SPORTS CAPITAL PROGRAMME

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

Tionscadal Éireann
Project Ireland
2040

HOW TO APPLY FOR PAYMENT ON EXISTING GRANT

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.

The Department has written a guide to obtaining formal approval and this can be found here: https://www.gov.ie/en/service/d13385-sports-capital-programme/

Log on to www.sportscapitalprogramme.ie with the organisation's username (tax registration number) and password. You will be taken to the clubs Dashboard once you have logged in. Here you can click on the Orange box that says "Apply for Payment on existing Grant"
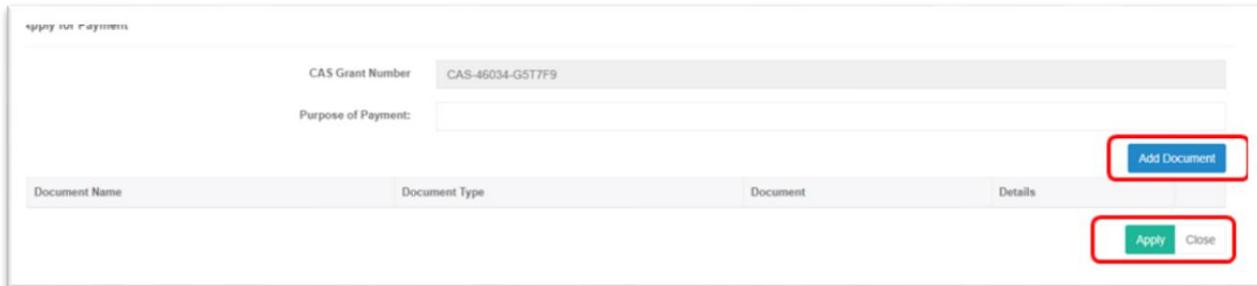

Once you click on "Apply for Payment", a new page will open and in the right hand side there will be a grey box that says "View/ Apply for Payment". Click on this button.
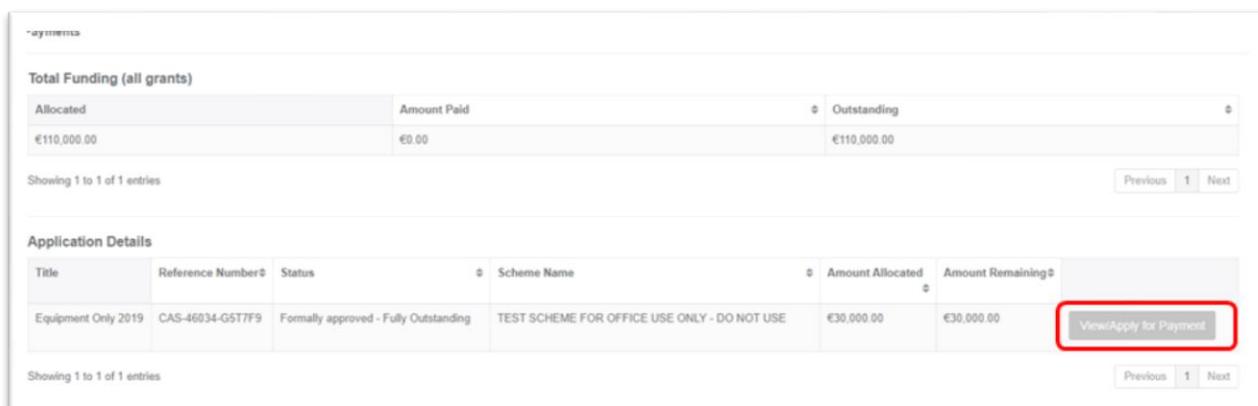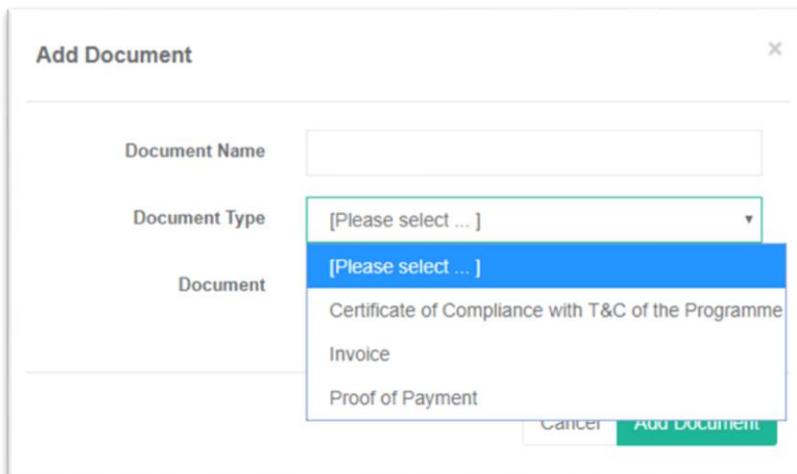
The next page will display the Payment Request details. On this page you can click on the "Apply for Payment" button on the right hand side.

Click on "Add Document" button on right hand side.

A small page will pop up where you will be able to upload the Certificate of Compliance, Proof of Payment and Invoice(s). For each payment you must upload at least one of each of these documents.

Once you have finished uploading documents, you can click on "APPLY". This will send the document for the payment request to the clubs designated contact person. If there are any issues, the designated contact will let you know if there is anything that needs to be amended in order for the payment request to be processed.