

DEPARTMENT OF ARTS, SPORT AND TOURISM

WWW.DAST.GOV.IE

2008 SPORTS CAPITAL PROGRAMME

APPLICATION FORM

As there have been a number of changes to the application form this year please read this form and the guidelines carefully before submitting an application.

Please fill in this form in only BLOCK CAPITALS or online at www.dast.gov.ie.

Please make sure you fill in the summary details on page 3, as well as the rest of the application form.

Please send the completed form and supporting documentation to:

Department of Arts, Sport and Tourism
Sports Capital Unit
Fossa
Killarney
Co. Kerry

Paper based applications (and all supporting documentation) must reach us no later than 5pm on Friday 29 February 2008.

Online applications (and all supporting documentation) must reach the Department by 5pm on Friday, 7 March 2008.

We will strictly observe this deadline and will not process incomplete or incorrect applications.

Please DO NOT attach this application form to any other documents.

Reference Number (We will assign this): R - 15 - -

1. Supporting Documents Checklist

WARNING: Before you submit this application form please ensure that you have included all the relevant supporting documentation. Failure to do so will result in your project being disqualified. See section 8 of the guidelines.

Minimum Requirements

Please Tick

- Evidence of non-discrimination (e.g. a statement outlining your policy or a copy of the rules and procedures of your organisation)
- Bank statements showing own funding immediately available towards this project and/or written confirmation of loan offer from financial institution, setting out all the information in the sample letter in section 14 of Guidelines Terms & Conditions.
- Solicitor's letter confirming your title to the site of the proposed facility
- Quotations / estimates of the cost of your project
- Copy of planning permission or application for planning permission or a letter from your technical supervisor/local authority stating that your project does not need planning permission.

Additional Documentation that May be Required

- Drawings, plans and specifications for your project
- Feasibility study (where a facility costs over €600,000)
- Details of other grants applied for or obtained (if any)
- Evidence of consultation with other clubs, organisations, schools or local authority and letters of support from those that will use the proposed facility
- Written confirmation of RAPID, CLÁR or LDTF status (if claiming disadvantaged status)
- Letters of support from relevant National Governing Body (for regional and national facilities)

Paper based applications (and all supporting documentation) must reach us no later than 5pm on Friday, Friday 29 February 2008.

Online applications (and all supporting documentation) must reach the Department by 5pm on Friday, 7 March 2008.

2. Summary Details (please ensure you complete this page)

What is the name of your organisation or club? (please ensure that you use the same name as you have used in previous applications)

What county will your proposed facility be in?

What is your main sport or activity?

What is the total cost of your project?

€

How much funding are you seeking from the 2008 Sports Capital Programme?

€

How much funding can you make available towards your project?

(Minimum 30% of total project cost for except in disadvantaged areas – see section 5 of the guidelines)

€

What does your project involve (please tick all relevant boxes)?

- | | | | |
|--|--------------------------|---|--------------------------|
| Playing surface development (natural): | <input type="checkbox"/> | Playing surface development (artificial): | <input type="checkbox"/> |
| Sports equipment: | <input type="checkbox"/> | Floodlighting: | <input type="checkbox"/> |
| Dressing rooms/showers/toilets: | <input type="checkbox"/> | Security fencing: | <input type="checkbox"/> |
| Clubhouse: | <input type="checkbox"/> | Indoor sports hall: | <input type="checkbox"/> |
| Other (please specify): | <input type="checkbox"/> | | |

Where will the proposed facility be located?

Address: _____

Town or City: _____

County: _____ Postal Code if Dublin:

Is the proposed project located in an area designated as disadvantaged? Yes: No:

Please make sure you fill in the rest of this application form and sign it.

Please also make sure that you fill in your email or address details on the acknowledgement form at the back of this application, as this will allow us to send you an early confirmation that your application has been received by us.

3. Your Details

1. Contact details

Please give your full name.

Title: Mr. Ms. Mrs. Etc. First Name: Surname:

What is your position within the organisation? (Please tick)

Chairperson: Secretary:
 Treasurer: Other: If other, please specify:

Where and how can we contact you?

Address:

Town or City:

County:

Postal code if Dublin:

Phone No:

Fax:

Mobile No:

Email:

2. What is your organisation's main sport or activity?

3. What National Governing Body of sport are you affiliated to?

(if applicable)

4. Details of previous grants

Has your organisation received any government grants before?

(Examples include grants from the Sports Capital Programme, Dormant Accounts, EU Programme for Peace and Reconciliation, CLAR/Leader Community Initiatives, Young People's Facilities Services Fund etc.)

Yes: No:

If 'No', please go to Part 5. If 'Yes', give details of the grants below

Grant Scheme:	Sports Capital Programme ref no. (if applicable)	Year:	Amount Allocated:
<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>

5. Details of proposed project

1. Please indicate, in order of priority, the type of works for which you are applying for funding.

(Place a number in the box(es): 1 for most important, 2 for next most important and so on.)

Playing surface development (natural):	<input type="checkbox"/>	Sports equipment:	<input type="checkbox"/>
Playing surface development (artificial):	<input type="checkbox"/>	Dressing rooms/showers/toilets:	<input type="checkbox"/>
Floodlighting:	<input type="checkbox"/>	Clubhouse:	<input type="checkbox"/>
Security fencing:	<input type="checkbox"/>	Indoor sports hall:	<input type="checkbox"/>
Other:	<input type="checkbox"/>		

Please give further details of your project below

You may also attach extra details on a separate sheet as an appendix to this form.

2. Timeframe of project.

- a) Earliest start-up for project: months from grant approval
 b) Completion period for project: months from start of work

Please note that work must start within six months of being approved for the grant.

3. How will the project be accessible to disabled people? (Please 'X' the relevant box and fill in details below)

Ramp: Wheelchair entrances and exits: Disabled toilets:
 Other: If other, please specify:

4. How far away is the nearest similar facility?

Kilometres (roughly)

What is the name and address of this facility?

Name:

Address:

6. Site details

1. Where will the proposed facility be located?

Address: _____

Town or City: _____

County: _____

Postal Code if Dublin:

2. Does your organisation own or lease the site? (See section 8 of the guidelines)

Freehold (you own the site):

Leasehold (you lease the site):

Number of years of lease:

Number of years remaining on lease

You must attach a solicitor's letter confirming the above.

If you lease the site, who is the landlord? _____

If you already have a deed of covenant & charge in place with the Department for previous grants has your solicitor registered this charge with the Property Registration Authority. Yes No

Please include the Chief State Solicitor's Office reference number:

Note that you cannot receive any funding until we have proof of your title to the site.

3. What facilities do you have on this and/or other sites at present?

(tick box and gives number and details)

Details

Natural playing surfaces	<input type="checkbox"/>	_____
Artificial playing surfaces	<input type="checkbox"/>	_____
Floodlighting	<input type="checkbox"/>	_____
Dressing Rooms>Showers/Toilets	<input type="checkbox"/>	_____
Clubhouse	<input type="checkbox"/>	_____
Indoor sports hall	<input type="checkbox"/>	_____
Sports equipment	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

4. Does the proposed facility need planning permission? (You must

enclose a copy of your planning application, planning permission or, if you claim that planning permission is not required, a letter from your technical supervisor/local authority confirming that planning permission is not required)

Is planning permission required? Yes: No:

If 'Yes', please indicate the current status of planning permission.

Applied for - Outline:

Month/Year: /

Applied for - Full:	<input type="checkbox"/>	Month/Year:	<input type="text"/>	<input type="text"/>
Obtained:	<input type="checkbox"/>	Month/Year:	<input type="text"/>	<input type="text"/>

5. Is the proposed facility located in an area designated as disadvantaged? (In each case, you must include written evidence of disadvantaged status – see section 7 of the guidelines) Yes: No:

If 'Yes' please indicate under which of the following:

CLÁR Area:	<input type="checkbox"/>	RAPID:	<input type="checkbox"/>
Local Drugs Task Force (LDTF) Area:	<input type="checkbox"/>	RAPID and LDTF:	<input type="checkbox"/>

(LDTF applies to Dublin, Bray and Cork only)

Clar	Letter from the Register of Electors section of your local authority confirming the Electoral Division (ED) name & number of your site
RAPID	<p>Letter from your local RAPID co-ordinator confirming following details as applicable:</p> <ol style="list-style-type: none"> That your project is located in a RAPID area That your project is endorsed by your local Area Implementation Team <p>If your project is located outside a RAPID Area but serves a RAPID area please attach the following:</p> <ol style="list-style-type: none"> A letter from your local Area Implementation Team endorsing your project and A letter of endorsement from your local County/City Development Board
LDTF	Letter from your local LDTF co-ordinator confirming the project is in an LDTF area

7. Expected use of the facility

1. User Profile

(In each of the following categories, please state the numbers of current **active participants** (e.g. players, coaches, officials) in the organisation and the expected increase as a result of the proposed facility.)

	No of Males	% Increase expected	No of Females	% Increase expected
Under 16 years				
16 -20 years				
21 -60 years				
Over 60 years				

2. How far from the planned facility do most of your organisation's regular participants live?

Less than 2 kilometres: 3 – 10 kms: 11- 20 kms: Over 20 kms:

3. How do you plan to make the facility available?

Open to club members only: Open to members of other clubs: Open to the public:

4. What sport(s) or group(s) do you expect will benefit significantly from and will use this facility? (Your application will benefit from letters of support from local groups that will regularly make use of the proposed facility)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

5. Have you enclosed the views of the Relevant National Governing Body of your sport? (This is essential in the case of proposed national or regional facilities.)

Yes: No:

8. Project cost & funding sought

1. What is the total cost of your proposed project?

(Please round all figures off to the nearest euro)

€

2. How does this total break down?

Playing surface development (natural):	€ <input type="text"/>	Sports equipment	€ <input type="text"/>
Playing surface development (artificial):	€ <input type="text"/>	Dressing rooms/showers/toilets:	€ <input type="text"/>
Floodlighting:	€ <input type="text"/>	Clubhouse:	€ <input type="text"/>
Security fencing:	€ <input type="text"/>	Indoor sports hall:	€ <input type="text"/>
Other:	€ <input type="text"/>		

3. Is this a detailed professional costing, or a pre-tender estimate/quotation?

Detailed professional costing: Pre-tender estimate/quotation:

Please give further details of how you obtained this costing

You must include written evidence of quotations for equipment and/or pre-tender estimates

4. How much funding is your organisation seeking under the 2008 Sports Capital Programme? €

9. Own Funding

How much funding will your organisation make available towards the project? Please round all figures off to the nearest euro

Own Funds/Savings **Name of Financial Institution** Please enclose a recent statement (no more than 3 months old)

€

€

€

Borrowings **Name of Financial Institution** (Please enclose a loan offer letter such as the one provided in section 14 of the guidelines. This loan offer must not be conditional on receipt of a grant)

€

€

€

€

Total Own Funding Available

(This must be a minimum of 30% of the total project cost given in 8.1 above, or if your project is in a designated disadvantaged area please see section 5 of the guidelines)

10. Details of technical advice

1. Has your organisation received technical advice on the proposed works and/or costing? (We strongly recommend that you seek professional advice)

Yes: No:

If 'Yes', who has provided the technical advice?

Name: _____ Qualification: _____

Company: _____ Telephone: _____

Address: _____

Please confirm that you are enclosing a copy of any drawings and/or specifications relevant to your project. Yes: No:

2. Have you received advice from consultants on designing and managing the proposed facility?

Yes: No:

If 'Yes', please give details below and enclose a copy of the consultant's report with your application.

11. Managing the facility

Please describe how you plan to manage the facility on an ongoing basis, including details of funding, marketing, staffing and management policies and opening hours.

12. Catering for Social Inclusion

Please outline any programmes or courses you have put in place to help disadvantaged groups and individuals use the facility.

Please also make sure you have filled in the summary details at the front cover of this application form.

13. Freedom of Information Acts

Under the Freedom of Information Acts, 1997 and 2003, the Department of Arts, Sport and Tourism may release any details contained in applications and supporting documents, on request, to third parties. If any information in your application is sensitive, please identify it to us and explain why it should not be disclosed to others. If we are asked for any sensitive information, we will consult you before making a decision.

If none of the information is sensitive, please complete the statement below. This confirms that you agree to us releasing any information requested by a third party.

Name of Organisation:

_____ agrees that none of the information supplied in our application or supporting documents is sensitive, and understands that the Department may release any, or all, of the information in response to a Freedom of Information request.

Signed: _____ **Date:** _____
(Chairman/Secretary)

14. Agreement with our disclaimer

Please read our disclaimer below carefully and sign the statement underneath confirming that you accept it. We need your signature before we can consider your application.

Disclaimer

We, the Department of Arts, Sport and Tourism 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, building, operating, managing and/or administering individual projects.

Applicant's statement

I/we certify that I/we have read and understood the guidelines and criteria of the Sports Capital Programme and agree to comply fully with them.

I/we certify that all information in this application and all information in any supporting documents is truthful and accurate.

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 sex, religion, ethnic origin or disability without just, reasonable and proper cause.

Signed: _____

Date: _____

Name: _____

(in block capitals)

On behalf of: _____

(organisation's name)

IMPORTANT

You MUST sign your completed application form and return it to us by the closing deadlines for the 2008 Sports Capital Programme (paper based applications 5pm on Friday 29 February 2008 and online applications Friday 7 March 2008). We will NOT accept completed forms by email or by fax or photocopies of the completed form as an original signature is required.

15. Acknowledgement Form

Please fill out your details below and enclose a self addressed envelope or provide your email address. This will help us send you an early confirmation that your application has been received by us. We will acknowledge your application by email or by signing this page and returning it to you.

Email: _____

Name: _____

Address: _____

Acknowledgement from Sports Capital Unit

We wish to acknowledge receipt of your application under the 2008 Sports Capital Programme. This acknowledgement does not imply that your application is valid, only that we have received it.

We will start evaluating applications as soon as possible. This process will take some time, due to the volume of applications and the detailed information contained in each one. As a result, we do not expect to be able to announce the list of successful applicants before June 2008.

We intend to use the media and our website to announce grant allocations and will also write to individual applicants confirming the outcome of their application.

We will not provide any information on individual applications until all grants have been provisionally allocated and announced. Please do not contact the Department about your application until then.

Signed: _____ Date Stamp:
(on behalf of the Sports Capital Unit)

Reference No: - - -

(Please quote the above Reference No in all future contact with us)