

Cork Sports Partnership Community Sport and Physical Activity Small Grant Scheme 2022

Guidelines

About the Scheme:

The Cork Sports Partnership Community Sport and Physical Activity Small Grant Scheme is part of a programme from the Government of Ireland, implemented through Sport Ireland and its network of Local Sports Partnerships to support the sport and physical activity sector with returning to activity following the easing of COVID-19 restrictions.

This scheme is designed to support eligible clubs, groups and organisations with access to funding of up to €1,500 to restart activity for their respective members and the wider community as well as covering costs associated with adhering to COVID-19 guidelines.

Funding for this scheme was secured by Cork Sports Partnership from Sport Ireland as part of the Government's €80 million support package announcement in December 2021.

The maximum that can be applied for by any applicant under this scheme is **€1,500**.

Applications can be made to Cork Sports Partnership by **5pm on Friday 8th April 2022**.

Eligibility:

Who can apply?

- National Governing Body (NGB) affiliated Sports Clubs whose NGB is not running a COVID-19 support or return to sport scheme for their clubs. Please check with your NGB in advance to avoid disappointment.
- Community Sports Clubs providing specific wider community-based activity programmes will be considered as part of this scheme. e.g. a club hosting Men on the Move, Women on the Move, non-member activities/classes, older adults activities, social sport and inclusive activities etc.
- Community Groups providing opportunities for people in the community to get active. i.e. Active Retirement groups, Men's Sheds, Family Resource Centres, Walking Groups, Scouts, Girl Guides, Youth Clubs etc.
- Non-commercial community-based facilities providing community sport and physical activity opportunities for the community.
- Disability sports clubs and organisations providing opportunities for people with disabilities to engage in sport and physical activity opportunities.
- Other non-commercial clubs, groups or organisation's whose primary function is sport and physical activity.

Who should not apply?

- National Governing Bodies of Sport (NGB's), County Boards, County/Divisional structures etc.
- Individuals
- Commercial operations/facilities (gyms, bootcamps, hospitality services within clubs etc.)
- Clubs, groups, or organisations with sufficient funds to return to activity.
- Schools

What can the Grant Scheme Cover?

The Community Sport and Physical Activity Small Grant Scheme can cover costs associated with returning to activity as well as COVID-19 costs. The scheme is designed and intended to support return to sporting activities only.

Eligible project items can include:

- COVID-19 hygiene consumables (e.g. hand sanitizer, soap, face masks, gloves etc.)
- COVID-19 infrastructure costs (e.g. plexiglass screens, wall mounted dispensers, signage)
- COVID-19 related venue/equipment cleaning costs
- COVID-19 related staff/volunteer training costs
- Venue hire cost
- Purchase of small-scale sports equipment (e.g. balls, bibs, cones, poles etc.)
- Education for volunteers (including but not limited to Safeguarding, Sports First Aid, Coaching Children, Physical Literacy, Disability Awareness Training, Disability Inclusion Training, Autism in Sport, Sports Specific Training)
- Activity specific resources (tutors, equipment, manuals etc.)

Non-eligible project items:

The following items are not eligible for funding under this scheme.

- Ongoing sports club, group, organisation costs (lighting, heating, insurance etc.)
- Employment costs
- Legal fees
- CCTV equipment
- Project management/consultancy fees
- Purchase of lands or buildings
- Capital equipment (AED's, lawnmowers, rowing machines, goal posts etc.)
- Feasibility studies
- Private or commercial operations
- Costs which are being paid for by another funder or department

Funding Availability:

The maximum amount of funding available per applicant is **€1,500**.

Applications will be means tested and only applicants with the most need will be eligible for the full allocation. Applicants should not feel that they have to apply for the full amount to be considered for support.

Projects that provide opportunities for marginalised groups, people with disabilities, target disadvantaged communities or support the wider community to get active will be positively received.

Funding amounts offered to successful applicants may be reduced if the scheme becomes oversubscribed.

Scheme Timelines & Requirements:

The following timelines and requirements apply to all projects applying for support through the Community Sport and Physical Activity Small Grant Scheme.

Expenditure Timelines:

- Expenditure dating from 1st January 2022 to 30th June 2022 can be included for consideration in applications.

Selection Criteria & Approval:

- All applications will be acknowledged by CSP following the deadline for receipt of applications on Friday 8th April.
- All applications will be evaluated by CSP to ensure eligibility. In some cases, additional information may be required by the evaluation team to complete the evaluation process. This will be conducted by email or phone depending on the nature of the query. Evaluations expect to be completed by the end of April 2022.
- Successful applicants will be issued grant agreements to proceed to the drawdown phase of the scheme. Unsuccessful applicants will be issued letters outlining the reason they were deemed unsuccessful for this scheme.
- Support payments will be processed between May and June 2022.

Reporting:

- Each successful applicant will be required to submit a report, receipts and photographic evidence of the project approved. All reports and receipts are required to be submitted by 30th August 2022.
- If selected as part of a random audit, arrange a suitable date and time for a member of the CSP team to visit to document and review the project completed and items purchased through the scheme.

General:

- The applicant is required to have a bank account in the name of the applying club/group/organisation.
- Matched funding is not a requirement of this scheme. Items funded by a different scheme should not be included for consideration.
- Written evidence of a valid insurance policy may be requested by CSP where relevant.
- Proof of membership to certain bodies maybe requested by CSP where relevant e.g. NGB's, PPN etc.
- Proof of relevant documents/policies may be requested by CSP where relevant e.g. club constitution, safeguarding policy, health & safety policy etc.
- Any organisation applying that is registered for tax purposes must be tax compliant. Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes. Please note: The applying organisation does not have to be registered for tax purposes.
- Only one application can be submitted per club/group/organisation.
- The online form must be filled out in one attempt, there is no facility to save the form and return to it at a later date. All questions included are listed below so applicants have all information to hand prior to completing the application form.
- No canvassing rules apply. Canvassing will result in disqualification from the scheme.
- Decision of the evaluation team will be final so please ensure you provide adequate information about your project.
- No late applications will be accepted or considered.

Closing Date:

The closing date for receipt of applications is **5pm on Friday 8th April 2022.**

Data Collection & Processing:

We, Cork Sports Partnership, collect the personal data provided below for one or more specific purposes, on the basis of public authority to our statutory duties.

The purposes and reasons for processing your personal data are detailed below:

- Identifying and evaluating organisations that apply for the scheme
- Organisation overview and governance
- Conducting compliance checks
- Delivery of efficient services to meet organisations needs
- Recording and communicating the activities of our organisation and other organisations to stakeholders
- Facilitating future contact with relevant stakeholders
- In order to comply with a legal obligation
- Research and development of sports participation

We do not share or disclose any of your personal information without your consent, other than for the purposes specified or where there is a legal requirement. The minimum amount of information is shared with Sport Ireland for reporting purposes.

The information above should be read in conjunction with the privacy notice on our website

How to Apply:

The Community Sport and Physical Activity Small Grant Scheme application form should be completed online by an authorised club/group/organisation official by clicking the button below or by visiting www.corksports.ie/grant-scheme-2022:



Application Form Questions:

For information, the questions from the application form are listed below

Question Number	Question
1	<p>Category of Funding</p> <p>Please choose from the following dropdown:</p> <ul style="list-style-type: none"> • Community Sports Club/Organisation • Community Sports Facility • Disability Sports Club/Group
Applicant Details	
2	<p>Club/Group/Organisation Name</p> <p>- Please enter the name of the applying club, group or organisation</p>
	<p>Club/Group/Organisation Name</p> <p>Please enter the official address of the applying club, group or organisation</p> <p>- Address</p>

	<ul style="list-style-type: none"> - City/Town - Eircode (Eircode can be found here: www.eircode.ie) For applicants without a permanent base, please provide the GPS coordinates of your most frequently used activity location. Help to find GPS Coordinates can be found here: www.maps.ie/coordinates.html
3	<p>Organisation Website and Social Media links</p> <p>Please provide relevant links to applicant website and social media accounts</p> <p>Website: Facebook: Twitter: Instagram: Other:</p>
4	<p>Lead Contact Person</p> <ul style="list-style-type: none"> - First Name - Second Name
5	<p>Role/Position</p> <ul style="list-style-type: none"> - Please state the position of the person applying for this fund. - Lead contact person should be an authorised person within club/group/organisation (e.g. Chairperson, Secretary, Treasurer etc.)
6	<p>Contact Email</p> <ul style="list-style-type: none"> - Please provide an email address for all correspondence.
7	<p>Contact Number</p> <ul style="list-style-type: none"> - Please provide a phone number for all correspondence.
8	<p>Alternative Contact Person</p> <ul style="list-style-type: none"> - First Name - Second Name - Position
9	<p>Alternative Phone Number</p> <ul style="list-style-type: none"> - Please provide a secondary phone number for all correspondence.
10	<p>Alternative Contact Email</p> <ul style="list-style-type: none"> - Please provide a secondary email address for all correspondence.
11	<p>Is your club/group or facility affiliated or connected to any relevant local, regional or national body? Please tick those that apply.</p> <p>Options:</p> <ul style="list-style-type: none"> - National Governing Body of Sport (NGB) - Local Authority

	<ul style="list-style-type: none"> - Local Area Partnership (e.g. South & East Cork Area Development, IRD Duhallow, Ballyhoura Development Partnership, Avondhu Blackwater, West Cork Development Partnership, Cork City Partnership) - Other National Organisations (Active Retirement Association, Men’s Shed Association, Foroige) - Cork Educational Training Board (Cork ETB) - Cork Public Private Participatory Network (PPN) - No Affiliation - Other (Please list when prompted) <p>Proof of membership may be required.</p>																					
12	<p>Governance & Structures</p> <p>Please tick all that apply</p> <ul style="list-style-type: none"> - Club Constitution - Insurance - Charitable status - Registered for Tax purposes (Tax Reference Number & Tax Clearance Access Number required) - Safeguarding Policy (if applicable) - Health & Safety Policy (if applicable) - Other 																					
13	<p>Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc.</p> <ul style="list-style-type: none"> - Committee structure (Chair, Secretary, Treasurer etc.) - Number of people on committee - Number of meetings per year & meeting schedule 																					
Project Details / Funding Request																						
14	<p>Please provide a detailed description on how the funding will be utilised, a summary of the project and what is involved?</p> <p>Max word count (300 words)</p>																					
15	<p>Total Funding Required</p> <p>Please enter the total funding amount required. This should not exceed €1,500.</p>																					
15	<p>Funding Breakdown</p> <p>Please provide a detailed description on how the funding will be expended, including item/expense type and amount required. Please refer to grant guidelines when completing this section. Only projects that meet funding criteria & eligible costs will be considered.</p> <table border="1" data-bbox="274 1736 1394 1998"> <thead> <tr> <th>Category</th> <th>Description</th> <th>Funding Required</th> </tr> </thead> <tbody> <tr> <td>Sports Equipment</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Education</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Activity Resources</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Facility/Venue Costs</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Tutor/Coach Costs</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Other</td> <td>Enter item description</td> <td>Enter cost</td> </tr> </tbody> </table>	Category	Description	Funding Required	Sports Equipment	Enter item description	Enter cost	Education	Enter item description	Enter cost	Activity Resources	Enter item description	Enter cost	Facility/Venue Costs	Enter item description	Enter cost	Tutor/Coach Costs	Enter item description	Enter cost	Other	Enter item description	Enter cost
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16	<p>Grant Beneficiaries</p> <p>Please outline the groups, individuals or organisations in your community that will benefit from this funding. Please also highlight any impacts that will be created as a result. Max word count (300 words)</p>
17	<p>Date of Submission</p> <ul style="list-style-type: none"> - Click calendar icon & select today's date
18	<p>Declaration</p> <ul style="list-style-type: none"> - I declare that the information given on this application form is accurate and correct. - I confirm that I have read the 'Application Guidelines & Criteria for the Community Sport and Physical Activity Small Grant Scheme' prior to completing this form. - I confirm that the applicant club, group/organisation does not have the funding to undertake the work/project without this grant aid. - I confirm that the applicant group/organisation is tax compliant (if tax registered). - I confirm that all the information provided in this application is true in nature - I confirm to be bound by the terms and conditions of the scheme <p>Enter Link to Terms & Conditions</p>
20	<p>Signature</p> <ul style="list-style-type: none"> - Please sign the form & submit your application
21	<p>In 2019, of the club members under the age of 18, how many were female?</p>
Safeguarding Compliance	
22	<p>Does your club have a safeguarding statement in place?</p>
23	<p>Does your club have a Safety statement in place?</p>
24	<p>Does your club have a Child Protection Officer in place?</p>
25	<p>Are all coaches and volunteers who work with underage individuals/teams Garda Vetted?</p>
26	<p>Has your club signed the Cara Sport Inclusion Disability Charter? For more information see: www.caracentre.ie/sport-inclusion-disability-charter</p>
COVID Compliance	
27	<p>Does your club have a written COVID-19 safety statement/protocols in place?</p>
28	<p>Does your club have COVID officer(s) in place?</p>
29	<p>Have your coaches/volunteers completed Sport Ireland or NGB COVID-19 Training?</p>
Note: Total Funding applied for cannot exceed €1500 per club.	
31	<p>How much is your club applying for under the following headings?:</p>
	<p>COVID-19 Related Costs for Hygiene Consumables (E.g. Hand sanitizer, soap, face masks, gloves etc.)</p>
	<p>COVID-19 Related Infrastructure Costs (E.g. Plexiglass screens, wall mounted dispensers, signage)</p>
	<p>COVID-19 Related venue/equipment cleaning costs</p>
	<p>Increased venue hire costs to comply with social distancing</p>
	<p>COVID-19 Related Volunteer Training Costs</p>
	<p>COVID-19 Related Staff Training Costs</p>
	<p>Additional Registration/ Event Management Costs (E.g. admin or IT costs to manage self-declarations)</p>
	<p>Other - Provide Description</p>
	<p>Please Indicate the Total Funding being applied for. (Sum of above amounts) Note: Total Funding applied for cannot exceed €1500 per club.</p>
Club Governance and Finance	

32	Does the club have a constitution or memorandum and articles of association in place?
33	When did your club's most recent AGM take place?
34	Please indicate your club's income for 2020 to date
35	Please indicate your club's expenditure for 2020 to date
36	Please indicate your club's income for 2019
37	Please indicate your club's expenditure for 2019
38	As of July 2020, what is your club's bank balance? (Total of all current and savings accounts)
Other COVID 19 Funding Sources	
39	Is your National Governing Body of Sport running a COVID 19 club support scheme for items included in your application?
40	Have you applied to your National Governing Body for financial support to purchase items included in your application?
41	Have you received funding from other organisations for items included in your application?
42	Please list all organisations you received this funding from?
43	What is the total value of funds you have received from other organisations for items included in your application?
Declarations	
44	<p>I declare that I have reviewed and approved the above application form and that the information given in this funding application is true and accurate.</p> <p>I understand that by applying for this funding my Club agrees to submit to and comply with any audit or inspection as may be required to assert the accuracy of the application and the expenditure of any allocated funds.</p> <p>I have read and understood the Terms and Conditions of Grants. On behalf of my organisation I accept the terms and conditions of grants and agree to be bound by those terms and conditions.</p> <p>I hereby apply for grant-aid for the organisation for 2020.</p>
45	My club would like to be added to the Local Sports Partnership club database.
46	I would like my email address to be added to the Local Sports Partnership email list.
47	I understand that the information I have provided will be used for the purposes as described at the start of this application form.

More Information:

If you require further information on the Cork Sports Partnership Community Sport and Physical Activity Small Grant Scheme, please email mosullivan@corksports.ie or churley@corksports.ie