

DONEGAL SPORTS PARTNERSHIP CLUB DEVELOPMENT PROGRAMME 2011 APPLICATION & GUIDELINES

<u>IMPORTANT</u>	<u>Tick</u>
▪ READ THE DSP CLUB DEVELOPMENT GUIDELINES	<input type="checkbox"/>
▪ Use BLOCK CAPITALS throughout this document.	<input type="checkbox"/>
▪ Completed application form signed by CLUB CHAIRPERSON to verify content	<input type="checkbox"/>
▪ MADE A COPY for your own records before submitting it to the DSP	<input type="checkbox"/>

Section 1: Club Details

1.A. Club Name (Full Title): _____

1.B. Club Location _____
 (Full Postal Address) _____

1.C. Accountable Officer for the Club/Organisation (e.g. Chairperson, Director etc.)
Name: _____ **Position:** _____

1.D. Is your Club/Organisation affiliated to the National Governing Bodies (NGB's) as recognised by the Irish Sports Council? YES/NO
If NO do you require affiliation details? YES/NO

NOTE: All correspondence from the Donegal Sports Partnership (DSP) will be sent to the Club Secretary. Any changes to these contact details please inform the DSP in writing. The DSP is not responsible for Clubs failing to adhere to strict grant deadlines.

1.E. Secretary Name	_____
Correspondence Address:	_____

Tel (W):	_____
Mob:	_____
Email:	_____
Tel (H):	_____
Fax:	_____
Web:	_____

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

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Closing date for receipt of Applications is **12:00 NOON, WEDNESDAY 9TH NOVEMBER 2011**
***LATE APPLICATIONS WILL NOT BE CONSIDERED**

Please send your completed Application Form and any other relevant information in support of your application to:

Mr. Myles Sweeney, Donegal Sports Partnership, Office No. 7, First Floor Unit, River Front House, Pearse Road, Letterkenny, Co. Donegal

Section 2: About Your Club/Organisation

2.A. Year Club Established? _____

2.B. Name Sport/Physical Activity(s) Undertaken: _____

2.C. Governing Body to which your Club/Organisation is affiliated to:

2.D. Does your Club/Organisation have a Constitution? YES/NO

2.E. Club/Organisation Membership?

<u>Age Group</u>	<i>Males</i>	<i>Females</i>
Total Membership in club		
<i>Up to 14 Yrs:</i>		
<i>15 to 18 Yrs:</i>		
<i>Adults:</i>		
<i>Masters:</i>		

2.F. Club/Organisation Coaches?

<i>Qualifications Held (continue on separate sheet if necessary)</i>	<i>Males</i>	<i>Females</i>

2.G. Please describe the purpose of your Club/Organisation:

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

**DONEGAL SPORTS PARTNERSHIP
CLUB DEVELOPMENT PROGRAMME 2011
APPLICATION & GUIDELINES**

2.H. Child Protection Policy:

- i) Does your Club/Organisation have a Child Protection Policy? YES/NO
 - ii) Has your Club/Organisation held/attended a certified Child Protection Course?
YES/NO (If YES, how many club members have been certified?) _____
 - iii) Name of Certifying Body(s): _____
-

Section 3: Project Proposal

3.A. Which Category are you applying for? Tick ✓

(You can only apply under **ONE category** – Please read the guidelines for further details).

Education and Training Initiatives Participation Initiatives

3.B. Will your Project specifically benefit any of the following groups? Tick ✓

Girls (17 Yrs & under)	<input type="checkbox"/>	Boys (17 Yrs & Under)	<input type="checkbox"/>
Women	<input type="checkbox"/>	People with Disabilities	<input type="checkbox"/>
Unemployed Persons	<input type="checkbox"/>	Older Adults/Masters	<input type="checkbox"/>
Travelling Community	<input type="checkbox"/>	Ethnic Minorities etc	<input type="checkbox"/>
If OTHER (please specify):	_____		

3.C. Proposed details of the PARTICIPATION INITIATIVE

(Include type of activity, number of beneficiaries, age profiles, gender breakdown, timescales and proposed dates for completion of the project?) *Attach separate sheet if necessary*

3.D. Detail how this initiative is in addition to your clubs normal programme?

Attach separate sheet if necessary

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

**DONEGAL SPORTS PARTNERSHIP
CLUB DEVELOPMENT PROGRAMME 2011
APPLICATION & GUIDELINES**

3.E. What do you propose will be the benefits of this participation initiative?

Attach separate sheet if necessary

3.F. Proposed details of the EDUCATION AND TRAINING INITIATIVE

(Include type of training, number of beneficiaries, age profiles, gender breakdown)

Attach separate sheet if necessary

3.G. Name(s) of the validating, certifying or awarding body? Please specify

Attach separate sheet if necessary

3.H. Proposed date(s) for Education & Training Initiatives? Please specify

Attach separate sheet if necessary

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

DONEGAL SPORTS PARTNERSHIP CLUB DEVELOPMENT PROGRAMME 2011 APPLICATION & GUIDELINES

Section 4: Marketing & Promotions

4.A. Joint Marketing - List all opportunities available to promote the support of the DSP, e.g. media, webpage, local club notes etc..

4.B. Promotion - Would you like to receive details of sports related activities or events which may be of interest to your club/organisation via email? **YES/NO**

If YES - Club Email address: _____

Web address exchange: Would your club be interested in creating an exchange website link with the DSP's website. **YES/NO**

If YES - Clubs full web address: _____

DSP details are: <http://www.activedonegal.com/>

4.C. If you have previously received funding from the DSP have you promoted it? YES/NO - How did you promote it? (Attach separate sheet if necessary)

Section 5: Financial Information

5.A. Project Costs (please provide details of all areas of expenditure for the project). Please refer to guidelines in relation to **eligible and ineligible costs**.

Area(s) of Expenditure	Costs €
TOTAL:	

5.B. Funding: Have you received funding from any other sources in the last two years. **If YES – please specify** (Attach separate sheet if necessary)

Funding Source	Amount €	Date Received

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

**DONEGAL SPORTS PARTNERSHIP
CLUB DEVELOPMENT PROGRAMME 2011
APPLICATION & GUIDELINES**

5.C. Bank Details:

Does your club/organisation operate a bank account? YES/NO

Account Name: _____

Name of Bank: _____

Address of Bank: _____

5.D. Declaration by Club Chairperson:

I have read and understand the guidelines and have answered all the questions in the Grant Application form.

Attachments enclosed with this application? YES/NO If YES no. of pages:

(ENSURE ALL NECESSARY DOCUMENTATION IS ENCLOSED)

Signed:

Date:

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

DONEGAL SPORTS PARTNERSHIP

CLUB DEVELOPMENT PROGRAMME 2011

APPLICATION & GUIDELINES

How Much Funding Can I Receive?

For each category the **minimum grant** is **€200** and the **maximum** is **€1,500** (Shortlisting may apply, each application is assessed and allocation of awards is determined having regard to the guidelines set out by the DSP).

This Programme aims to:

- Increase participation and improve the management and administration of clubs / organisation providing sport or recreational physical activity.
- To encourage clubs/organisations to develop/deliver sustainable youth structures.

Eligible to apply?

To be eligible clubs/organisations based in County Donegal must:

- Operate as a “*Not for Profit*” club or organisation (that is, open to public membership.)
- Have a primary objective of sport or recreational physical activity.
- Have developed policies and practises that encourage participation and inclusion irrespective of gender, age, race or ability.
- Have a youth structure in place that reinforces the aims and objectives of the Code of Ethics and Good Practice for Children’s Sport in Ireland.
- Is affiliated to a National Governing Body of Sport recognised by the Irish Sports Council, e.g.: FAI, IRFU, AI, Special Olympics and Community Games etc.
- New clubs will need to provide written confirmation of registration with their National Governing Body of Sport (NGB) or appropriate agency.

NOT Eligible to apply?

Individuals and the following organisations are **not eligible** to apply:

- County Governing Bodies / County Boards
- For Profit Groups / Commercial Organisations
- Religious Groups, Political Organisations, Citizens / Friends Associations, Youth Clubs and Schools
- Local Authorities

Ineligible Projects (will include):

- Individual Applications (not made on behalf of a club/organisation)
- Courses outside of Ireland.
- Un-certifiable courses, e.g. Seminars, conferences etc.
- Sport related courses delivered by agencies not recognised under the Coaching Ireland Strategy or by the National Governing Bodies of Sport (NGB’s) if one exists.
- Generic Sports Courses (i.e. First Aid) delivered by a **non recognised agency**.
- Day to day running costs, such as, transport, rental or venue hire, registration, affiliation or insurance fees etc...

Closing Date for receipt of applications Wednesday 9th November 2011 at 12 noon

DONEGAL SPORTS PARTNERSHIP CLUB DEVELOPMENT PROGRAMME 2011 APPLICATION & GUIDELINES

- Courses not directly related to applicant club/organisation, i.e. team building, social activities and entertainment costs etc...
- Seasonal Initiatives
- Capital Projects
- Costs, including wages associated with the administration of this grant.
- Costs associated with travel to competitions, purchase of prizes, personal clothing or club gear for teams or individuals in the club/organisation

Successful applicants:

If your application is successful clubs will be required to provide the following in order to complete the drawdown process.

1. Education and Training Initiatives:

- A.** Letter from validating, certifying or awarding body in relation to the training provided including full list of participants, details of the course(s) attended, its content and dates of training.
- B.** Signed receipt from the validating, certifying or awarding body certifying the clubs payment of fees.

2. Participation Initiatives:

- A.** Report on the initiatives including type(s) of activity, number of participants, genders and age groups, dates and times session(s) held.
- B.** Details of how this initiative increased participation in your club.
- C.** Key personnel delivering participation initiative including coaches, parents, external support personnel.
- D.** Feedback from participants including participant comments, feedback forms or short case study.

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