SPORTS CAPITAL PROGRAMME
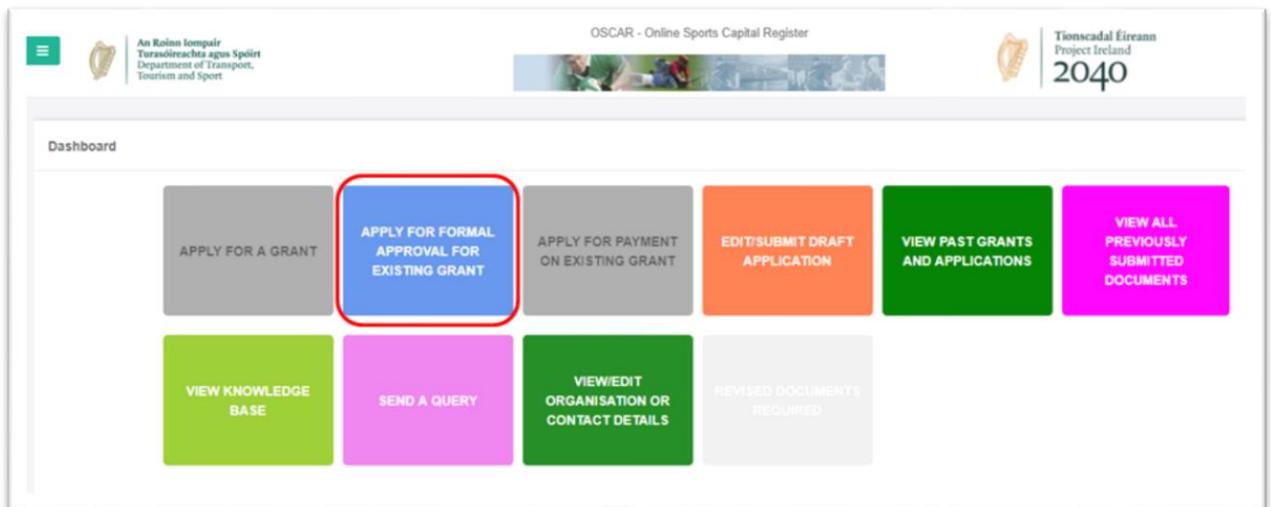
HOW TO APPLY FOR FORMAL APPROVAL

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.

In order to apply for Formal Approval you will need three comparable quotes for each element of your project. You will also need to submit a signed Declaration form and this will need to be posted into the Sports Capital Programme office (the address is on the declaration form). The form can be downloaded from the Documents tab on the left hand side in OSCAR or here:
https://www.sportscapitalprogramme.ie/Document/DownloadDocument?documentId=1a29cf1c-1bad-e411-9a3b-0050568d4ce0 .

Once you have three quotes and the signed declaration form scanned, you can log on to www.sportscapitalprogramme.ie OSCAR using your organisation's username (tax registration number) and password. You will then be taken to the club's Dashboard where you can click on APPLY FOR FORMAL APPROVAL FOR EXISTING GRANT

Once you click on APPLY FOR FORMAL APPROVAL, a new page will open with any grants the club has received. Locate the grant in question by the scheme name and project title and click on VIEW/APPLY FOR FORMAL APPROVAL
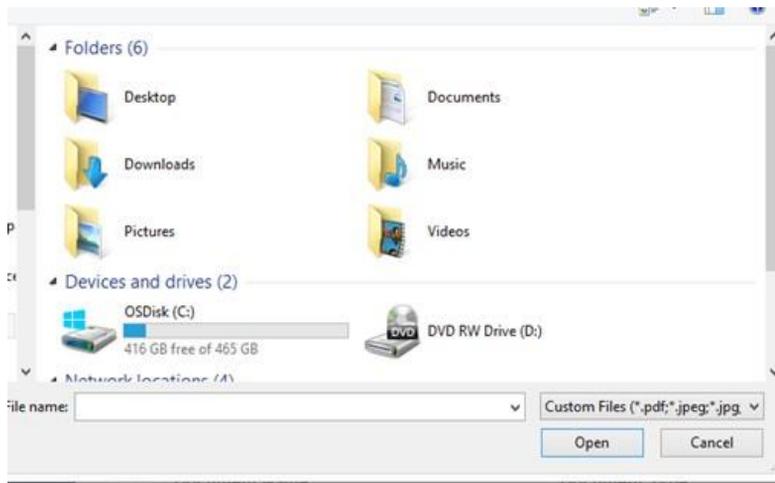
This will bring you into a page which will allow you to upload any documents needed. (3 Quotes and Declaration form, you may need to upload planning or drawings/plans if it is a capital project)

Click on ADD DOCUMENT

This will open a new page. Start by typing into the Document name box. We recommend that when uploading quotes, call the document the supplier's name. If it is the declaration, name it declaration.

In document type, there is a dropdown box. Select which document type you are uploading.

Next you click browse, and locate the file you wish to upload on your PC. (we recommend that when saving the quotes and the scanned declaration, you save them to the desktop or a folder that you can find with ease.)

When you are uploading the three quotes, you need to indicate which one is the preferred supplier (you will need to tick the box to indicate that this is the preferred supplier). If the Quotes amount is over €10,000, you will need a Tax Registration Number (VAT NUMBER) for the supplier. This can usually be located on the invoice, if not you can contact the supplier for it.

You may also have to supply a reason why they are the preferred supplier. (Please note that we do not accept local supplier or club member as valid reason for going with a more expensive supplier). Once finished click ADD.

Add Document		×
Document Name	Mower quote 1	
Document Type	Quotation / Tender Drawdown Stage	⌄
Document	Presentation1.gif	Browse
Supplier Name	Supplier1	
Supplier Quotation Amount	10001	
Preferred Quote/Supplier	☑	
Supplier Tax Registration Number	12345678A	
If this quote is the preferred Quote/Supplier but it is not the cheapest, please provide a reason why it is your preference (300 characters max)	Cheapest or if not cheapest please supply reason for choosing this supplier.	
Purpose of grant	Mower	⌄
	Cancel	Add

The system may then look for the bank details of your organisation. They can be taken from your organisation's bank statement. Please ensure these are correct as this is the account we pay the grants into.

Organisation Bank Details

Name of Bank Account Holder	Test Application
Account Number	Type Account number (eight digits usually)
Bank Name	Bank Name
Branch Name	Bank Address
Bank Sort Code	Type Sort Code as it appears in statement
Bank Account IBAN	ie11bank12345612345678
Bank Account BIC	banklE2d
Bank Address	ADDRESS OF Bank

Save and Previous   Save and Submit

Click SAVE AND SUBMIT to send the application to the Sports Capital Programme Division.

The system may look for additional documents to be uploaded when save and submit is clicked. There will be a note on the system saying what documents are needed. The

system will always look for these for capital projects. If your application is for equipment only, you should upload a blank page under the document types to satisfy the system.

Once you click on save and submit, you should receive the following screen shot. This confirms that the application was submitted correctly and the dedicated team member looking after applications in your area will contact you if more information is needed or if something needs to be corrected.

If you have any questions or queries, please do not hesitate to contact the member of staff looking after application in your area. They would be happy to help with any issues that arise.

The phone number for the official dealing with your application can be found here https://www.gov.ie/en/service/d13385-sports-capital-programme/?referrer=/sport/english/grants-and-funding/#further-information