.gov.ie).

In addition, please attach the following information to the request to Department of Education:

- 1) Copy of Patrons consent to the proposal or, (in the case of Community or Comprehensive Schools) Copy of Trustees consent. See below
- 2) Mapping/relevant plans for proposed works

All questions must be answered.

Do not amend or transcribe this template.

1. Name of the school: _____

Roll No: _____

CONTINUES OVERLEAF

2. I can confirm that the property on Folio number _____ is in the ownership of the Minister for Education

3. Is the Department of Education agreeable to the proposed project being developed on the land covered by this template in accordance with attached plans?

Yes

No

I have read the sections on site ownership in the guide to making applications under the 2023 Sports Capital & Equipment Programme

Name of Department of Education official: _____

Grade/Phone number/email: _____

Signature of Official: _____

Date: _____

Patron Consent Text

The following text (or similar) should be used for the consent letter from the Patron (or trustees for Community Comprehensive Schools) and signed and issued on headed paper to the applicant and a copy attached to this application form.

I _____ patron / trustee [delete as applicable] of (school name)
 _____ confirm that I have reviewed the proposal for development
 and use of facilities and the planned works for the above school and I can confirm that:

- (a) I consent to these works being carried out and
- (b) the proposal is in line with the "Guidelines on the Use of School buildings outside of School Hours"
- (c) the Governance Manual for Community and Comprehensive Schools in the case of Community and Comprehensive Schools [delete if not applicable]

Prior to applying for funding, School Authorities are advised to note the guidelines on use of school facilities out of hours, available at the link below. School Authorities should confirm that the relevant provisions contained within the guidelines have been followed.

<https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>

CONTINUES OVERLEAF

In the case of Community and Comprehensive schools the relevant provisions contained within the following also apply:

<https://www.education.ie/en/Schools-Colleges/Information/Boards-of-Management/Governance-Manual-for-Community-Comprehensive-Schools.pdf>

APPENDIX 6: GUIDANCE NOTE ON SUSTAINABILITY MEASURES FOR SCEP APPLICANTS

Sports clubs have a vital role to play in the transition to a low-carbon society and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media has brought together this list of resources to assist sports bodies on their sustainability journey. This guidance is designed to assist clubs in improving their energy use, biodiversity promotion, resource use and transport in and around their facilities. Clubs may wish to consider the advice here in preparing their application under the Sports Capital & Equipment Programme.

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Energy

There are many ways in which sports clubs can become more environmentally friendly but reducing energy use is the most impactful. There are many recommended actions to improve the energy performance of a club and its facilities ranging from smaller “low-hanging fruit” changes to large scale projects. There are a range of supports as shown below that will facilitate sports clubs to upgrade their facilities to be more energy efficient.

Assess

Undertaking an energy audit to assess the energy usage and efficiency of club facilities is the first step in identifying action areas and interventions that can improve the energy performance of a club, saving them money and being more environmentally friendly. There are a number of resources which can help sports clubs assess their energy usage. The Department of Enterprise Trade and Employment has created a climate toolkit for business that allows organisations to calculate the emissions of their activities and guidance on how to take necessary action to reduce them. The tool can be found here: [Climate Toolkit 4 Business | Zero Carbon Journey](#).

The SEAI Support scheme for energy audits (SSEA)

There are also supports available to fund energy audits carried out by third parties for larger facilities. The SEAI Support scheme for energy audits (SSEA) provides a voucher of up to €2,000 to go towards a professional energy audit <https://www.seai.ie/business-and-public-sector/small-and-medium-business/supports/energy-audits/>. To be eligible for the grant clubs must fall under the following criteria:

- be a Small Medium Enterprise (SMEs): companies with 250 or more employees, or an annual turnover in excess of €50 million/annual balance sheet in excess of €43 million, OR
- a public sector body with a useful floor area less than 500m² and spending less than €35,000 per year on energy)
- tax compliant
- registered in the Republic of Ireland
- spend at least €10,000 on energy (exclusive of transport energy costs) per year at the site being audited

Identify

Through carrying out the energy audit or in-house energy assessments the amount of energy a club uses and their degree of energy efficiency can be estimated. There are a number of actions that can be taken to improve energy performance and green club facilities from no cost interventions like ensuring lights are off when rooms are not in use to large scale projects, such as solar panels and LED floodlights. The list below presents a number of possible measures clubs can implement.

No/Low Cost Measures

- Undertake spot checks to identify where heating, lighting and equipment is being left on unnecessarily.
- Consider reducing your heating temperature by 1°C – this could save you up to 10% on your heating.
- Block off draughts and avoid leaving windows and doors open when heating is in use.
- Regularly service and check boilers and generators to maintain efficiency. Clean filters in fridges and ventilation to limit unnecessary energy use.
- Plan your water heating to ensure that you are not wasting energy and money on hot water that isn't being used.
- Turn off for the holidays or times when the club will not be in use.
- Communicate your energy efficient practices to club members and to outside club users.
- Dust off lights at least once a year to enhance lighting performance and maximise natural light use when possible by having blinds and curtains open in meeting rooms during daylight hours
- When replacing bulbs, choose LED alternatives where available. This will lead to immediate energy savings.

Medium Cost Measures

- Check the seals on doors and windows to reduce draughts.
- Insulate club's facilities:
 - Insulate your attic or roof space - up to 30% of heat can be lost through your clubhouse roof.
 - Consider wall and floor insulation – up to 30% of heat can be lost through walls and 10% through floors.

- Insulating water tanks as well as interior and exterior water pipes will save on water heating costs and can help protect pipes from freezing in winter. Double or triple glazed windows will greatly reduce heat loss.
- Having a well-insulated clubhouse can open up other energy saving options, like heat pumps, for your club.
- Projects to insulate club facilities can be funded as part of an SEAI Community Grant: <https://www.seai.ie/grants/community-grants/overview/>
- Consider upgrading bulbs and fixtures to LED – survey the bulbs in your clubhouse and if the majority are non-LED, consider a full upgrade.
- Consider the use of timers and sensors on lighting – timers are relatively low cost and result in immediate usage savings while sensors can reduce lighting usage by 30%.
- Manage your external lighting, e.g. over doors and entrances, in carparks and on walkways, to ensure it is only in use when needed (consider the use of timers or sensors) and that lighting levels are appropriate for safe use as well as for the environment. Managing use of external lighting responsibly will also reduce potential harmful impacts on local wildlife.

Larger Scale Measures

- Install a heat pump
 - Heat pumps use electricity to capture heat from outside the building but the heat energy delivered to a building is much more than the electrical energy used to power the heat pump. Typically, a heat pump will produce 3 to 4 units of heat for every unit of electricity consumed. Accordingly, consideration should be given to installing pumps as part of renovation works or in cases where clubs have significant energy consumption related to water heating, or the cooling or heating of buildings. In this regard, funding is available through SEAI: <https://www.seai.ie/business-and-public-sector/business-grants-and-supports/support-scheme-renewable-heat>
- LED Floodlighting
 - Upgrading your floodlights to LED can reduce your club's energy use, save money on lighting maintenance and improve the quality of lighting on your pitches. LED floodlights use up to three times less energy than traditional metal halide or other high-energy bulbs and last four to five times longer.
 - Funding available to convert existing floodlights to LED through the SEAI: <https://www.seai.ie/grants/community-grants/>
 - There are also funding opportunities for LED floodlights through the Sports Capital and Equipment Programme.
- Install Solar PV
 - Solar PV panels can be installed on the roof of buildings like sports clubs to capture the light from the sun and convert it into the electricity that is used to power a building's activities.
 - The effectiveness of solar panels for a club depends on two main factors: 1. Your club's current energy usage patterns. 2. The orientation of your roof space

1. Solar PV works best where buildings have a steady daytime electricity demand suiting clubs that have activity in their building and grounds during the day rather than clubs where activities are mostly after dark.
 2. The best rooftops for maximising electricity generation are those that are: south-facing, in good condition, and with minimal shading from trees or adjacent structures. The optimum tilt angle of solar PV panels in Ireland for year round solar gain is 35–40 degrees.
- The Non-Domestic Microgen Grant (NDMG) provides financial assistance to help businesses and other sectors, including sports clubs, to install solar PV. The scheme is being expanded to provide funding for solar PV works up to 1,000 kWp (1 MW) capacity.
 - Funding for solar PV for clubhouses is available through the SEAI: <https://www.seai.ie/business-and-public-sector/business-grants-and-supports/commercial-solar-pv/>
 - There are also funding opportunities for LED floodlights through the Sports Capital and Equipment Programme.
- Electric Vehicle Charging Points
 - Installing Electric Vehicle charging points can facilitate the use of electric vehicles by club users and the wider community
 - Funding for EV charging facilities is available through the Shared Island Sports Club EV Charging Scheme: <https://www.gov.ie/en/press-release/6a048-shared-island-sports-club-ev-charging-scheme-opens-today/>
 - Furthermore, a new Small Scale Renewable Electricity Support Scheme is being developed by the Department of Environment, Climate and Communications and may present further opportunities for sports clubs and community groups. The full terms and conditions of the new scheme are expected to be finalised by the end of 2023 with the scheme open for applications in 2024.

SEAI Community Energy Programmes

- The Sustainable Energy Authority of Ireland (SEAI) runs community programmes that can be of great benefit to clubs and communities seeking to better understand their energy use and to pursue opportunities for energy savings and investments.
- Two supports that sports clubs can avail of are the Sustainable Energy Communities programme and the Community Grants Scheme.

The Sustainable Energy Communities Programme (SECs)

- Sustainable Energy Communities (SECs) are composed of groups in the community who come together, supported by the Sustainable Energy Authority of Ireland (SEAI), to improve how energy is used in and for the benefit of their community.

- The SEC can be made up of different groups in a community e.g. households, local businesses, community centres and sports clubs
- SECs can also be composed of groups from within a particular sector, as with a recently established SEC for farmers in West Kerry and an SEC for GAA clubs in Mayo.
- SECs look at how energy is currently being used and at how communities can manage energy in a sustainable, holistic way, providing mentorship to communities on how they can come together to achieve energy targets.
- Information and case studies regarding SECs can be found:
<https://www.seai.ie/community-energy/sustainable-energy-communities/>

SEAI Community Grants

- Clubs that have assessed their energy usage and drawn up an energy action plan and/or a register of opportunities – either through their SEC or independently – can apply for funding for certain energy projects as part of a community application through the SEAI Community Grant scheme.
- Grants are awarded on a community basis – i.e., not to individual applicants but to multiple organisations within a community that have partnered on an application. Grant applications are stronger when they have a diverse range of organisations within a community.
- To apply for the grants contact a project coordinator at <https://www.seai.ie/grants/community-grants/project-coordinator/>. The project coordinator will advise you on your club's project and can build the community partnership for the grant application.

Act

An Energy Action Plan will allow clubs to identify which measures will best aid in reducing energy usage and increasing energy efficiency. Having a detailed plan of action will allow progress be monitored and will allow the impact of actions taken to be observed. There are resources available to aid in the early stages of an energy action plan, however clubs embarking on energy management projects should seek expert auditing and action planning advice from their Sustainable Energy Community mentor or from an independent professional.

Waste Management

Implementing good waste management practices can greatly increase the sustainability of a sports club. There can be simple behavioural shifts that will reduce waste in sports facilities.

Assess

The first steps in creating a sustainable waste management system is to assess current practices in order to highlight areas for improvement and set targets. Sports clubs can undertake waste audits in order to evaluate the quantity and make up of waste produced by club activities.

Identify

Through carrying out waste questionnaires and audit, action areas can be identified. There are a number of actions that could be taken to reduce waste from club activities.

- Separating the waste at source which allows for recycling and composting of suitable waste to take place i.e. Food waste, general waste, recyclable waste.
- Reducing/Eliminating single use plastic bottles
- Reducing/Eliminating single use cups
- Organize a gear/equipment swap

Act

A Waste Management Action Plan should be completed following the review of the Waste Audit. The Action Plan should set out a list of actions or tasks that the club have committed to undertake in a specific timespan. Actions can also be included based on a no-cost, low-cost or high-cost basis.

Water Management

The operation of sports clubs and facilities can result in water waste and also affect the quality of surrounding bodies of water such as rivers, lakes etc.

Assess

By assessing the impact of club activities on water usage and water quality, measures can be put into place for more sustainable practices. Undertaking an audit of the water usage and water quality of the club will allow a baseline to be set and highlight action areas.

Identify

Through carrying out water management audits, problem areas can be identified and actions can be implemented to address these issues. There are a number of actions that may be taken in the water management space that will improve the environmental sustainability of sports clubs.

Water Conservation

- Reduce water wastage on existing club facilities by fixing broken taps, toilets etc.
- To prevent frozen and cracking pipes in the winter months, ensure that all exposed pipes are adequately insulated.
- Install a solenoid valve or similar on urinals so they can be turned off whenever the clubhouse is not in use.
- Insert cistern blocks or similar in cisterns of older and single flush toilets to reduce the amount of water used.
- Install aerators on club taps and showerheads to reduce flow.
- Launch a five-minute shower challenge in the club.
- Replace old taps in the toilet sinks with self-closing or water efficient taps.
- Collect rainwater in a water butt for watering plants and biodiversity areas in the club.
- For smaller planted areas, use watering cans rather than hoses to water.
- Where a hose is used for watering, install a flow restrictor and/or trigger gun to reduce wastage of water.
- Install water awareness posters throughout your clubhouse.

Sustainable Drainage

- Manage rainfall so that it mimics the drainage processes found in nature and address the issues associated with conventional pipe drainage which include, inter alia, increased risk of flooding, and increased likelihood of contaminated rainfall runoff polluting watercourses.

Water Quality

- All drains are correctly connected, with all wastewater going into the foul drains.
- There are posters or signs up in the clubhouse to help reduce the risk of drain and toilet blockages.
- All oils (e.g., diesel, central heating oil, petrol) are correctly and safely stored in secure and well-maintained storage tanks.
- The septic tank is regularly maintained and desludged. The area around the tank is regularly checked for leaks or ponding of wastewater.
- Use of chemicals, e.g., herbicides, has been minimised and any chemical use is in accordance with best practice guidelines.
- All grass clippings are sustainably disposed of.

Act

Water Management Action Plans will allow clubs to detail meaningful actions and track the progress of these actions over time. Action plans list the actions that will be implemented outlining the timeline and who is responsible for implementation.

Travel

Sports clubs have a responsibility to promote active and sustainable travel amongst members and users. There are many ways in which sports clubs can encourage sustainable travel through communication with members and facilitating alternatives to car travel.

- Encourage active travel such as cycling and walking to training/matches
- Ensure there is suitable bicycle parking at club facilities
- Promote carpooling for longer journeys
- Facilitate members with electric vehicles by providing charging facilities

Biodiversity

Protecting and restoring biodiversity is essential in limiting the harm human activity has on its surrounding environment. Sports clubs are well placed to have a positive impact on biodiversity given that many sports interact directly with their surrounding environment. There are a number of ways sports clubs can encourage practices that enrich biodiversity, limiting harm to existing habitats and expanding to create more.

The All-Ireland Pollinator Plan

The All-Ireland Pollinator Plan for 2021-2025 is a five-year road map that aims to help bees, other pollinating insects and our wider biodiversity. The plan cites a role for sports clubs in supporting pollinators through Target 3.3 of the plan: “Increase the number of sports clubs that are pollinator friendly”. The plan also presents a number of actions that can be taken to facilitate sports clubs in making their facilities pollinator friendly.

Pollinator Friendly Management for Sports Clubs

In line with this target the National Biodiversity Data Centre has put together a guide for the pollinator friendly management of sports clubs, found at [Sports-Clubs-Pollinator-Guidelines-2022-WEB.pdf \(pollinators.ie\)](#). The guide offers 10 actions to aid pollinators within sports club facilities:

1. Create short flowering meadows
2. Manage some areas as long-flowering meadows
3. Manage native hedgerows around the club so that they flower each year
4. Plant biodiversity friendly trees around the club grounds
5. Plant a new native hedgerow
6. Make flower beds and containers pollinator friendly
7. Consider strimming instead of spraying around fencing, goals and lights. Do not spray the base of trees or hedgerows.
8. Provide safe nesting sites for Bumblebees
9. Provide safe nesting sites for Mining Solitary bees
10. Provide safe nesting sites for Cavity-nesting Solitary bees

Pollinator Friendly Management of Golf Courses

The National Biodiversity Data Centre has also provided supports for golf clubs on how they can manage their facilities in a way that is pollinator friendly. The guide is available here: [Golf-Courses-Pollinator-Guidelines-2022-WEB.pdf \(pollinators.ie\)](#) and presents five ways in which golf courses can support pollinators in their facilities.

1. Manage meadow areas for pollinators
2. Plant pollinator-friendly trees & bulbs
3. Make the area around the Clubhouse & Pro-shop pollinator-friendly
4. Reduce use of herbicides
5. Provide nesting places for wild bees

Ponds for Biodiversity

Ponds have been shown to host more biodiversity than rivers and lakes. Permanent and naturally vegetated ponds are excellent at carbon sequestration (Gilbert *et al.*, 2014). Taylor *et al.* (2019) found that small ponds sequestered 20-30 times the amount of carbon compared with woodlands, grasslands and other habitats.

Sports clubs could contribute greatly to the enrichment of biodiversity through the creation of small ponds or wetlands on their grounds to support vulnerable freshwater biodiversity. Further information on the positive impacts of ponds and other water features can be found on the National Biodiversity Data Centre, An Taisce and the Herpetological Society among other sources.

Funding Sources

There are a number of funding opportunities for sports clubs to avail of to aid in the greening process of facilities.

Fund	Fund Description
Sustainable Energy Authority of Ireland (SEAI) Community Energy Grant	The SEAI supports energy efficiency community projects through capital funding, partnerships, and technical support

Sports Capital and Equipment Programme	The main government support programme for the development of sports and physical recreation facilities.
Community Benefit Funds	Funding related to renewable infrastructure projects to be used for the wider economic, environmental, social and cultural well-being of the local community
Shared Island Sports Club EV Charging Scheme	The scheme will allow sports clubs North and South, to apply to install a fast EV charge point at their grounds providing charging for club members as well as the local community. Applications are made through NGBs.
Community Climate Action Programme Strand 1	Funding provided to local authorities to support projects to build low carbon, sustainable communities.
Community Environment Action Fund	A fund that supports communities and local groups working with local authorities to carry out small scale environmental projects.
Community Heritage Grant Scheme	A fund for the protection and maintenance of heritage sites, include sites of natural heritage.
Community Water Development Fund	Funding for community projects and initiatives that enhance the local water environment.
Local Property Tax funding	A small percentage of local property tax goes towards climate change initiatives in communities.
Community Enhancement Programme	Capital funding for the enhancement of facilities in disadvantaged areas.
Community Events Grants Scheme	A grant to assist community event organisers of small-scale community events. Available from some local authorities only
<ul style="list-style-type: none"> • Biodiversity Grants • Creative Ireland Funding • Sports Partnership Grants • Arts Grants 	Funding opportunities and grants that are available through local authorities annually or periodically
LEADER Funding	Funding to support locally-led rural development and community capacity building.

NGB Resources

GAA Green Clubs Programme

The GAA Green Clubs Programme provides a Toolkit to support Gaelic Games clubs in implementing simple and effective sustainability actions. The Toolkit is divided into five themes - Energy, Water, Waste, Biodiversity and Travel & Transport – each section contains practical advice and guidance tailored for GAA clubs, but it is equally useful for any sports clubs looking to start their sustainability journey.

Energy Toolkit

The GAA Green Clubs programme provides templates to allow clubs to gain a better understanding of their energy use and allow them to track their bills and usage as well as an accompanying checklist to assess their facilities. The toolkit also provides a template and a sample energy action plan. This template is for use in the very early-stage planning for Green Teams interested in better understanding and managing energy use in their club. Clubs embarking on energy management projects should seek expert auditing and action planning

advice from their Sustainable Energy Community mentor or from an independent professional.

ASSESS	Understand Your Energy Use Assessment
	Energy Assess Understanding your Use v3.0 0.pdf (gaa.ie)
	Energy Self-Assessment Checklist
ACT	Energy Assess Self-Assessment Checklist 1.pdf (gaa.ie)
	Energy Action Plan
	Energy Act Action Plan Interactive 0.pdf (gaa.ie).

Water Toolkit

The Water Management toolkit provides resources to aid in both the conservation of water used by and the quality of water surrounding the sports clubs. Templates to undertake audits of both water conservation and water quality are provided. The toolkit also has a template for a Water Conservation Action Plan and a Water Quality Action Plan.

Water Conservation	
ASSESS	Water Conservation Audit Template: Water Assess Conservation Audit Interactive.pdf (gaa.ie)
	Water Meter Reading Sheet: Water Assess Conservation Meter Reading Infosheet Interactive.pdf (gaa.ie)
ACT	Water Conservation Action Plan (Water Act Conservation Action Plan interactive 0.pdf (gaa.ie))
Water Quality	
ASSESS	Water Quality Audit Template: Water Assess Quality Audit Interactive.pdf (gaa.ie)
ACT	Water Quality Action Plan (Water Act Quality Action Plan Intercative.pdf (gaa.ie))

Waste Toolkit

The GAA Green Clubs Programme offers waste questionnaire and audit templates to help clubs track the volume of waste generated by club activities. The waste toolkit also provides a template for a Waste Management Action Plan. The Action Plan should set out a list of actions or tasks that the Club have committed to undertake in a specific timespan. Actions can also be included based on a no-cost, low-cost or high-cost basis.

ASSESS	Waste Questionnaire
	Waste-Assess Questionnaire For Print.pdf (gaa.ie)
	Desktop Waste Audit Guidance
	Waste Assess Desktop Waste Audit Interactive 0.pdf (gaa.ie)
	General Waste Audit Guidance
	Waste Assess General Waste Audit Interactive 0.pdf (gaa.ie)

ACT	Waste Management Action Plan
	Waste Act Waste Management Plan Interactive 1.pdf (gaa.ie)