



Department for
Digital, Culture
Media & Sport

Irish FA/ DCMS Grassroots Facilities Investment Fund Application Form Questions

Application Guidance

- a. Your Application Form needs to be completed using the on-line Survey Monkey form, by no later than 5.00pm on Wednesday 26 January 2022.
- b. Please read the instructions below, as well as the Information and Guidance Notes before completing the form. Please also check that you can successfully complete all of the information requested.
- c. The club will need to provide full project details and answer all the questions detailed on the application form. The answers provided on the application form will be assessed and scored against the criteria detailed in the Information and Guidance Notes document. All small capital projects funded under the Irish FA/ DCMS Grassroots Facilities Investment Fund must be initiated by 10 March 2022 and can complete by 31st March 2022 or as soon as possible after this date. For more complex capital projects, applicants must provide evidence of 'state of readiness' and confirmation of completion date.
- d. You should complete every numbered section of the application form with information that is relevant and appropriate for your proposal. The Irish FA does however, reserve the right to reject any incomplete or incorrectly completed forms that prevent a full assessment. Failure to upload requested documentation could result in the application being deemed incomplete.
- e. When we have received and logged your application form, an email acknowledgement will be forwarded to the applicant's main contact. All application forms will be reviewed by a third-party assessor.
- f. Following this, and as a result of assessment and scoring of all eligible applications, the club:
 - i. Will be advised that their project has been successful in being awarded funding and a Letter of Offer will be issued (the Terms & Conditions of the funding will be explained on the issuance of a Letter of Offer – project expenditure incurred prior to

the signing of a Letter of Offer will be deemed ineligible for funding); or

ii. Will be advised that their project has been unsuccessful in being awarded funding. There is no entitlement to an award, as projects are in a competition with others for a finite pot of funding.

We hope you find the Application Form easy to complete, and whilst we cannot help you with completing your application, if you have any questions in relation to the process, please email DCMSfunding@irishfa.com. Your request will then be forwarded to someone who can help you with your query. An FAQ log will be available on the Irish FA's website providing answers to queries received by potential applicants.

Summary Description of the Applicant and Project

1. Please provide the full legal name of your organisation
2. Provide applicant contact details (main contact and correspondence address for application)
3. Please provide a short title for the project, which will then be used in all official correspondence (no more than one line of text)
4. Please describe the project and the new or improved facility that will be delivered as a result of any grant funding
5. Please state the location of the project (full address including venue name, town / village and post code) – please note that it is important to provide the postcode as it will be used to rank and score using the NI Multiple Deprivation Measure 2017

Business Case for the Proposed Project

6. Please briefly set out why the project is needed (i.e. the problems or challenges it will overcome; what evidence you have that there is demand for this grassroots facilities project; please refer to any technical reviews or feasibility studies that you may have completed) - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)
7. Please briefly set out how the project will address the needs and challenges and include a brief description of your vision and future plans - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)

8. Please also describe how the project will enable participation in non-football sport (participation is 'the action of taking part in something' and includes and impacts not only on players on the pitch, but those who spectate at football matches and any other grassroots facility users) - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)

9. Please tell us about the people and communities that will benefit the most from any potential investment and how it will increase participation in sport across Northern Ireland, improving the mental and physical health of participants (participation is 'the action of taking part in something' and includes and impacts not only on players on the pitch, but those who spectate at football matches and any other grassroots facility users) - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)

10. Please tell us how this project will improve access to sport for women and girls and other under-represented groups in Northern Ireland, to increase participation in these groups. Please provide details of the expected number of additional participants including teams and spectators and their demographics - ages, gender, priority communities, people with disabilities etc - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)

11. Please explain how the project will be delivered within required timeframe and highlight relevant project experience of the club previously - response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes)

Project Development Dates

12. Please indicate a realistic planned project start i.e. when you are confident you will start facility works and any project purchases

13. Please indicate a realistic planned project completion date i.e. when you are confident you will complete the facility works and any project purchases. All small capital projects funded under the Irish FA/ DCMS Grassroots Facilities Investment Fund must be initiated by 10 March 2022 and can complete by 31st March 2022 or as soon as possible after this date. For more complex capital projects, applicants must provide evidence of 'state of readiness' and confirmation of completion date

14. Please detail any evidence of 'state of readiness' e.g. proposed Schedule of Works, proposed procurement approach including timelines. If evidence is not available, please write 'not available' in the question box below. This will form part of the application scoring criteria

15. Please upload any evidence of 'State of Readiness' (if applicable)

Expected Project Funding

Please provide a fully worked up budget. It is recommended, to develop more accurate project budgets, to obtain quotations prior to application. Obtaining quotations also assists in ascertaining the availability of contractors or supply of goods within the defined programme timeframe.

Please note, to secure best value for money, if you are successful in receiving a funding award and following the issuance of a Letter of Offer, you will be required to secure three competitive quotations for the project.

16. Please upload associated project costs using the table format detailed below - refer to Section 5.3 of the Information & Guidance Notes for the table template. If multiple expenditure items are to be funded, please provide a breakdown of each individual cost

17. Are you VAT registered? If your organisation is registered for VAT, VAT costs will not be eligible

18. How much funding (excluding any potential grant from the Irish FA/ DCMS Grassroots Facilities Investment Fund) will you be able to contribute towards the project cost (for both confirmed and unconfirmed funding please indicate how much and where the funding will come from)? Confirmations of match funding must be provided with the application form. If there is no match funding detail nil below. If you do not have other funding, this will not prevent us from supporting your project if it scores highly against the other priority criteria. However, we will assess financial need and partnership funding will also enable us to better respond to demand and share the funding more widely.

Confirmed funding (£) - include total funding award and source of funding

Unconfirmed funding (£) - include total funding award and source of funding

Value In-kind (VIK) Contributions (these must contribute to reducing the actual facility costs i.e. donations of free professional fees, labour, materials or equipment that will be acceptable to the contractor/warranty) - include total and source of contribution

19. If applicable, upload any evidence of match funding (confirmed/ unconfirmed/ VIK contributions) i.e., bank statements, copy Letters of Offer or funding agreements, detailing that the funding will be received/ drawn down by the proposed project completion date.

20. Please confirm how much is the value of the grant you are looking to secure from the Irish FA/ DCMS Grassroots Facilities Investment Fund? (i.e. estimated total project cost less the other funding you hope to secure)

21. Have you been in receipt of funding/ received a Letter of Offer in respect of Sport NI's 2021 'Building Better Sports Facilities' funding? Football clubs in receipt of the Sport NI 'Building Better Sports Facilities' fund, as part of the application assessment process for the Irish FA/ DCMS Grassroots Facilities Investment Fund must provide confirmation of the total award from Sport NI.

22. If the answer to Q21 is yes, please confirm the total amount awarded from the 'Building Better Sports Facilities' funding and what the funding was granted for (provide detail on individual expenditure items)?

23. If the answer to Q21 is yes, please upload copy Sport NI's 'Building Better Sports Facilities' Letter of Offer

Financial Information

Please include bank account details. A copy of recent club bank statement (within the last 3 months) must to be uploaded to verify the club's bank details. A copy of an online bank statement will also be accepted.

24. Provide applicant bank account details;

Name of bank/ building society

Bank account sort code

Bank account number

25. Upload recent bank statement (within last 3 months) confirming the bank account details provided in Q23.

Security of Tenure

It will be a requirement that the applicant has at least 10 years security of tenure (to at least 31st March 2032) if a formal offer of grant is made. N.B. Not required for equipment projects – although equipment will require safe storage provision. Please note that capital projects (excluding equipment purchases) that do not have the required minimum 10 year security of tenure, will be deemed ineligible for funding.

26. For capital projects (excluding equipment purchase) does your organisation own or lease the building/land?
27. If your organisation is not the owner/ Freeholder please upload Copy Title Deeds.
28. If your organisation is not the owner/Freeholder does your organisation hold a lease/ secure user agreement of no less than 10 years?
29. If your organisation is not the owner/ Freeholder please upload Copy Lease/ Secure User Agreement.
30. Are you aware of any restrictions or covenant on the land?
31. Provide more detail on any restrictions/ covenant on the land.

Statutory Approvals

32. Are statutory approvals required to deliver the project?
33. Please confirm what is required and if it the approval is currently in place/ when it is due to be approved.
34. If answer to Q32 is yes, please upload confirmation of statutory approvals.

Declaration

The applicant is required to confirm that the information provided is truthful and accurate and the primary contact has the permission to apply on the applicant's behalf. Applicants are also advised to establish a small project team to be responsible for managing the proposed project.

All data will be processed and collected in line with the Irish Football Association Privacy Notice: <https://www.irishfa.com/privacy>.