

## Monaghan Sports Partnership COVID 19 Club Small Grant Scheme Guidelines

The COVID-19 club 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 sports sector during the COVID-19 pandemic. This scheme is designed to support clubs, which do not have the finances to implement COVID-19 related hygiene and social distancing protocols. As the total fund available is limited, clubs which already have the finances to implement COVID-19 protocols should not apply. Clubs must ensure that, where available, they prioritise the application for funding support via their National Governing Body or relevant representative body. Funding support for the same purpose should not be sought from multiple sources.

This grant can cover costs associated with the reopening of sports clubs. The club grant scheme is designed and intended to support return to sporting activities only. This funding cannot be used to support COVID-19 costs related to hospitality services such as bars or restaurants within sports facilities.

The COVID 19 Club Small Grants can be used to support COVID 19 related expenditure dating **from 2<sup>nd</sup> May 2020 onwards** (Date of publication of Government roadmap to recovery). Any expenditure prior to 2<sup>nd</sup> May will not be eligible for submission.

The scheme will be based on identified needs. Monaghan Sports Partnership and Sport Ireland will work together to ensure that the investment is distributed fairly. Every effort will be made to ensure that the wider sports community benefits from this scheme. There is an upper limit of €1,500 per club on this grant scheme. Clubs will be assessed on demonstrable need. Decision of the committee will be final, no canvassing rules will apply. Clubs should not feel that they have to apply for the full amount to be considered for support.

- Only one application can be submitted per club
- Applications must be submitted to the LSP in the county in which your club is based.
- The form must be filled out in one attempt, there is no facility to save the form and return to it at a later date.
- Grant scheme is subject to the terms and conditions outlined below

We, Monaghan 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 funding
- 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 personal information is shared with Sport Ireland. The list of clubs and purpose of their funding will be shared with Sport Ireland for approval of funding purposes.

<b><u>COVID 19 Club Small Grant Scheme</u></b>	
<b>Who can apply?</b>	<ul style="list-style-type: none"> <li>• Sports and Physical Activity Clubs affiliated to an NGB</li> <li>• Other sport and physical activity clubs</li> <li>• Community Groups who provide sport and physical activity opportunities to their members</li> </ul>
<b>What can be applied for?</b>	<ul style="list-style-type: none"> <li>• COVID-19 Related Costs for Hygiene Consumables (E.g. Hand sanitizer, soap, face masks, gloves etc.)</li> <li>• COVID-19 Related Infrastructure Costs (E.g. Plexiglass screens, wall mounted dispensers, signage)</li> <li>• COVID-19 Related venue/equipment cleaning costs</li> <li>• Increased venue hire costs to comply with social distancing</li> <li>• COVID-19 Related Volunteer Training Costs</li> <li>• COVID-19 Related Staff Training Costs</li> <li>• Additional Registration/ Event Management Costs (E.g. admin or IT costs to manage self-declarations)</li> <li>• Please note: The COVID 19 Club Small Grants can be used to support COVID 19 related expenditure dating <b>from 2<sup>nd</sup> May 2020 onwards only</b> (Date of publication of Government roadmap to recovery).</li> </ul>
<b>Funding available:</b>	Grants up to a <b>maximum of €1500 per group</b> can be applied for
<b><u>Closing Date for applications is Tuesday 1<sup>st</sup> September 2020.</u></b>	

**The application form**

Applications should be made online if possible. In exceptional circumstances, paper applications will be accepted. If an organisation requires assistance in filling out the application form or has any queries in relation to the grant scheme please contact Monaghan Sports Partnership on [info@monaghansports.ie](mailto:info@monaghansports.ie) or 042-9755126

**Online application form**

The application form should be completed **online** at the below link:

[\*\*Monaghan Sports Partnership Small Grant Scheme for Sports Clubs \(Covid19 supports\)\*\*](#)



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

Question Number	Question
1	Please provide the name of the person we should contact regarding this application
2	Applicants should be a club officer (Secretary, Chairperson, Treasurer etc..). Please state the position of the person applying for this fund.
3	Please provide the email address of the applicant
4	Please provide the contact number of the applicant
5	Club Name
6	Club Address (ie where the club is based or operates from, as opposed to contact person address)
7	Club Eircode (If Eircode not available please provide GPS Coordinates) Club Eircode can be found here: <a href="http://www.eircode.ie">www.eircode.ie</a> For Clubs without a 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>
8	Club Bank Account Name (this should be in the name of the club)
9	Club Bank Account Number
10	Club Bank Account sort code
11	Club Bank Account (IBAN)
12	Club Bank Account (BIK)
<b>Club Information</b>	
13	What is the Primary Sport your Club is involved in?
14 (a)	Is your club registered with a National Governing Body of Sport ?
14 (b)	Is your club registered with your Local Sports Partnership ?
14 (c)	Is your club registered with the Local Authority Public Participation Network?
15	How many club members, in total, do you currently have in 2020?
16	In 2020, how many of the total club members are female?
17	In 2020, how many of the total club members are people with a disability?
18	How many club members, in total, did you have in 2019?
19	In 2019, how many of the total club members were female?
20	In 2019, how many of the total club members were people with a disability?
21	Does your club have members under the age of 18?
22	In 2020, how many club members are under the age of 18?
23	In 2020, of the club members under the age of 18, how many are female?
24	In 2019, how many members were under the age of 18?
25	In 2019, of the club members under the age of 18, how many were female?
<b>Safeguarding Compliance</b>	
26 (a)	Does your club have a safeguarding statement in place?
26 (b)	Does your club have a Safety statement in place?
26 (c)	Does your club have a Child Protection Officer in place ?
26 (d)	Are all coaches and volunteers who work with underage individuals/teams Garda Vetted ?
27	Has your club signed the Cara Sport Inclusion Disability Charter? For more information see: <a href="http://www.caracentre.ie/sport-inclusion-disability-charter">www.caracentre.ie/sport-inclusion-disability-charter</a>
<b>COVID Compliance</b>	
28 (a)	Does your club have a written COVID-19 safety statement/protocols in place?
28 (b)	Does your club have COVID officer(s) in place ?



<b>28 (c)</b>	Have your coaches/volunteers completed Sport Ireland or NGB COVID-19 Training?
<b>Outline of funding sought</b>	
<b>Note: Total Funding applied for cannot exceed €1500 per club.</b>	
<b>How much is your club applying for under the following headings?</b>	
<b>29</b>	COVID-19 Related Costs for Hygiene Consumables (E.g. Hand sanitizer, soap, face masks, gloves etc.)
<b>30</b>	COVID-19 Related Infrastructure Costs (E.g. Plexiglass screens, wall mounted dispensers, signage)
<b>31</b>	COVID-19 Related venue/equipment cleaning costs
<b>32</b>	Increased venue hire costs to comply with social distancing
<b>33</b>	COVID-19 Related Volunteer Training Costs
<b>34</b>	COVID-19 Related Staff Training Costs
<b>35</b>	Additional Registration/ Event Management Costs (E.g. admin or IT costs to manage self-declarations)
<b>36</b>	Other requirements - Provide costs of other requirements
<b>37</b>	Other requirements - Provide Description for items costed above in Q35
<b>38</b>	Please Indicate the Total Funding being applied for. (Sum of above amounts) Note: Total Funding applied for cannot exceed €1500 per club.
<b>Club Governance and Finance</b>	
<b>39</b>	Does the club have a constitution or memorandum and articles of association in place?
<b>40</b>	When did your club's most recent AGM take place?
<b>41</b>	Please indicate your club's income for 2020 to date
<b>42</b>	Please indicate your club's expenditure for 2020 to date
<b>43</b>	Please indicate your club's income for 2019
<b>44</b>	Please indicate your club's expenditure for 2019
<b>45</b>	As of July 2020, what is your club's bank balance? (Total of all current and savings accounts)
<b>Other COVID 19 Funding Sources</b>	
<b>46</b>	Is your National Governing Body of Sport running a COVID 19 club support scheme for items included in your application?
<b>47</b>	Have you applied to your National Governing Body for financial support to purchase items included in your application?
<b>48</b>	Have you received funding from other organisations for items included in your application?
<b>49</b>	Please list all organisations you received this funding from?
<b>50</b>	What is the total value of funds you have received from other organisations for items included in your application?
<b>Declarations</b>	
<b>51</b>	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. 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. 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. I hereby apply for grant-aid for the organisation for 2020.
<b>52 (a)</b>	My club would like to be added to the Local Sports Partnership club database.
<b>52 (b)</b>	I would like my email address to be added to the Local Sports Partnership email list.
<b>52 (c)</b>	I understand that the information I have provided will be used for the purposes as described at the start of this application form.

### **Terms and conditions:**

#### **The grant scheme will be subject to the following terms and conditions:**

- Sports Clubs must be affiliated to a National Governing Body of Sport (NGB) where such an NGB exists or their local PPN. Applications are also invited from activity groups who do not fall under either category above (NGB or PPN).
- All applicants who receive funding must complete the Sport Ireland COVID 19 Return to sport and activity online training (or relevant NGB course) (Evidence of completion will be required upon submission of receipts of expenditure)

#### **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
- The funding must be used for the purpose outlined.
- Funding must be spent, and receipts submitted to MSP by Friday 20<sup>th</sup> November 2020.
- Deadlines for any reporting or drawdown of funding must be adhered to. Failure to comply with the deadline may result in loss of grant.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- In order to process your application, it may be necessary for Monaghan Sports Partnership to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on [www.monaghan.ie](http://www.monaghan.ie).

#### **Please note:**

There is no guarantee of funding of applications which achieve the minimum eligibility criteria. The fund is limited, and eligible applications will be evaluated on a competitive basis against the criteria being applied.

The grants will be assessed at stage 1 by Monaghan Sports Partnership and stage 2 by Sport Ireland. Grant funding will be awarded from Sport Ireland and administered through Monaghan Sports Partnership.

**Closing Date for applications is Tuesday 1st September 2020.**



**\*GDPR Disclaimer**

The information collected on this Sports Club Grant Form will be held by Monaghan Sports Partnership in electronic and hard copy format as necessary.

The information will be processed in accordance with the General Data Protection Regulations (GDPR).

By registering for this Sports Club Grant your contact information will be retained on file and will be shared with relevant stakeholders (Sport Ireland,) as required.

By completing Return to Sport & Activity Assistance Grant Application Form, I am giving consent for my club's contact information to be stored.