

SPORTS CAPITAL AND EQUIPMENT PROGRAMME – GUIDE TO REGISTRATION

www.sportscapitalprogramme.ie

The Sports Capital Programme

The Sports Capital Programme (SCP) is managed by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and provides grants to assist in the development of sports facilities and the provision of sports equipment throughout the country.

Grants are available to sports clubs, voluntary and community groups, national governing bodies of sport and local authorities. Third level colleges, VECs and schools may also apply for funding jointly with sports clubs.

OSCAR

The Sports Capital Programme online system is called OSCAR (Online Sports Capital Register).

This is the only way to apply for grants under the Sports Capital Programme. OSCAR also allows registered groups to view previous grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department online.

Any organisation that wishes to use the system must first register online. This guide will lead users through the registration process. **Organisations only need to register once.**

Getting Help Using OSCAR

The Department has created several ways to help organisations use the OSCAR system:

1. Written guides to every stage of the programme (such as this document) available at
2. A YouTube channel at <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrlsTg>
3. A growing knowledge base of frequently asked questions on all aspects of the programme www.sportscapitalprogramme.ie
4. Email SportsCapitalProgrammes@tcagsm.gov.ie
5. Phone the official that deals with your county (contact details available at www.sportscapitalprogramme.ie)

Step 1 – Get a Tax Registration Number

A Tax Registration Number (TRN) is required for all organisations wishing to register on OSCAR. The TRN is the unique identifier for each organisation and is the user name for logging into the system.

It is not permitted to use the TRN of a national governing body, regional grouping or of a different organisation. If the organisation already has a tax clearance certificate, the TRN is in the top left hand corner of the certificate.

If the organisation is not a limited company and does not currently have a TRN, obtaining one is simple. Complete <https://www.revenue.ie/en/starting-a-business/documents/form-tr3.pdf> and return to the appropriate Revenue Office. It should take around 10 working days to get confirmation of the TRN. If the organisation is a limited company, the form to be completed is Form TR2. In this case, the company must be registered with the Companies Registration Office prior to application for a TRN.

Step 2 – Fill in the online registration form

Go to www.sportscapitalprogramme.ie and click Register. The application form is a single page that captures basic information about the organisation, login information and details of the primary contact for the organisation.

The organisation type records what is the main purpose of the organisation eg: sports club, youth group, community group – mandatory field.

The organisation name must be the same as the name that appears on your Tax Clearance Certificate or letter from Revenue – mandatory field.

The address should be the primary address of the organisation. At least one line of an address and a county are mandatory. The eircode is not mandatory

Please select the main sporting activity of your organisation. If your organisation is involved in several sports you can choose multi-sport – a mandatory field.

If the organisation's sport/activity does not have any National Governing Body choose None under the National Governing Body option – mandatory field.

You may choose to deal with the Department through the Irish or English language. All subsequent correspondence will be in your chosen language.

The organisation's Tax Registration Number (TRN) will be the login name to this site once the registration is approved – mandatory field.

The password must be at least 8 characters long. Please keep your password somewhere safe. Forgotten passwords can be reset on the login page – mandatory field.

Enter the details of the person who will be the primary contact for the organisation. The mobile number will be used to verify the application for registration and any changes to the contact or organisation details. You cannot register using a landline as these numbers cannot receive the verification number by text.

The Department will only deal with the primary contact and all correspondence from the Department will be by email.

If you have not provided all of the required information and you click the Review button you will get a reminder that certain fields must be filled out. You cannot proceed with your registration until the required fields have been completed.

Step 3 – Check that the Information Provided is Accurate and Submit the Application

Review all of the information provided and click Submit if all of the details are correct or cancel to amend any information if needed.

Step 4 – Confirmation PIN

A 6 digit PIN number will be sent to the mobile phone number you entered at step 2. You will be asked to enter this Pin to complete the application for registration.

Step 5 – Wait until Registration is Confirmed

The Department will check your registration and either confirm the registration by email or email you if anything else is needed. The Department would hope to complete this process within 5 working days. You cannot login to the system until registration is confirmed.

If you do not hear from the Department after 5 working days or if you do not receive an email confirming the application for registration please contact the Department by email SportsCapitalProgrammes@dtas.ie or call the number of the official that deals with your county (see section above on Getting Help Using OSCAR).

If you forget your password you can click the forgotten password button (available after you have clicked Login). You must have the registered mobile to hand in order to confirm your new password.

After Registration is Confirmed

Once your organisation's registration is confirmed you can log in and view any previous grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department online. When the the Sports Capital and Equipment Programme is open for applications, you will be able to apply online