



An Roinn Iompair
Turasóireachta agus Spóirt

Department of Transport,
Tourism and Sport

OSCAR - Online Sports Capital Register



2017 Sports Capital Programme

Making an Application

Deadline is 5.00pm 24 Feb

Must be registered by 5pm 10 Feb



Common Pitfalls

- Ownership/Access
- Quotations
- Own funding
- Always use the templates (download or in guide)
- Licence Agreements – esp. for schools
- Start early – get your documents together
- Save your work as you go
- Share the work



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www.sportscapitalprogramme.ie

- Register
- Log in (Tax Registration Number)
- Apply

- Get formal approval
- Get grant paid



Test Test
Log Out

Dashboard

Organisation Details

Application

Schemes

Drafts

Documents

Payments

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Dashboard

APPLY FOR A GRANT

APPLY FOR FORMAL APPROVAL FOR EXISTING GRANT

APPLY FOR PAYMENT ON EXISTING GRANT

EDIT/SUBMIT DRAFT APPLICATION

VIEW PAST GRANTS AND APPLICATIONS

VIEW ALL PREVIOUSLY SUBMITTED DOCUMENTS

VIEW KNOWLEDGE BASE

SEND A QUERY

VIEW/EDIT ORGANISATION OR CONTACT DETAILS

Test Test
Log Out

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Knowledge Base

Active Projects

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English

Select the appropriate scheme you wish to apply for and click the "Apply" button. If the scheme's submission deadline has passed, you will not be able to apply for that scheme.

Scheme Name	Commencement Date	Submission Deadline	
2014 Sports Capital Programme	17/01/2014	05/05/2015 18:00	
2015 Sports Capital Programme	10/03/2015	23/03/2016 15:00	
2016 Test Scheme	04/01/2016	27/07/2016 23:00	
Accessibility Testing	25/05/2016	31/08/2016 01:00	Create Application
Test Grant Scheme	08/03/2016	31/05/2016 13:00	
Test of Assessment comments	31/03/2015	02/09/2015 19:00	
Test Scheme	04/01/2016	31/12/2016 17:00	Create Application
Testing Scheme 2015 to 2016	14/02/2016	29/03/2016 08:30	

Showing 1 to 8 of 8 entries

Previous 1 Next

Project Details

1. Project Details

2. Site Management

3. Own Funding

4. Planning & Title / Access

5. Evidence of Sharing

6. Summary & Submission

Project Title (50 characters maximum)

Project Summary (800 characters maximum)

Facility Address 1

Test Street

Facility Address 2

Test

Facility Address 3

County

Limerick



Eircode

Latitude

Longitude

Maps

Map

Satellite





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Details

Facility Type	<input type="checkbox"/>	Cost of this facility	Priority
<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>

Quotation Documents

Document Name	Document Type	Supplier Name	Supplier Quotation Amount	Document
<input type="text"/>	Quotation Tender <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>

Is this application for a National/Regional Project?

No



Save

Save and Next

Exit



Page 1: Project Details

- Title
- Project Summary
- Location
- Project Details
 - Grant sought + own funding must be enough to cover the complete project



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Page 1 (continued): Project details

- Breakdown project as much as possible
 - What do we fund?
 - What do we not fund?
- Quotation for every part
- National/Regional projects



PAGE 2: SITE MANAGEMENT

- What facilities do you have?
- Who will use the facility?
- How will you manage the facility?
- Disadvantaged groups?



What facilities do you have on this and/or other sites at present?

1. Project Details ▶

2. Site Management

3. Own Funding

4. Planning & Title / Access

5. Evidence of Sharing

6. Summary & Submission

Is this application in a Designated Gaeltacht Area?

No



What facilities do you have on this and/or other sites at present?

Facility Type	Number of Facilities	Details	
<input type="text"/>	1	<input type="text"/>	Delete

What sports or groups will use this facility?

This field is Required.

How do you plan to manage the proposed facility?

This field is Required.

How do you plan to encourage disadvantaged groups and people to use your proposed facility?

This field is Required.

Save and Previous

Save

Save and Next

Exit



PAGE 3: Own Funding

- You must show that you can complete the project
- Minimum of 5% of project costs
 - More marks for higher percentage
- Loan offers must use the template
- Max grants €150,000 for local €200,000 for national/regional



Own Funding

1. Project Details > 2. Site Management > 3. Own Funding 4. Planning & Title / Access 5. Evidence of Sharing 6. Summary & Submission

Savings Institution Name(s)

Amount of Savings (available towards the project)

Borrowings Institution Name(s)

Amount of Borrowings (available towards the project)

Total Own Funding

00

Total Project Cost

100000.00

How much funding are you applying for?

0.00

Upload evidence of the own funding listed above

Download Loan Offer Document Template

Document Name	Document Type	Bank / Fin. Inst. Name	Account Number	Amount	Date of Statement	Document	
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="📅"/>	<input type="text"/>	<input type="button" value="Browse"/>

Save and Previous

Save

Save and Next

Exit



Page 4 Planning and Title/Access

- Planning Permission – not mandatory
 - Extra points
- **Title/Access**
 - Must use templates
 - Must answer all questions, sign and date them after 24/11/16
 - Must have title registered
 - Max €25,000 without title



Planning & Title / Access

1. Project Details > 2. Site Management > 3. Own Funding > 4. Planning & Title / Access 5. Evidence of Sharing 6. Summary & Submission

Planning Permission

Download Document Templates

Document Name	Document Type	Planning Reference Number (if applicable)	Document		
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse"/>	

Does the club/organisation

own/lease the site

have access granted by owner/landlord Applicant has indicated that the grant amount is > €25 000, applicant must own the site.

Is Deed of Covenant and Charge in place from previous grant?

Evidence of Title / Access

Document Name	Document Type	Property Ownership Type	Document		
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="button" value="Browse"/>	

Save and Previous Save Save and Next Exit



Page 5: Sharing

- Mandatory for Schools, Education and Training Boards, 3rd level & Diocesan Trusts
- Licence agreements
 - All parties must be registered
 - Signed by all parties
 - Letters of support are not accepted
- Clubs/Groups can get extra marks for sharing



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Evidence of Sharing

1. Project Details ▶ 2. Site Management ▶ 3. Own Funding ▶ 4. Planning & Title / Access ▶ 5. Evidence of Sharing 6. Summary & Submission

Schools, Education and Training Boards, Diocesan Trusts and 3rd Level Colleges

If your organisation is a School, Education and Training Board, Diocesan Trust or 3rd Level College, you must make your application jointly with a sports club or group that is registered on OSCAR. Please fill in their details below.

Tax Registration Number	Organisation
<input type="text"/>	<input type="text"/>

Sharing - clubs wishing to receive extra marks at assessment for sharing their facilities

Does your club wish to receive extra marks at assessment for sharing your facilities? If so, please enter the details of the organisation(s) who will be sharing your facilities

Organisation
<input type="text"/>

License Agreement (if either section above is filled in, you MUST upload a license agreement)

Document Name	Document Type	Date of License Agreement	Duration of Licence Agreement	Document
<input type="text"/>	License Agreement	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse"/>



Page 6: Summary and Submission

- **Don't leave it until the last minute**
- **Once Submitted that's it**



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Where to get more advice

- Written guide
- YouTube video
- Knowledge base
- Phone
- Email: sportscapitalprogrammes@dttas.ie

[www.sportscapitalprogramme.i](http://www.sportscapitalprogramme.ie)

[e](http://www.sportscapitalprogramme.ie)



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