

## **1. Application Guidance**

- a. Your Application Form needs to be completed and submitted using the on-line Survey Monkey form, by no later than 12.00pm on Monday 24 October 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. You will need to provide full project details and answer all the questions detailed on the application form and complete and upload the accompanying templates. 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 not complete beyond 31 March 2023, unless there is a justifiable case for an extension. 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. Once your application form has been submitted it will be reviewed by a third-party assessor. Please note that a copy of the application form cannot be saved once it has been submitted, and we would recommend keeping a separate record of all responses.**
- 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 either [dcmsfunding@cooperationireland.org](mailto:dcmsfunding@cooperationireland.org) or [dcms.funding@irishfa.com](mailto:dcms.funding@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.**

## 2. Summary Description of the Applicant and Project

\* 1. To be eligible to apply for the Irish FA/DCMS Grassroots Facilities Investment Fund 22/23 you must be one of the following types of organisation. Please tick which type of organisation you are.

- ☐ A grassroots football club based in Northern Ireland that is affiliated to the Irish FA, participates outside of the Northern Ireland Football League (NIFL) structure and is not an associated entity of a NIFL club
- ☐ A Local Authority based in Northern Ireland
- ☐ A football-focussed Community Sports Organisation (if yes, go to Q2)

2. If you are a football-focussed community sports organisation you must upload a copy of the organisation's Constitution. Your organisation's eligibility will be determined by its organisational objectives/ charitable purpose and must be in line with the overall Programme funding objectives.

Choose File

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No file chosen

\* 3. Please provide the full legal name of your organisation:

\* 4. Provide applicant contact details (main contact and correspondence address for application)

Name

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

\* 5. Please provide a short title for the project, which will then be used in all official correspondence (no more than one line of text):

\* 6. Please describe the project and the new or improved facility that will be delivered as a result of any grant funding:

\* 7. 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 deprivation:

**Address**

**Address 2**

**City/Town**

**ZIP/Postal Code**

**Country**

\* 8. Please briefly explain and demonstrate how the project will include cross community activities, aiming to improve and foster community integration in regard to cultural, ethnic or religious diversity. Please provide detail on any target user groups - **response must be no more than 300 words:**

### 3. Business Case for the Proposed Project

\* 9. Please briefly set out why the project is needed and (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):**

\* 10. Please briefly set out how the project will increase participation in sport and physical activity at grassroots/ community level in 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):**

\* 11. Please briefly set out how the project will increase participation in non-football sports through the funding of multi-sports facilities (multi-sport objectives must be sustained and provide regular benefit/ usage to at least one sport in addition to football). Please provide details of the expected number of additional participants and targeted user groups, in respect of non-football sports - **response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes):**

\* 12. Please set out how this project will improve access for women and girls and other under-represented groups, to increase participation in these groups and improve availability and accessibility of facilities. 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):**

\* 13. Please explain how the project will be delivered within the required timeframe and highlight any relevant project experience your organisation may have in delivering capital projects - **response must be no more than 300 words and include SMART objectives (refer to Section 5.2 of Information & Guidance Notes):**

A large empty rectangular box with a thin black border, intended for the user to write their response. It is positioned directly below the question text.

#### 4. Project Development Dates

\* 14. Please indicate a realistic planned project start i.e. when you are confident you will start facility works and any project purchases.

Date / Time

Date

DD/MM/YYYY



\* 15. 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 completed by 31st March 2023, unless there is justifiable case for an extension (go to Q16 if applicable). For more complex capital projects, applicants must provide evidence of 'state of readiness' and confirmation of completion date.

Date / Time

Date

DD/MM/YYYY



16. If your project cannot complete by 31 March 2023, please provide a justifiable reason for the request for a project extension.

\* 17. 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.

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

Choose File

Choose File

No file chosen

## 5. 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.**

**For successful projects, in order to secure best value for money and adhere to the relevant procurement regulations, for any one individual service or item being procured that has a total cost of £30,000 or less two competitive quotations must be sought. For an individual service or item that exceeds a total cost of £30,000, tender procurement regulations apply and the applicant will be required to notify potential suppliers via a public advertisement in the local press/ relevant tender websites.**

\* 19. Please confirm how much is the value of the grant you are looking to secure from the 22/23 Irish FA/ DCMS Grassroots Facilities Investment Fund? (i.e. estimated total project cost less the other match funding you hope to secure).

\* 20. Please upload associated project costs using the supplied template - **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.

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\* 21. Are you VAT registered? If your organisation is registered for VAT, VAT costs will not be eligible.

☐ Yes

☐ No

\* 22. The objective for this funding is to represent around 75% of the total project cost, with 25 % match funding to be available from another source. 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)?

Confirmed funding (£)

- **include total funding award and source of funding**

Unconfirmed funding

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

'In-Kind'

Contributions - is non-cash funding of free goods or services, such as volunteer hours, that can be given a value and be included in the project budget - **include total and source of contribution**

23. Upload evidence of match funding (confirmed/ unconfirmed/ In-Kind Match funding contributions) i.e., bank statements, copy Letters of Offer, funding agreements, verified timesheets (refer to Annex 1 of Guidance Notes) to show the volunteer hours multiplied by an hourly wage rate (using the national minimum wage), detailing that the funding will be received/ drawn down by the proposed project completion date. For multiple documents confirming match funding, please scan and upload as one document.

Choose File

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No file chosen

\* 24. Please indicate the total overall percentage of match funding available from an alternative source to contribute to the project.

0%

100%



\* 25. Did you apply for funding last year from the 21/22 Irish FA/DCMS Grassroots Facilities Investment Fund?

☐ Yes - go to Q26

☐ No

26. If you answered 'Yes' to Q25, if you were successfully awarded funding, how much was the total funding award and what was this for?



\* 27. 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.

☐ Yes

☐ No

28. If the answer to Q27 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)?

29. If the answer to Q27 is yes, please upload copy Sport NI's 'Building Better Sports Facilities' Letter of Offer

Choose File

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No file chosen

## 6. Financial Information

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

\* 30. Provide applicant bank account details;

Name of bank/  
building society

Bank account sort  
code

Bank account number

\* 31. Upload recent bank statement (within last 3 months) confirming the bank account details provided in Q30.

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## 7. Security of Tenure

**It will be a requirement that the applicant has at least 10 years security of tenure (to at least 31st March 2033) 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.**

\* 32. For capital projects (excluding equipment purchase) does the applicant own or lease the building/land?

- ☐ Yes - go to Q33
- ☐ No - go to Q34
- ☐ Non applicable - project is equipment purchase only

33. If your organisation is the owner/ Freeholder please upload Copy Title Deeds.

Choose File

Choose File

No file chosen

\* 34. If you are not the owner/Freeholder, do you hold a lease/ secure user agreement of no less than 10 years?

- ☐ Yes - go to Q35
- ☐ No
- ☐ Non applicable - applicant is the owner/ Freeholder

35. If you are not the owner/ Freeholder please upload Copy Lease Agreement.

Choose File

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No file chosen

\* 36. Are you aware of any restrictions or covenant on the land ?:

- ☐ Yes - go to Q37
- ☐ No
- ☐ Non applicable - project is equipment purchase only

37. Provide more detail on any restrictions/ covenant on the land.

## 8. Statutory Approvals

\* 38. Are statutory approvals required to deliver the project?

☐ Yes - go to Q39

☐ No

39. Please confirm what is required and if the approval is currently in place/ when it is due to be approved.

40. If statutory approvals are granted, please upload confirmation.

Choose File

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No file chosen

## 9. 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>.**

\* 41. By checking the box below, the applicant confirms that the information provided is truthful and accurate and the primary contact has the permission to apply on behalf of the applicant, and consents to all data being stored and processed in line with the Irish FA's Privacy Notice.

☐ Yes I confirm and consent