

GUIDELINES, TERMS & CONDITIONS

Please read through all guidelines before starting on the application

Monaghan Sports Partnership aims include increasing participation in Sport and Physical Activity, improving the quality of coaching and training and to support volunteers in sport. The Sports Club Grant Programme aims to assist new and existing clubs in creating structures which provides long term development and benefits to the club.

It should add value to the club and concentrate on the vision of the club going forward over its short-medium lifespan.

Our small clubs grant scheme makes awards, to not-for-profits organisations that can contribute to our strategic goals of:

- Increased participation in Sport and Physical Activity
- Greater access to training and education
- Better club Governance

Priority will be given to supporting new initiatives that will result in increased participation.

The Sports Partnership will hold an information meeting regarding the application process and requirements of Strand 1 and Strand 2 applications

Monaghan Sports Partnership is available throughout the application process for advice or guidance

Closing date for applications:

Wednesday 27th November 2019 at 5pm

Information Sessions on the Grant Programme will take place on:

Tuesday 5th November 2019 (7.30pm - 8.30pm) in Castleblayney Enterprise Centre
Thursday 7th November 2019 (7.30pm - 8.30pm) in St. Josephs Pastoral Centre, Monaghan

Application form, Guidelines (terms & conditions) and Sample Development Plans will be available at these sessions and are also available at www.monaghansports.ie or from the Sports Partnership office
042-9755126

General Conditions (applicable to Strand 1 and Strand 2 applications)

1. Who May Apply?

The programme is open to the following:

- Sports Clubs who are registered with Monaghan Sports Partnership
- Sports Clubs based within the boundary of County Monaghan only
Individuals may not apply for own funding and clubs may not apply for funding for individual athletes
Applicant sports clubs must be affiliated with the appropriate National Governing Body of Sport (where such an NGB exists)
- Sports Clubs run on a not for profit basis
- Joint applications from sports clubs will be favourably considered
- Clubs registered with the Monaghan Public Participation Network (PPN) (see www.monaghanppn.ie)

2. How will Decisions be made?

Once the application process is closed, a sub-committee of Monaghan Sports Partnership will assess the applications. They will make their recommendations to the full membership of the Sports Partnership committee, who will make the final decision.

Their decision shall be final; there is no appeals process.

Funding will be allocated throughout the County and throughout a range of sports as widely and as equitably as possible, based on the information supplied on the application form and the number of applications received.

The following will be taken into consideration by the board when making its decision:

- The number of people who will benefit from the funding
- How the proposed project will increase the level and frequency of participation of people in sport
- How clear the club / organisation's plans are on increasing participation. (e.g. does it have a plan in place?)
- The wider benefits that the proposed project will bring (eg to the area, or to the community. Or perhaps the benefits will include a lasting impact on the area, eg by having new skills in the community as a result of running a training course)
- The support must help the club / organisation develop activities into a long-term programme
- The track record of the applicant group (eg. how you have used past funding granted etc)
- The clarity of information provided and detailed breakdown where applicable

3. Level of Support

The level of grant assistance will depend on a range of factors, including type of project, availability of other sources of funding, and the overall number of applications seeking funding under the Grant Programme.

In view of the level of funding available, however, it is envisaged that the general grant allocation will not exceed €500 (Under Strand 1) and €1500 (under Strand 2).

Where the group is not registered for VAT, grant aid will be paid on costs inclusive of VAT

We want everyone in Co. Monaghan regardless of age, background or level of ability to feel able to engage in sport and physical activity. Some will be young, fit and talented, but most will not. We aim to develop a sports sector that welcomes everyone, meets their needs, treats them as individuals and values them.

We want to fund eligible organisations that get more people engaged in sport and meet one or more of our strategic goals:

- Increased participations in Sport and Physical Activity

- Greater Access to Training and Education
- Better club Governance

4. Insurance

Applicant groups must have appropriate Insurance cover in place for its general activity and which provides adequate cover for any activity outlined as part of this application.

The Monaghan Sports Partnership Sports Club Grant Scheme aims to support sports clubs to increase participation– all project or activity detailed in the application or carried out by the club using this funding must be covered by the Clubs own Insurance policy. Monaghan Sports Partnership does not take responsibility for the delivery of the programme of work or the Insurance implications of same.

Conditions specific to Strand 1 applications;

1. The Fund is open to:

Sports clubs whose remit includes the promotion of youth activities or wish to develop a new section in their club
Individuals may not apply for own funding and clubs may not apply for funding for individual athletes

2. Funding available

The amount of funding available to each club will be less than that available for Strand 2.

This is designed to ensure that the club can gain maximum impact from the funding it uses and ensure a greater level of participation in the club than before.

Clubs can apply for funding in the region of €150 - €500

The amount of funding awarded will be dependent on the number of applications received and the where the committee feels most impact will be

3. What is eligible for funding?

Funding applications may be for one, or a combination, of the following:

- Training and coaching of young people
- Training of coaches to work with young people
- Purchase of sports / physical activity equipment
- Specific new promotion of club activities to attract new members

Examples of such include such things as:

juvenile section where such a section does not currently exist within the club or a new gender section where such a section does not currently exist – e.g. new female section within an all male club or a disability strand within a mainstream club

- a recreational element of the club to recruit new members who may in turn become part of the competitive element of the club

4. What is not eligible for funding?

The following are not eligible for assistance from the 2019 Fund:

- Projects of a capital nature, eg building work
- Servicing of debt & payment of tax
- The purchase of land
- General appeals. (i.e. no specific purpose or amount specified)
- An application which is not clear in their request or that the request made does not represent value for money.

- Any training course already provided and subsidised by Monaghan Sports Partnership (eg. Safeguarding, Disability Awareness, First Aid)
- Purchase of sportswear eg individual clothing or team kit
- Insurance and affiliation fees
- A proposed project which is already provided within the club
- General running costs associated with the club or once-off fundraising events

3. Application Process

- The standard application form must be completed in full to be considered.
- The form must be legible and provide clear information with detailed costs breakdown
- A copy of the club Code of Ethics must accompany the application (whereby the application involves Children / young people aged under 18 years of age)

4. Reporting

- Successful applicants will be asked to submit a report on how the funding was spent, along with proof of expenditure, in the form of receipts and bank statements
- 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 Monaghan Sports Partnership

Conditions specific to Strand 2 applications

1. General

The focus must be on club development and a firm plan in place for 10-11 month period where medium to long term participation benefits will be gained.

This is not a grant scheme whereby clubs can apply for almost anything that will benefit sport. But rather it is a 'participation development project' which means that the club will develop a plan, that when completed, will greatly enhance the long-term future of the club, in terms of participation figures.

Clubs may still apply for items like sports equipment, coaching costs etc but these items must form part of a bigger initiative to get more people involved in sport

2. What is eligible?

Applications made, should outline a clear plan for the development of a new initiative within the club that does not already exist that will take place over a 10-11 month period

For example (but not exclusive to)

- a juvenile section where such a section does not currently exist within the club
- a new gender section where such a section does not currently exist – e.g. new female section within an all male club
- a disability strand within a mainstream club
- a recreational element of the club to recruit new members who may in turn become part of the competitive element of the club

The plan must outline and describe each step the club must undertake in order to complete the process and result in achieving their overall aim.

The project will support funding towards;

- Purchase of sports / physical activity equipment (up to 50% overall request)
- Training of coaches to work with young people

- A school / club initiative
- Promotion of a new programme of activity

3. What is not eligible for funding?

The following organisations are not eligible:

- Individuals or National / Regional / County committees
- Private facility owners
- Statutory agencies

The following items are not eligible;

- Projects of a capital nature, eg building work or the purchase of land
- Servicing of debt & payment of tax
- General appeals. (i.e. no specific purpose or amount specified)
- An application which is not clear in its request or that the request made does not represent value for money.
- Any training course already provided and subsidised by Monaghan Sports Partnership (eg. Code of Ethics, Disability Awareness, First Aid) however will continue to be subsidised (and may be included as part of the overall club plan)
- Insurance and affiliation fees
- A proposed project which is already provided within the club
- **Ongoing running costs of clubs** – hall hire, prizes, transport, coaching fees relating to normal club activities, registration/affiliation fees, insurance, general administration costs (unless for new project)

3. Funding available

The amount of funding available to each club will be greater than that available for Strand 1. This is designed to ensure that the club can gain maximum impact from the funding it uses and ensure a greater level of participation in the club than before.

Clubs can apply for funding in the region of €500 - €1500

The greater the level of funding sought, the more impact required and long term benefits expected to be outlined in the application.

Contribution of Own Funding

Your club must make a minimum contribution (25%) towards the total cost of your project and provide proof with your application that you have this funding in place at the time of application. You should therefore be realistic about the scale and cost of your project and the amount of funding you are seeking from the programme.

5. What is a Club Development Plan?

In order to give your project the best possible chance of being successful, you are required to submit a specific 'Club Development Plan' for your proposed project.

A *Club Development Plan* outlines where the club is now, where the club wants to be and how it is going to get there.

For the purposes of this application, the plan should consist of the following;

- Overall aim of the project
- A step-by-step plan on how to achieve it
- A series of tasks that need to be undertaken under each step
- A breakdown of costs associated with the project
- Timelines associated with each step of the way

Note: A sample Club Development Plan is available by request from our office at 042-9755126 or download from www.monaghansports.ie

6. Application Process

- The standard application form must be completed in full to be considered.
- The form must be legible and provide clear information with detailed costs breakdown
- The application form must be supported by the Club Development Plan for the proposed project and accompanied with other required documentation

Note: *applications without supporting documentation will not be considered for funding*

7. Reporting

- Funding will be awarded to successful applicants as follows;
70% of overall funding award will be made upfront
The remaining 30% of overall funding award will be made on the basis of initial funding being spent and appropriate returns made
- Successful applicants will be asked to submit a report on how the funding was spent, along with proof of expenditure, in the form of invoices, receipts and bank statements throughout the duration of the project.
- 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 Monaghan Sports Partnership

To apply for either **Strand 1 or Strand 2 of the 2019 Sports Club Grant Programme**, complete the relevant application form and return to;

MONAGHAN SPORTS PARTNERSHIP

Ballybay Civic Centre, Main Street, Ballybay, Co. Monaghan Tel: 042-9755126

Closing date

for receipt of applications is

Wednesday 27th November 2019 (5pm)

(in the interest of fairness, late applications cannot be accepted)



Supported by Sport Ireland and Monaghan County Council