

This document is for advance information on the questions on the application form – it should not be submitted as an application

Sports Club Small Grant Scheme

Questions

PLEASE READ EACH QUESTION CAREFULLY AS YOU GO ALONG BEFORE COMPLETING THE APPLICATION AS YOU CANNOT SAVE IT FOR LATER - If you want to see a preview of all questions in the application, check out the document 'Application Questions' on the website so that you can prepare all information in advance of starting the actual application

ONCE COMPLETED, PLEASE MAKE SURE TO **CLICK 'SUBMIT'** TO ENSURE YOUR APPLICATION IS FINALLY SUBMITTED. You will get a 'pop' up notice to confirm your application has been submitted

TERMS AND CONDITIONS AND FAQS ARE AVAILABLE ON OUR WEBSITE -
www.monaghansports.ie

Monaghan Sports Partnership's 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

Online applications are now being accepted for assistance under this fund, which is available under three strands:

- Strand 1: Sports Club - Sports equipment supports (Max €1000)*
- Strand 2: Sports Club - Education and training supports (Max €700)*
- Strand 3: Sports Club - Participation imitative supports (Max €1000)

Clubs may apply (where eligible) for one or more of the strands.

*In relation to Strand 1 and Strand 2 - if your club has already used its own funds in 2023 for items that are eligible under this grant programme, it may request retrospective funding.

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

Staff of Monaghan Sports Partnership are available throughout the application process for advice or guidance (phone 042-9755126)

Privacy notice

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. Monaghan Sports Partnership does not share personal data and only uses it for correspondence reasons relating to the grant decision. Overall funding spend and individual club allocations are published for governance and reporting purposes. General Club information and details of application is shared with our Committee members for the purposes of assessment.

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

<https://monaghan.ie/privacy-notice/>

Section 1

General Information

Please read each question carefully - and ensure you enter correct contact details. Otherwise it may affect the decision of our committee in awarding funding and / or may affect Monaghan Sports Partnership contacting you

1

Your name (first name and surname) - you will be considered the main contact for this application

2

Your contact number

Your email address

(please double check that this email address provided is correct as it may be used for queries or correspondence regarding this application and Monaghan Sports Partnership is not responsible for any incorrect information provided)

4

Name of the Secretary of your Sports Club (all official correspondence regarding the result of this application and conditions relating to any allocation of funding will be also sent to the Secretary)

5

Contact phone number for the Secretary of your Sports Club.

6

Email address of the Secretary of your Sports Club. (please double check that this email address provided is correct as it will be used for official correspondence regarding the results of this application and Monaghan Sports Partnership is not responsible for any incorrect information provided)

7

Name of the Chairperson of your Sports Club (all official correspondence regarding the result of this application and conditions relating to any allocation of funding will be copied to the Chairperson)

8

Contact phone number for the Chairperson of your Sports Club

9

Email address of the Chairperson of your Sports Club.
(please double check that this email address provided is correct as it will be used for official correspondence regarding the results of this application and Monaghan Sports Partnership is not responsible for any incorrect information provided)

10

Name of Sports Club on whose behalf you are making this application - (full name of club)
(Applicant clubs must be from County Monaghan)

Club Eircode (If Eircode not available please provide GPS Coordinates)

Club Eircode can be found here: www.eircode.ie

For Clubs without their own premises please provide the GPS coordinates of your most frequently used activity location. This information helps us show the distribution of funding throughout the County

Help to find GPS Coordinates can be found here: www.maps.ie/coordinates.html

12

Club Bank Account Name

(ie what is the specific name on the club bank account) - no personal accounts may be used

13

Club Bank or Credit Union Account number

(Bank account number or credit union account number may be used)

No personal account information may be used

We ask for bank account information so that we have the details on file for transferring funds if your club application is successful

14

Club Bank Account Sort Code

15

Club Bank Account (IBAN)

16

Club Bank Account (BIK)

17

Tax Reference Number - we need this information in order to process payment to your club. If you do not know this number, please contact your local Revenue Office

18

What is the Primary Sport your Club is involved in?

19

Does the club have a constitution or memorandum and articles of association in place?

Yes

No

20

Is your club registered or affiliated with

17 (a) A National Governing Body of Sport

17 (b) Monaghan Sports Partnership

17 (c) The Local Authority Public Participation Network

21

How many playing club members, in total, do you currently have in 2023? (Accurate approximate number)

22

What age groups do you provide activity for?

0-5

6-12

13-18

19-25

26-40

40+

23

Approximately, how many club members are under the age of 18?

24

In 2023, how many club (playing / participating) members are female?

25

In 2023, how many club members are registered as having a disability?

26

Please indicate if your club adheres to the following best practices Please note that we will seek verification of the below items from a random sample of clubs as part of the grant application process

23 (a) Child Safeguarding statement in place

23 (b) Child Protection Officer in place

23 (c) All coaches and volunteers who work with underage individuals/teams are Garda Vetted

27

Has your club signed the Cara Sport Inclusion Disability Charter? If not, we actively encourage you to register to commit to the inclusion of people with a disability in your club's activity. For more information see: www.caracentre.ie/sport-inclusion-disability-charter.

Yes

No

28

Please confirm which Strand you wish to apply for - you can apply for more than one strand if your proposed projects and plans are eligible. Please make sure to complete as much information and detail as possible to give your application its best chance. We want to support your club - but if we don't have detailed information, we may not be able to make the best decision for your club.

Strand 1 - Sports Equipment (Max application €1,000)

Strand 2 - Education & Training (Volunteer Supports) - (Max application €700)

Strand 3 - Participation initiative - (Max application €1,000)

Strand 1 Application for Funding towards sports equipment

Please note total funding request for sports equipment cannot exceed €1,000 per club. You may apply for 'small equipment' of a non-capital nature - no large capital equipment can be included but general items associated with playing or taking part in the sports / activity can be included. Typical items for sports equipment include such things as footballs, handballs, sliotars, hurls, helmets, cone, bibs, pole, speed / agility equipment, portable goalposts (First aid equipment should only be included where there is evidence of members having completed a first aid course)

Personal equipment / gear including team training gear, kits, club jerseys etc cannot be included
Weights equipment will not be eligible

Important note: If your club has already spent its own funds on sports equipment this year and is eligible for funding, you may submit an application for retrospective funding*
Retrospective funding will only be eligible for items spent in 2023 and with proof of valid receipts

If applying for Strand 1, you must enter an answer for every question - otherwise we cannot fully assess your application

29

Does your Club wish to make an application for funding under Strand 1 - Sports equipment

You must answer this question

If you choose 'Yes' please complete all questions in this section

If you choose 'No' please progress to Strand 2 questions ie Q38

Yes

No

30

Please explain why you are requesting funding support (What is the need of the Club and how do you propose to address this need?)

Specifically, who will benefit from the equipment you wish to supply?

This section must be completed in the box below– additional information can be provided separately

31

How many people do you expect to benefit directly from the equipment outlined above ?

32

Sports Club Equipment - please give a detailed breakdown of the equipment. Show separate costs if a number of items are requested - lack of information here may result in non-assessment (please ensure the figures you submit are accurate to suppliers prices)

In other words, if you wish to purchase a number of different items, you must list them here and insert costs

Please do not insert a figure without explanation

eg instead of €500 for footballs, detail 25 size 3 footballs x €20 each for juvenile teams and mention the supplier who can supply at that cost

To enter a number of lines - use 'Alt' and 'Enter' on your keyboard to move down the text box line by line

33

What is the total cost of all items listed above?

34

How much is the club contributing to the overall costs?

(Strong applications will show contribution from applicant club towards costs, while seeking additional funding from Monaghan Sports Partnership)

For example, if the total costs above amount to €800, your club should be prepared to cover some of these costs and request the remainder from Monaghan Sports Partnership

35

Amount you are requesting from Monaghan Sports Partnership

This should be the total amount less the club contribution

Note: Total Funding applied for can not exceed €1000 per club

36

Has your club received funding from any other source for items listed above? eg County Council, Local Development Company, Municipal District Area, Sports Capital Fund etc.

Yes

No

Please list any organisations you received this funding from and the amount received

Strand 2 Application for Funding towards Education & Training (Volunteer Supports)

Please note total funding request cannot exceed €700 per club.

Clubs may apply for any relevant training and education courses for Sports Club Volunteers that are organised and delivered by National Governing Bodies of Sport or by other qualified providers.

Clubs should be aware of upcoming dates or enquire about Club-specific courses or bespoke courses before making the application so that courses can delivered before end 2023

Important note: If your club has already spent its own funds on education or training courses this year and is eligible for funding, you may submit an application as retrospective funding*

Retrospective funding will only be eligible for items spent in 2023 and with proof of valid receipts

If applying for Strand 2, you must enter an answer for every question - otherwise we cannot fully assess your application

Does your Club wish to make an application for funding under Strand 2 - Education & Training (Volunteer Supports)

You must answer this question

If you choose 'Yes' please complete all questions in this section

If you choose 'No' please progress to Strand 3 questions ie Q48

Yes

No

Please outline what your plan is and why you are requesting funding support

(What is the need of the Club in terms of upskilling volunteers at coaching / administration level and how do you propose to address this need?) Who will the attendees be? ie coaches, club committee members, playing members? Max 250 words This section must be completed in the box below– additional information can be provided separately

Do not include the specific details of date, time etc here - those details are asked in Q40

40

Please give details of proposed training course.

ie Name of course, date, time venue where it will take place and the provider of the course

In order to ensure funding for this course, Monaghan Sports Partnership needs confirmation that the club has provisionally booked a course or has confirmed dates of an organised course in order

(No more than 250 words)

If the application is vague, we may not be in a position to commit funding for 2023

41

Training & Education Courses - please give a detailed breakdown of the separate costs if a number of items are requested - lack of information here may result in non-assessment (please ensure the figures you submit are accurate to course fees)

(For example - a particular course may cost the club €1000 but you can only request up to €700 toward the overall cost)

To move down a line

Press 'ALT' and 'Enter' to move down a line

42

What is the total cost of the training course / workshop you wish to provide for your club? (should equal total cost listed above)

43

How much is the club contributing to the overall costs?

(Strong applications will show contribution from applicant club towards costs, while seeking additional funding from Monaghan Sports Partnership)

44

Amount you are requesting from Monaghan Sports Partnership

This should be the total cost less the club contribution

Note: Total Funding applied for cannot exceed €700 per club

45

Has your club received funding from any other source for items listed above? eg County Council, Local Development Company, Municipal District Area, National Governing Body etc

Yes

No

46

Please list any organisations you received this funding from and the amount received?

47

How many volunteers do you expect to avail of the training / education course ?

.

Strand 3 - Application for Funding - Participation Initiative Support

Please note total funding request cannot exceed €1000 per club.

Clubs may apply to organise a specific programme of activity that encourage new members into the club or that reaches out into the Community to provide activities for non members of the club

For example, the club may wish to start up a new section within the existing club in a competitive or non-competitive (recreational) manner

Or maybe it wishes to organise some activities in the local community for a specific target group

It should not be considered as more activity or additional training for existing members who are already catered for, but may be considered to address drop-out in sport and a specific re-engagement programme

You must be able to deliver the programme before end 2023 -you may be able to apply for retrospective funding ONLY if the programme is deemed to be new in 2023

If applying for Strand 3, you must enter an answer for every question - otherwise we cannot fully assess your application

48

Does your Club wish to make an application for funding under Strand 3 - Participation initiative

If you choose 'Yes' please complete all questions
If you choose 'No' please progress to the Declarations

Yes

No

49

Monaghan Sports Partnership works in some specific areas of community participation for targetted groups of our population

Which of the following groups does your proposed participation initiative or programme provide for? This should be the people you will cater for in your programme, not necessarily your current membership

(You can choose more than one group if it is relevant to your proposal)

The participation of Children and Young People in sport and physical activity

The participation of people with a disability in sport and physical activity

The participation of people from ethnic minority backgrounds in sport and physical activity

The participation of older people in the community in sport and physical activity

The participation of females in sport and physical activity (Women in Sport)

Other

50

Please explain why you are requesting funding support (What is the need of the Club / Local Community and how do you propose to address this need?)

Specifically, who will benefit from the programme you wish to deliver and explain how it will be delivered ie the activity, the target group, the duration of the programme, the resources required to make it successful.

This section must be completed in the box below– additional information can be provided separately

Participation initiative - please give a detailed breakdown of the separate costs if a number of items are requested - lack of information here may result in non-assessment (please ensure the figures you submit are accurate to course fees)

(For example - the full programme may cost €800 but please details how that €800 is made up

To move down a line

Press 'ALT' and 'Enter' to move down a line

52

What is the total cost of the participation initiative you wish to deliver ? (should equal total cost listed above)

53

How much is the club contributing to the overall costs?

(Strong applications will show contribution from applicant club towards costs, while seeking additional funding from Monaghan Sports Partnership)

54

Amount you are requesting from Monaghan Sports Partnership
This should be the total cost less the club contribution

Note: Total Funding applied for cannot exceed €1000 per club

55

Has your club received funding from any other source for items listed above? eg National Governing Body of sport, Monaghan County Council, Monaghan Integrated Development, other etc

Yes

No

56

Please list any organisation(s) you received this funding from and the amount received

57

How many people do you expect to participate in your proposed activity?

58

Thank you for all the information provided - the final step is the declaration.

***Note - before you click 'submit' please consider printing a version of your application to have the record as it does not automatically save**

Declaration

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 verify 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 above named sports club /organisation for 2023 and commit to the 'spend' requirements.

I understand that failure to spend any funding allocated, or on items not approved by Monaghan Sports Partnership or not in line with the terms and conditions of this Grant programme may result in the above named club being deemed ineligible from future funding opportunities.

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I would like my email address to be added to Monaghan Sports Partnership's email list for future updates and information on upcoming programmes of activity and general information

Yes

No

One Final Step - Review and Click 'SUBMIT'

Thank you for completing the application form. If you are happy with all the information entered please click Submit below. Please note that once you click 'submit' you cannot go back and change any of the information provided.

Monaghan Sports Partnership may be in touch with any queries regarding your application. The application will be assessed on a three phase process - through Monaghan Sports Partnership office initially and then by an Assessment Sub Committee and finally, ratified by our Board members before a final decision is reached.

We hope to be in a position to notify Clubs of the result of their funding application before end May 2023.