



## Criteria and Guidelines for Club Development Grant Scheme 2023

### **Objectives of the scheme**

Offaly Sports Partnership aims to achieve sustained increases in participation levels in physical activity, sport and active living in County Offaly. This club development grant scheme is designed to support: -

- i. local programmes to increase or sustain club membership
- ii. initiatives designed to increase the participation of underrepresented groups in sport
- iii. the purchase of non-personal training equipment to support return to sport programmes and / or the establishment of new sections within existing clubs / sporting organisation
- iv. new clubs with initial start-up costs (e.g. affiliation, insurance, equipment, venue hire, etc.)
- v. mid to long term club planning

### **Who is eligible to apply?**

To be eligible to apply for this funding, clubs / sporting organisations should: -

- be based in Offaly
- be either
  - i. an affiliate of or be in the process of affiliating to a National Governing Body of Sport recognised by Sport Ireland; or
  - ii. be a local community organisation whose function includes the delivery of sport and / or physical activity programmes for the benefit of the wider community<sup>1</sup>
- have appropriate governance documentation (constitution, memorandum and articles of association or similar) in place
- operate on a not for profit basis; and be open for public membership
- have policies, practices and procedures in place that encourage participation regardless of ability, age, family / marital status, gender, ethnic background, sexual orientation or membership of the Traveller community
- have appropriate insurance in place to allow for the delivery of all their activities
- adhere to best practice guidelines in the area of children in sport. Best practice guidelines include: -
  - having a child safeguarding statement in situ
  - having a club welfare officer and designated liaison person in situ
  - Garda vetting of coaches / volunteers that work with underage teams and individuals
  - ensuring that coaches and volunteers who work with underage individuals / teams have undergone Safeguarding 1 (child protection) training

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<sup>1</sup> while community organisations can apply under this scheme, affiliates of National Governing Bodies of Sport will receive a stronger weighting when application are assessed

## Who is ineligible to apply?

- individuals
- national / regional / county governing structures
- statutory agencies
- for profit groups / commercial organisations / private facility owners

## Schemes

A club / sporting organisation can apply for funding **under one of the five schemes** indicated on the application form as follows: -

### **1. Local programmes to increase or sustain club membership**

A club / sporting organisation can apply for funding to support the delivery of one off projects / intervention delivered by their club / sporting organisation to increase its current membership; or sustain the current membership it has. Projects / Interventions deemed eligible under this strand include, but are not limited to, come try days, club / school programmes, camps, street leagues, exercise classes, etc.

### **2. Initiatives to increase participation of underrepresented groups in sport**

A club / sporting organisation can apply for funding to deliver initiatives designed to increase the participation of underrepresented groups in sport. For the purposes of this funding strand, underrepresented groups include older adults, people with a disability, people of an ethnic minority background including Travellers, people experiencing rural or urban disadvantage, the unemployed / under employed, women and girls, and youth at risk

### **3. Equipment**

A club / sporting organisation can apply for funding to purchase non-personal training equipment to support return to sport programmes and / or the establishment of new sections within existing clubs / sporting organisation

### **4. New clubs**

A new club / sporting organisation can apply for funding under this strand to support: -

- i. initial start-up costs (e.g. affiliation, insurance, equipment, venue hire, etc.) incurred within the 12 months prior to this call for funding; or
- ii. initial start-up costs (e.g. affiliation, insurance, equipment, venue hire, etc.) likely to be incurred in the establishment of a new club in the 2023 calendar year

Clubs applying under this scheme may not draw down funding without confirmation from the relevant governing body that they have completed the affiliation process

### **5. Mid to Long term club planning**

Funding under this strand can be used by a club / sporting organisation to source external support / facilitation to help draft and publish a written club development plan. A development plan will have a minimum timeframe of three years; and will include a set of realistic targets that can be used to monitor the success of the plan. Targets may include: -

- i. increasing participation
- ii. improving coaching
- iii. enhancing volunteering
- iv. retaining club members

While this strand is limited to applications from clubs / sporting organisations, an individual club may apply on behalf of a county board to lead the development of a plan for the sport in the county

**What we will not fund:**

Ongoing running costs of the club / sporting organisation that are outside of the schemes covered by this programme

**Level of grants**

The maximum level of grant assistance per successful application will be €1,500.

Please note, based on the volume of applications, it may not be possible to fund every organisation. Prioritisation of applications is indicated at the assessment process below

**Application**

The application will consist of the following sections: -

1. club / sporting organisation details
2. a detailed funding request breakdown
3. declaration

Applications should be completed in full and **online only by Friday, 30<sup>th</sup> June**. Late applications will not be accepted

If your club / sporting organisation is having difficulties completing the form online, please contact [sports@offalycoco.ie](mailto:sports@offalycoco.ie) to discuss same

**Assessment process**

- after the closing date of **Friday, 30<sup>th</sup> June**, Offaly Sports Partnership will prioritise eligible applications received
- all eligible applications shall be assessed by a committee on the information supplied in the application form; and any supporting documentation enclosed
- the assessment committee may choose to obtain clarifications on individual applications
- it may not be possible to provide support to every applicant, nor to provide the maximum level of grant aid. The assessment committee will assign weightings to applications based on the following criteria: -

Affiliate of a National Governing Body of Sport recognised by Sport Ireland	10
Quality of the application	15
Extent to which application addresses the chosen scheme objective	20
<u>Overall value for money</u>	<u>15</u>
<b>Total</b>	<b>60</b>

Following the assessment process, recommendations for funding will be submitted to the management committee of Offaly Sports Partnership for review and approval

## **Correspondence, Draw Down of Funding and Reporting**

- All applicant club / sporting organisations will be informed of the decision of the Sports Partnership.
- All successful applicants will be required to be set up on Offaly County Council's financial system to enable payment of the grant. The following documentation will be required for set up: -
  - a tax or charity number; and the associated tax clearance access number to allow Offaly County Council to confirm the tax status of the successful applicant. The tax or charity number should be in the name of the club / sporting organisation and not in the name of an individual associated with the club / sporting organisation (note – the club / organisation does not need a tax / charity number and the associated tax clearance access number to apply for this scheme, but you will need the club's tax details should your application be successful)
  - a bank or credit union account in the club / sporting organisation's name
- Successful applicants will be permitted to draw down an initial 80% of their total allocation.

To draw down the outstanding 20% of their allocation, successful applicants will be asked to submit a brief report on how the funding was spent; along with proof of expenditure in the form of receipts and bank statements. This report can be submitted following a 60% spend of the initial 80% allocation.

Please note, all reports on spend must be submitted to Offaly Sports Partnership by email to [clubdevelopmentgrants@offalycoco.ie](mailto:clubdevelopmentgrants@offalycoco.ie) by **Friday, 15<sup>th</sup> March 2024**.

Compliance with reporting on how funding was spent; and evidence of same must be adhered to if and when requested, in order to be eligible for future grant aid from Offaly Sports Partnership and / or Offaly County Council

(note - if your club / organisation receives funding from Offaly Sports Partnership and you do not provide proof of expenditure on funding received; this will be notified within Offaly County Council and your club / organisation may be ineligible for future support from Council managed grant schemes)

## **Publicity & Acknowledgement of Support**

Successful applicants should note that they must comply with any reasonable request regarding publicity from Offaly Sports Partnership. Furthermore, it is a condition of the grant scheme that any promotion / publicity related to the activity approved for funding should positively acknowledge the support received from Offaly Sports Partnership and Sport Ireland.

### **Further information**

For further information on the scheme, please contact [clubdevelopmentgrants@offalycoco.ie](mailto:clubdevelopmentgrants@offalycoco.ie)