



## Cork City Physical Activity Amenity Scheme 2023

### Guidelines

#### About the Scheme:

**Cork City Council and Cork Sports Partnership are coordinating a new City Physical Activity Amenity Scheme to support community groups and organisations who want to introduce or improve their facilities so that they can be used more for physical activity.**

The scheme will look to build the capacity of community facilities and amenities to increase access and provide more opportunities for physical activity across Cork City. These facilities and amenities are key to the delivery of physical activity opportunities and events for people of all ages and abilities across the city.

This scheme will be coordinated and administered by Cork Sports Partnership in consultation and partnership with Cork City Council and will support community-owned non-commercial facilities in the city to enhance the physical activity offering provided for the community to be active.

These **non-commercial community facilities** will provide opportunities for their respective communities to be active through physical activity and cannot have received funding for items included in their application from any other scheme to date.

**The scheme will see an investment of €225,000 to** support existing community facilities with upgrades and enhancements to increase and enhance use from a physical activity perspective. Funding for the scheme has been secured through the Sports and Sustainability section of Cork City Council following agreement with the 5 Local Area Committees of Cork City Council, as well as through the Active Cities project being coordinated by Cork Sports Partnership.

Applications can be submitted via online form by **5 pm on Friday 26<sup>th</sup> January 2024**. Application form link – <https://form.jotform.com/233184135256050>



### Eligibility:

#### Who Can Apply and Criteria:

- Community organisations providing specific wider community-based activity programmes will be considered as part of this scheme. e.g., a community facility hosting Men/Women on the Move, physical activity classes/sessions, non-member activities/classes, older adult activities, social and inclusive physical 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 physical activity opportunities for the community.
- Community facilities looking to provide opportunities for people with disabilities to engage in physical activity opportunities.

**PLEASE NOTE:** This scheme is only open to city-based groups and organisations.

#### Eligible Items:

- Small-scale equipment such as spinning bikes, rowing machines, treadmills, weights, non-personal playing equipment etc.
- Capital works to enhance opportunities for more of the community to engage in physical activity in the community.

#### Not Eligible

- National Governing Bodies of Sport (NGB's), County Boards, County/Divisional structures etc.
- Individuals
- Private or Commercial Facilities (Gyms, Bootcamps, other services within clubs etc.)
- Sports Clubs or Sports Organisations
- Schools and Third Level Institutions

**Please note: If you have already received funding as part of any other scheme for the purposes outlined in your application, you will be deemed ineligible for funding as part of this phase of the scheme roll out.**

It is the responsibility of the applicant to ensure that all information provided as part of this application adheres to scheme guidelines. False information or declarations will be referred to relevant authorities and affect future engagement and scheme eligibility.

CSP and CCC will work together to ensure that the investment is distributed fairly across the city. Every effort will be made to ensure that the wider community benefits from this scheme.



### **Project Timelines:**

All allocated funding must be drawn down and reported on within six months of the successful applicant being notified. Proof of expenditure will be required as part of the scheme. Failure to adhere to scheme criteria and guidelines will result in exclusion from any future schemes coordinated by CCC or CSP.

### **Additional Points of Note:**

- Organisations/Groups applying for support must own/have a long-term lease for the facilities they are looking to enhance or have an official user agreement in place with the facility.
- Projects benefitting the wider community that are free to access will be prioritised through the scheme.

### **Ineligible Items:**

- Programme costs such as tutor fees, hall hire, travel expenses are not eligible for inclusion in the scheme.
- Fuel costs associated with machinery, vehicles, travel, or transport do not qualify.
- Pre-existing debts or deficits do not qualify.
- Increases in activity costs associated with energy, hire, insurance etc.
- Non-physical activity related items, such as bars, restaurants, cafes etc.

### **Funding Availability:**

The minimum funding available to any project is €5,000.

The maximum funding available to any project is €20,000.

Applications will be reviewed on the merit of the information and documentation provided in the application submitted.

In the event that the scheme becomes oversubscribed, funding amounts offered to successful applicants may be reduced in line with funding available through the scheme.



### Scheme Timelines & Requirements:

The following timelines and requirements apply to all applications for support through the scheme.

<b>Cork City Physical Activity Amenity Scheme 2023 - Timelines</b>		
	<b>Item:</b>	<b>Provisional Timelines*:</b>
<b>Step 1.</b>	Open Scheme - Open for applications	<b>(22/11/23)</b>
<b>Step 2.</b>	Close Scheme - Deadline for receipt of applications	<b>(26/01/24)</b>
<b>Step 4.</b>	Review of applications completed by	<b>(08/03/24)</b>
<b>Step 5.</b>	Issue letters of offer and funding agreements to successful projects by	<b>(29/03/24)</b>
<b>Step 6.</b>	Deadline for return of contracts by	<b>(19/04/24)</b>
<b>Step 10.</b>	Project support payment processed by	<b>(24/05/24)</b>
<b>Step 11.</b>	Roadshow of projects supported through scheme	<b>(June - Sept 2024)</b>
<b>Step 12.</b>	Closing date for submission of project report forms by	<b>(Oct 2024)</b>

\* Timelines last updated on 22/12/23. Timelines subject to change.

### Selection Criteria & Approval:

- All applications will be acknowledged by CSP and CCC following the deadline for receipt of applications.
- All applications will be evaluated by CSP and CCC 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 8<sup>th</sup> March 2024.
- 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.
- Project support payments will be processed in May 2024.
- CSP & CCC will visit a number of selected projects between June and September 2024.
- Successful projects to complete project report form by the end of October 2024.



### **Reporting/Accountability:**

- Proof of expenditure will be required as part of this scheme. A bill of estimates/quotations will suffice for inclusion as part of the application process. This needs to be completed via the file upload function during the application process.
- Proof of expenditure such as invoices/receipts will be required to be submitted at reporting stage.
- CSP and CCC will be completing cross-checks with relevant organisations regarding organisation eligibility and proposed projects, so please ensure all is in order prior to applying.
- Randomly selected audits may be organised to validate information provided by community facilities. If selected, applicants will arrange a suitable date and time for CSP and CCC representatives to visit the facility.

### **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 but is encouraged.
- Items funded by a different scheme should not be included for consideration.
- Written evidence of a valid insurance policy may be requested where relevant.
- Only one application can be submitted per organisation.
- The online form must be filled out in one attempt, there is no facility to save the form and return to it later. 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.
- No late applications will be accepted or considered.

### **Closing Date:**

The closing date for receipt of applications is **5pm on Friday 26<sup>th</sup> January 2024.**



### **Data Collection & Processing:**

We, Cork Sports Partnership and Cork City Council, collect the personal data provided below for one or more specific purposes, based on 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 information above should be read in conjunction with the privacy notice on our website.

### **How to Apply:**

The Cork City Physical Activity Amenity Scheme application form should be completed online by an authorised official by clicking the button below <https://form.jotform.com/233184135256050>

### **More Information:**

If you have any queries or require further information on the Cork City Physical Activity Amenity Scheme, please email [lburke@corksports.ie](mailto:lburke@corksports.ie)



### Application Form Questions:

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

Question Number	Description
	<b>Overview of Scheme</b>
<b>Applicant Details</b>	
1	<b>Group/Organisation Name</b> <ul style="list-style-type: none"><li>- Please enter the name of the applying group or organisation</li></ul>
2	<b>Group/Organisation Address</b> <b>Please enter the official address of the applying group or organisation</b> <ul style="list-style-type: none"><li>- Address</li><li>- City/Town</li><li>- Eircode (Eircode can be found here: <a href="http://www.eircode.ie">www.eircode.ie</a>) 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: <a href="http://www.maps.ie/coordinates.html">www.maps.ie/coordinates.html</a></li></ul>
3	<b>Website and Social Media links</b> Please provide relevant links to applicant website and social media accounts  Website: Facebook: Twitter: Instagram: Other:
4	<b>Lead Contact Person</b> <ul style="list-style-type: none"><li>- First Name</li><li>- Second Name</li></ul>
5	<b>Role/Position</b> <ul style="list-style-type: none"><li>- Please state the position of the person applying for this fund.</li><li>- Lead contact person should be an authorised person within group/organisation (e.g. Chairperson, Secretary, Treasurer, Lead etc.)</li></ul>
6	<b>Contact Email</b> <ul style="list-style-type: none"><li>- Please enter an official email address for all scheme correspondence.</li></ul>



<b>7</b>	<p><b>Confirm Contact Email</b></p> <ul style="list-style-type: none"> <li>- Please confirm official email address for all scheme correspondence.</li> </ul>
<b>8</b>	<p><b>Contact Number</b></p> <ul style="list-style-type: none"> <li>- Please provide a phone number for communication regarding scheme.</li> </ul>
<b>9</b>	<p><b>Alternative Contact Person</b></p> <ul style="list-style-type: none"> <li>- First Name</li> <li>- Second Name</li> <li>- Position</li> </ul>
<b>10</b>	<p><b>Alternative Phone Number</b></p> <ul style="list-style-type: none"> <li>- Please provide a secondary phone number for all scheme correspondence.</li> </ul>
<b>11</b>	<p><b>Alternative Contact Email</b></p> <ul style="list-style-type: none"> <li>- Please provide a secondary email address for all correspondence.</li> </ul>
<b>12</b>	<p><b>Affiliation/Membership</b></p> <p>Is your group/organisation or community facility affiliated or connected to any relevant local, regional or national body?</p> <p>Yes / No</p> <p>If Yes, please list details.</p> <p>Proof of affiliation may be required.</p>
<b>13</b>	<p><b>Organisation/Group/Facility Structure</b></p> <p>Please provide a brief organisational description of your group / organisation e.g. committee structure, frequency of activity, membership, meeting schedule etc.</p> <ul style="list-style-type: none"> <li>- Committee structure (e.g. Chair, Secretary, Treasurer etc.)</li> <li>- Number of members/activities</li> <li>- Frequency of meetings/activity</li> </ul> <p>This will provide the evaluation team with a better understanding of the group/organisation set up.</p>
<b>Project Details / Funding Request</b>	





14	<p><b>Overview of the Project</b></p> <p>Please provide a detailed overview of the proposed project including proposed works/equipment required, proposed timelines, funding requirements and other relevant information.</p> <p>Max word count (300 words)</p>												
15	<p><b>Total Funding Required</b></p> <p>Please enter the total funding amount required. This should not exceed €20,000.</p>												
16	<p><b>Bill of Estimates/Quotes</b></p> <p>Please upload any relevant quotes or bill of estimates for your proposed project through the upload file link.</p>												
17	<p><b>Funding Breakdown</b></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 &amp; eligible costs will be considered.</p> <table border="1" data-bbox="277 1032 1394 1182"> <thead> <tr> <th>Category</th> <th>Description</th> <th>Funding Required</th> </tr> </thead> <tbody> <tr> <td>Non-Personal Playing Equipment</td> <td>Enter item description</td> <td>Enter cost</td> </tr> <tr> <td>Capital works</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	Non-Personal Playing Equipment	Enter item description	Enter cost	Capital works	Enter item description	Enter cost	Other	Enter item description	Enter cost
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17	<p><b>Project Beneficiaries</b></p> <p>Please outline the target groups, individuals and/or organisations in your community that will benefit from this development. Please also highlight any impacts that will be created as a result of funding received.</p> <p>Max word count (300 words)</p>												
18	<p><b>Additional Information:</b></p> <p>Please include any additional information you deem relevant that may support your application.</p>												
19	<p><b>Additional Information – Upload facility (if relevant)</b></p> <p>Please upload any additional documentation that may support your application.</p>												
18	<p><b>Date of Submission</b></p> <ul style="list-style-type: none"> <li>- Click calendar icon &amp; select today's date</li> </ul>												
19	<p><b>Declaration</b></p> <ul style="list-style-type: none"> <li>- I confirm that I have read the scheme Guidelines &amp; Criteria prior to completing this form.</li> </ul>												



	<ul style="list-style-type: none"><li>- I declare that I have reviewed the details submitted as part of this application and that all information provided is accurate and true.</li><li>- I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid support.</li><li>- I understand that by applying for this scheme, my group/organisation 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.</li><li>- On behalf of my organisation, I accept the terms and conditions of scheme and agree to be bound by those terms and conditions.</li></ul>
<b>20</b>	<p><b>Signature</b></p> <ul style="list-style-type: none"><li>- Please sign the form &amp; submit your application.</li></ul>