

## **Laois 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).

The scheme will be based on identified needs. Laois 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 a €1,500 limit per club on this grant scheme however applications will be means tested and only clubs with the most need will be eligible for the full amount. 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.

We, Laois 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 information above should be read in conjunction with the privacy notice on our website->

<http://www.laoissports.ie/privacy-statement/>

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

<https://forms.office.com/Pages/ResponsePage.aspx?id=1YLk8sbvv0iqU82iEkajdheD0eSnQHhBnx685Chs4F9UQj3NEZTMjQ1Q0RJTktVMUdRMTZLQUNZWi4u>

Paper forms are available on request

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	Club Name
5	Club Address
6	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>
<b>Club Information</b>	
7	What is the Primary Sport your Club is involved in?
8	Is your club registered with a National Governing Body of Sport?
9	Is your club registered with your Local Sports Partnership?
10	Is your club registered with the Local Authority Public Participation Network?
11	How many club members, in total, do you currently have in 2020?
12	In 2020, how many of the total club members are female?
13	In 2020, how many club of the total members are people with a disability?
14	How many club members, in total, did you have in 2019?
15	In 2019, how many of the total club members were female?
16	In 2019, how many of the total club members were people with a disability?
17	Does your club have members under the age of 18?
18	In 2020, how many club members are under the age of 18?
19	In 2020, of the club members under the age of 18, how many are female?
20	In 2019, how many members were under the age of 18?
21	In 2019, of the club members under the age of 18, how many were female?
<b>Safeguarding Compliance</b>	

22	Does your club have a safeguarding statement in place?
23	Does your club have a Safety statement in place?
24	Does your club have a Child Protection Officer in place?
25	Are all coaches and volunteers who work with underage individuals/teams Garda Vetted?
26	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>	
27	Does your club have a written COVID-19 safety statement/protocols in place?
28	Does your club have COVID officer(s) in place?
29	Have your coaches/volunteers completed Sport Ireland or NGB COVID-19 Training?
<b>Note: Total Funding applied for cannot exceed €1500 per club.</b>	
31	How much is your club applying for under the following headings?:
	COVID-19 Related Costs for Hygiene Consumables (E.g. Hand sanitizer, soap, face masks, gloves etc.)
	COVID-19 Related Infrastructure Costs (E.g. Plexiglass screens, wall mounted dispensers, signage)
	COVID-19 Related venue/equipment cleaning costs
	Increased venue hire costs to comply with social distancing
	COVID-19 Related Volunteer Training Costs
	COVID-19 Related Staff Training Costs
	Additional Registration/ Event Management Costs (E.g. admin or IT costs to manage self-declarations)
	Other - Provide Description
	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>	
32	Does the club have a constitution or memorandum and articles of association in place?
33	When did your club's most recent AGM take place?
34	Please indicate your club's income for 2020 to date
35	Please indicate your club's expenditure for 2020 to date
36	Please indicate your club's income for 2019
37	Please indicate your club's expenditure for 2019
38	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>	
39	Is your National Governing Body of Sport running a COVID 19 club support scheme for items included in your application?
40	Have you applied to your National Governing Body for financial support to purchase items included in your application?
41	Have you received funding from other organisations for items included in your application?
42	Please list all organisations you received this funding from?
43	What is the total value of funds you have received from other organisations for items included in your application?
<b>Declarations</b>	
44	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.

	<p>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.</p> <p>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.</p> <p>I hereby apply for grant-aid for the organisation for 2020.</p>
<b>45</b>	My club would like to be added to the Local Sports Partnership club database.
<b>46</b>	I would like my email address to be added to the Local Sports Partnership email list.
<b>47</b>	I understand that the information I have provided will be used for the purposes as described at the start of this application form.

### Evaluation Report Form

Applicants should note that successful clubs must complete and submit an evaluation report form. Click here for more details <http://www.laoissports.ie/wp-content/uploads/2020/08/LSP-Club-Small-Grant-Scheme-Evaluation-Form.pdf>