

An Roinn Iompair Turasóireachta agus Spóirt Department of Transport, Tourism and Sport

SPORTS CAPITAL

PROGRAMME



Tionscadal Éireann Project Ireland 2040

How to Apply for Formal Approval

All grants under the Sports Capital Programme (SCP) are provisional and grantees must get Formal Approval before they can draw down their grant. No expenditure, in relation to grant aided elements of your project, should be incurred prior to receipt of Formal Approval from the Department. In the event that any work is carried out before Formal Approval of the grant, you should note that it is entirely at your own risk and may not be reimbursed if you cannot get Formal Approval from the Department.

In order to apply for Formal Approval you will need three comparable quotes for each element of your project. You will also need to submit a signed Declaration form and this will need to be posted into the Sports Capital Programme office (the address is on the declaration form). The form can be downloaded from the Documents tab on the left hand side in OSCAR or here:

https://www.sportscapitalprogramme.ie/Document/DownloadDocument?documentId=1a29 cf1c-1bad-e411-9a3b-0050568d4ce0.

Once you have three quotes and the signed declaration form scanned, you can log on to <u>www.sportscapitalprogramme.ie</u> OSCAR using your organisation's username (tax registration number) and password. You will then be taken to the club's Dashboard where you can click on APPLY FOR FORMAL APPROVAL FOR EXISTING GRANT

An Roinn Iompuir Turasolerachta agus Spoirt Department of Tanapoen, Tourism and Sport	OSCAR - Online S	ports Capital Register	Vienscadal fireann Project Ireland 2040		
APPLY FOR A GRANT	FOR FORMAL ROVAL FOR ING GRANT	EDIT/SUBMIT DRAFT	VIEW PAST GRANTS AND APPLICATIONS	VIEW ALL PREVIOUSLY SUBMITTED DOCUMENTS	
VIEW KNOWLEDGE BASE	VIEWIEDIT D A QUERY ORGANISATION OR CONTACT DETAILS	REVISED DOCUMENTS REQUIRED			

Once you click on APPLY FOR FORMAL APPROVAL, a new page will open with any grants the club has received. Locate the grant in question by the scheme name and project title and click on VIEW/APPLY FOR FORMAL APPROVAL

Project Title	Project Summary \$	Scheme Name	CAS Grant Number	Application Status	٥	
example of project	example of project, example of project, example of project, example of project example of project example of project example of project, example of project example of project example of project example of project example of project example of project example of project	2018 Sports Capital Programme	CAS-44513- J5M2L5	Grant Provisionally Allocated	C	View / Apply for Formal Approval

This will bring you into a page which will allow you to upload any documents needed. (3 Quotes and Declaration form, you may need to upload planning or drawings/plans if it is a capital project)

ise this page to upload the documents	s required to obtain formal approval for your proje	ct. The documents that you must upload are set out in	the email of provisional allocation	
			Add D	ocument
Document Name	Document Type	Document Details	Document	

Click on ADD DOCUMENT

This will open a new page. Start by typing into the Document name box. We recommend that when uploading quotes, call the document the supplier's name. If it is the declaration, name it declaration.

Add Document		×
Document Name		
Document Type	[Please select]	\checkmark
Document		Browse
		Cancel Add

In document type, there is a dropdown box. Select which document type you are uploading.

Add Document	0
Document Name	QUOTES
Document Type	[Please select] Declaration Form
Document	Drawings / Plans Planning Permission (Final) Quotation / Tender Drawdown Stage
	Cancel Add
A Folders (6)	Ma
Desk	top Documents
Down	nloads Music
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Devices and drives (2) OSDisk (C:)

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416 GB free of 465 GB

Next you click browse, and locate the file you wish to upload on your PC. (we recommend that when saving the quotes and the scanned declaration, you save them to the desktop or a folder that you can find with ease.)

DVD RW Drive (D:)

~

Custom Files (*.pdf;*.jpeg;*.jpg, V

Cancel

Open

When you are uploading the three quotes, you need to indicate which one is the preferred supplier (you will need to tick the box to indicate that this is the preferred supplier). If the Quotes amount is over €10,000, you will need a Tax Registration Number (VAT NUMBER) for the supplier. This can usually be located on the invoice, if not you can contact the supplier for it.

You may also have to supply a reason why they are the preferred supplier. (Please note that we do not accept local supplier or club member as valid reason for going with a more expensive supplier). Once finished click ADD.

Document Name	Mower quote 1	
Document Type	Quotation / Tender Drawdown Stage	~
Document	Presentation1.gif E	Browse
Supplier Name	Supplier1	
Supplier Quotation Amount	10001	
Preferred Quote/Supplier		
upplier Tax Registration Number	12345678A	
If this quote is the preferred Quote/Supplier but it is not the cheapest, please provide a reason why it is your preference (300 characters max)	Cheapest or if not cheapest please sup reason for choosing this supplier.	oply
Purpose of grant	Mower	~

The system may then look for the bank details of your organisation. They can be taken from your organisation's bank statement. Please ensure these are correct as this is the account we pay the grants into.

Name of Bank Account Holder	Test Application
Account Number	Type Account number (eight digits usually)
Bank Name	Bank Name
Branch Name	Bank Address
Bank Sort Code	Type Sort Code as it appears in statement
Bank Account IBAN	ie11bank12345612345678
Bank Account BIC	bankiE2d
Bank Address	ADDRESS OF Bank

Click SAVE AND SUBMIT to send the application to the Sports Capital Programme Division.

The system may look for additional documents to be uploaded when save and submit is clicked. There will be a note on the system saying what documents are needed. The

system will always look for these for capital projects. If your application is for equipment only, you should upload a blank page under the document types to satisfy the system.

A	Application					
	Required documer	nt types are missing. P	lease upload the following (document types: Drawir	igs / Plans, Planning Permission (I	Final)
1	. Project Details 🔉	2. Membership 🗲	3. Site Management 🗲	4. Own Funding 🗲	5. Planning & Title / Access 🗲	6. Eviden
8	Documents & Ban	k Details	proval			

Once you click on save and submit, you should receive the following screen shot. This confirms that the application was submitted correctly and the dedicated team member looking after applications in your area will contact you if more information is needed or if something needs to be corrected.

If you have any questions or queries, please do not hesitate to contact the member of staff looking after application in your area. They would be happy to help with any issues that arise.

Thank you for subr	nitting documents. These will be reviewed by the Department and you w	an b	e contacted in due course					
mank you for out	inteng accoments, mess will be revenue by the Department and you n							
lect the application	that you wish to view/edit							
roject Title	Project Summary	\$	Scheme Name	\$ CAS Grant Number 💠	Ap	plication Status 🛛 🗘		
xample of project	example of project, example of project, example of project, example of projectexample of projectexample of projectvv, v, v, v, v, v, v, example of project, vexample of projectexample of projectexample of projectexample of projectexample of projectexample of project		2018 Sports Capital Programme	CAS-44513-J5M2L5	Fo	rmal Approval Sought	V	iew

The phone number for the official dealing with your application can be found here <u>https://www.gov.ie/en/service/d13385-sports-capital-</u>programme/?referrer=/sport/english/grants-and-funding/#further-information