

GUIDANCE DOCUMENT 2024 –

THIS DOCUMENT IS CREATED TO SUPPORT YOU SO THAT YOU CAN REVIEW ALL QUESTIONS AND COLLATE THE INFORMATION IN ADVANCE OF STARTING THE ONLINE APPLICATION FORM

– it should not be submitted as your actual application form

1.

IMPORTANT INFORMATION!

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, for:

- Sports equipment or new initiative

OR

Coaching / training course

Clubs may apply (where eligible) for a **combination of equipment and / or training but the full application must not exceed €500 in total**

Priority will be given to supporting initiatives that will result in increased participation and present value for money.

Should the demand for funding exceed funds available, clubs will be prioritised by a number of factors

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 2

General Information and contact details

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

2

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

3

Your contact number

4

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)

5

What is your role in the Club?

6

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)

Please complete even if main contact for this application is also Secretary to the Club

7

Contact phone number for the Secretary of your Sports Club

8

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)

9

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)

Please complete even if main contact for this application is also Chairperson to the Club

10

Contact phone number for the Chairperson of your Sports Club

11

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)

12

Name of Sports Club on whose behalf you are making this application - (full name of club)
(Applicant clubs must be from County Monaghan and the person making this application must have permission and authority from the club to do so on its behalf)

13

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

14

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

15

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

16

Club Bank Account Sort Code

17

Club Bank Account (IBAN)

18

Club Bank Account (BIK)

19

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

20

What is the Primary Sport your Club is involved in?

21

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

Yes

No

22

Is your club registered or affiliated with

21 (a) A National Governing Body of Sport

21 (b) Monaghan Sports Partnership

21 (c) The Local Authority Public Participation Network

23

How many playing club members, in total, do you currently have in 2024? (Accurate approximate number)

24

What age groups do you provide activity for? Required to answer. Multiple choice.

0-5

6-12

13-18

19-25

26-40

40+

25

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

26

In 2024, how many club (playing / participating) members are female? (for females only clubs, this number will be the same as Q23)

27

In 2024, how many playing members are registered as having a disability?

28

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

28 (a) Child Safeguarding statement in place

28 (b) Child Protection Officer in place

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

29

Has your club signed the Active Disability Ireland - Disability Club 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

30

Please confirm which you wish to apply for - if you apply for more than one option, **the total of both must not exceed €500**

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 / Participation

Strand 2. Education & Training (Volunteer Supports)

Strand 1 Application for Funding towards sports equipment

Please note total funding request for sports equipment cannot exceed €500 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)

NOT eligible Personal equipment / gear including team training gear, club kits, club jerseys, personal items etc cannot be included

NOT eligible No form of gym based equipment, exercise equipment or weights equipment is permissible

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 2024 and with proof of valid receipts

Please enter an answer for every question - otherwise we cannot fully assess your application

Note If you apply for the max of €500 under Strand 1, you cannot apply for Strand 2

31

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

You must answer this question

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

If you choose 'No' you will progress to Strand 2 information

Yes

No

32

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?

Or a participation programme (this must only be for new members into the club ie distinctly new age group or for an activity for children / adults with additional needs / disability)

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

33

How many people do you expect to benefit directly from the purchase of equipment / participation programme outlined above ?

34

Please give a detailed breakdown of costs. 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

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 €500 per club so if you apply for €500 here, you cannot apply for Strand 2

36

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

Yes

No

37

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

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

You may only apply for this funding if you **have not exceeded the max allowable** under Strand 1

Please note total funding request can not exceed €500 per club. This fund is designed to support clubs in providing coach / education opportunities for sports club coaches whose knowledge and skills are utilised across playing members. It is not designed to provide additional training for an isolated group of players

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.

NOT eligible - general health and safety talks, uncertified courses or workshops, training sessions provided by existing club coaches, safeguarding (this is already subsidised and provided by Monaghan Sports Partnership)

Clubs should be aware of upcoming dates or enquire about Club-specific courses or bespoke courses before making the application so that courses can be delivered before end 2024

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 2024 and with proof of valid receipts

Please answer every question in this section - otherwise we cannot fully assess your application

38

NOTE - you can only apply for funding here if you have applied for less than €500 under Strand 1.

I understand that I can only apply for Strand 2 if I have applied for less than €500 in Strand 1

39

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 Declaration .

Yes

No

40

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 later

41

Now please give more specific details of proposed training 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 to ensure that funding can be spent appropriately in 2024 - all courses must be held and receipts submitted to Monaghan Sports Partnership before 30th November 2024
(No more than 250 words)

If the application is vague, we may not be in a position to commit funding for 2024

(no answer required here)

42

What is the name of the training course / workshop you wish to provide for your club? (State coaching level if applicable)

43

What date will the course take place ? (if you have already delivered official training course for sports club volunteers in 2024 and wish to request funding for that course retrospectively, you may apply)

44

Who is the accrediting body or National Governing Body delivering this course?

45

What is the total cost of the training course / workshop you wish to provide for your club?

46

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

47

Amount you are requesting from Monaghan Sports Partnership

Note: Total Funding applied for cannot exceed €500 per club (and up to €500 max if you have not applied for Strand 1, or the difference between both)

48

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

Yes

No

49

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

Declaration

50

Declaration

I declare that by clicking here, I understand that the information I have provided will be used for the purposes as described at the start of the application form and that this application is being made on behalf of the names club and with the knowledge of the Club Executive.

I declare that the club operates as a voluntary led 'not-for-profit organisation and has appropriate insurance for its general activities and all / any activities it intends to run as a result of any funding allocation from Monaghan Sports Partnership. I understand that any allocation of funding does not deem the funder in any way responsible or liable for the activities undertaken by the Club.

I declare that all or any activities for children are provided in line with Child Safeguarding standards and that leaders / coaches / supervisors have received the appropriate safeguarding training

I understand that Monaghan Sports Partnership, collects 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 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 & communicating the activities of our organisation & other organisations to stakeholders
- Facilitating future contact with relevant stakeholders
- In order to comply with a legal obligation
- Research and development of sports participation

MSP does not share or disclose any personal information without consent, other than for the purposes specified or where there is a legal requirement.

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 hereby declare that I have read and understand the funding criteria and that the information supplied on this application is complete, correct and accurate in every respect and it is on this basis only that this application is submitted for consideration and accepted for consideration by Monaghan Sports Partnership.

I further understand that the submission of any incorrect or inaccurate information may render the application null and void and that the decision of Monaghan Sports Partnership is Final

Yes

51

I declare that I have not applied for more than €500 in total across both Strands (if you have applied for more than €500 in total across both strand, you will need to revise some figure)

52

Optional question 1- Future Planning - please assist us in assisting you, where possible

This question is optional and therefore has no bearing on this specific application but helps inform us for the future

Our sports club grant scheme is reliant on funding allocations by Sport Ireland and other associated programmes and is generally based on prioritising grassroots participation and the voluntary supports within a club, rather than the costs of competitive sport or high performance . If funding was guaranteed to your club in

2025, what would you consider the greatest need (for small funding eg between €500 - €1000) to grow participation inside your club or support community activity outside your club

The reason we ask this question is so that your answer, along with others, may help us determine where to prioritise funding in 2025 based on club needs

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Optional question 2- Future Planning - please assist us in assisting you, where possible

This question is optional and therefore has no bearing on this specific application but helps inform us for the future

In terms of short term / medium term development within your club, what are the priority areas going forward and where would you utilise funding if you could access funding between €1,000 and €50,000

Bullet point answers are sufficient but please detail if the priority would be of a capital nature

The reason we ask this question is so that your answer, along with others, may help us identify other opportunities for your club in the future, should they arise, either through the Sports Partnership or other funding avenues

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.

Should your application be successful, you will be asked to spend the amount allocated on the items approved and then apply to recoup the funding from Monaghan Sports Partnership, with submission of receipts that are in line with funding approval.

If your club is a minority sport and this process causes difficulty or the club does not have sufficient funding in account to cover these costs, please contact our office at 042-9755126 and we will work with you on a different arrangement

We hope to be in a position to notify Clubs of the result of their funding application before end May 2024.



SPORT IRELAND
LOCAL SPORTS PARTNERSHIPS