

**Congratulations, your application  
has been successful...  
... what next?**



**An Roinn Iompair  
Turasóireachta agus Spóirt**

Department of Transport,  
Tourism and Sport

# Quick Survey

- \* How was the application process?
- \* The guide?
- \* Documents?
- \* Our Communications?


# What happens next?

1. Provisional allocation email explains T&Cs
    - \* Don't do any work yet.
  2. Get formal approval
    - \* Any work done prior to formal approval is risky
  3. Do the work
  4. Get your grant paid
- Any questions? **Call, email or website**

# www.sportscapitalprogramme.ie

Secure | https://www.sportscapitalprogramme.ie

Apps Google Google Maps Gmail CRM OSCAR SCP project site Sports Unit 1 DTTAS.ie old ePQs sports bodies Government News personal TheHUB advisors Facebook Case studies | Sport E

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

OSCAR - Online Sports Capital Register

English

## OSCAR - Online Sports Capital Register

### Sports Capital Programme

Department of Transport, Tourism and Sport  
New Road  
Killarney  
Co. Kerry

A list of officers dealing with each county is available [here](#).

Knowledge Base

Login

Register

## Welcome to the Sports Capital Programme Portal

This portal is used to apply for funding and manage the drawdown of grants.

A [list of all successful local applications](#) and a [list of all local invalid applications](#) under the 2017 Sports Capital Programme are available. Lists of [successful](#) and [unsuccessful regional applications](#) are also available.

A [guide to registration](#) is available.

The 2017 Sports Capital Programme closed at 5pm on **Friday 24 February 2017**. No late or partial applications can be accepted.

### Useful Links.

The [2017 Guide](#) to making an application

[Sports Capital YouTube channel](#)

A [blank sample application form](#) is available for download.

A [copy of the SCP Workshops presentation](#).

[2017 Scoring System](#)

# Getting formal approval – equipment grants

- \* 3 comparable tenders/quotations
- \* Choose lowest tender (unless you have a good reason)
- \* Tender > 10k you must provide tax reference number
- \* Declaration Form signed by all of your club's trustees – witnessed by solicitor if > 10k
- \* THAT'S IT!

# Getting formal approval – capital works

- \* Our advice – get professional advice
- \* All the steps required for equipment +
- \* Full planning permission or signed planning template
- \* Current tax clearance for the club
- \* If OPW was involved in the past, the Department's architect may monitor the project (more later)
- \* All contractors must be tax compliant for the duration of the project

# Deed of Covenant and Charge

- LONGEST DELAYS ARE DUE TO LEGAL ISSUES!
- If deed already in place or if you now have received more than €300k
  - Letter from solicitors stating that they act on your behalf and you have chargeable title to the property
- If there is an existing deed in place contact your solicitor and ensure it has been registered in Property Registration Authority.
- If you have an existing deed in place the new grant will be added to the existing amount on the deed

# Technical Supervision

- \* The Department's architect will monitor large projects (see provisional allocation email)

He will:

- \* approve the project in the design stage,
  - \* monitor progress on the facility,
  - \* certify payments and
  - \* in certain cases, inspect site works.
- 
- \* Grantees must also appoint a suitable Technical Supervisor (normally an engineer or architect)



# Accessibility

- \* All Capital works must be accessible to people with disabilities – accessible = better
  - \* [www.universaldesign.ie](http://www.universaldesign.ie)
- \* All gym equipment must be dual use
  - \* <http://www.efds.co.uk/how-we-help/programmes/ifi-fitness-equipment>
  - \* [www.Cara.ie](http://www.Cara.ie)

# Uploading documents to portal

The screenshot shows the OSCAR - Online Sports Capital Register dashboard. The browser address bar displays the URL <https://www.sportscapitalprogramme.ie/Home/Dashboard>. The user is logged in as John Hanafin. The dashboard features a sidebar with navigation options: Dashboard, Organisation Details, Application, Schemes, Drafts, Documents, Payments, Knowledge Base, and Active Projects. The main content area contains several action buttons: APPLY FOR A GRANT, APPLY FOR FORMAL APPROVAL FOR EXISTING GRANT (circled in red), APPLY FOR PAYMENT ON EXISTING GRANT, EDIT/SUBMIT DRAFT APPLICATION, VIEW PAST GRANTS AND APPLICATIONS, VIEW ALL PREVIOUSLY SUBMITTED DOCUMENTS, VIEW KNOWLEDGE BASE, SEND A QUERY, and VIEW/EDIT ORGANISATION OR CONTACT DETAILS. The header includes the logo for An Roinn Iompair, Turasóireachta agus Spóirt (Department of Transport, Tourism and Sport) and the text OSCAR - Online Sports Capital Register. A language dropdown menu is set to English.

- John Hanafin  
Log Out
- Dashboard
- Organisation Details
- Application**
- Schemes
- Drafts
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### Applications

Select the application that you wish to view/edit

Project Title	Project Summary	Scheme Name	CAS Grant Number	Application Status	
	test of multiple applications	2015 Sports Capital Programme	CAS-44061-P9L9D8	Withdrawn	<a href="#">View</a>
		2015 Sports Capital Programme	CAS-44062-L2W7M4	Withdrawn by Applicant	<a href="#">View</a>
Equipment Only 2017 Test	Equipment Only 2017 Test	test scheme for in-house testing	CAS-46034-G5T7F9	Grant Provisionally Allocated	<a href="#">View / Apply for Formal Approval</a>
Min Req Test 2017	Min Req Test 2017	test scheme for in-house testing	CAS-45477-T8M0G9	Grant Provisionally Allocated	<a href="#">View / Apply for Formal Approval</a>
Test Invalid	Test Invalid	test scheme for in-house testing	CAS-45440-M1W3X4	Invalidated after review	<a href="#">View</a>
Test TCC Deed 2017	Test TCC Deed 2017	test scheme for in-house testing	CAS-45460-G2V8P2	Grant Provisionally Allocated	<a href="#">View / Apply for Formal Approval</a>
Test TCC Deed OPW 2017	Test TCC Deed OPW 2017	test scheme for in-house testing	CAS-45459-M0K0G5	Grant Provisionally Allocated	<a href="#">View / Apply for Formal Approval</a>
Test Valid NF	Valid NF	test scheme for in-house testing	CAS-45269-T3N0N2	Valid No Funding	<a href="#">View</a>

Showing 1 to 8 of 8 entries

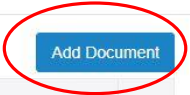
- Dashboard
- Organisation Details
- Application
- Schemes
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### Application

- 1. Project Details
- 2. Site Management
- 3. Own Funding
- 4. Planning & Title / Access
- 5. Evidence of Sharing
- 6. Summary & Submission
- 7. Documents & Bank Details

#### Documents Required for Formal Approval

Use this page to upload the documents required to obtain formal approval for your project. The documents that you must upload are set out in the email of provisional allocation



Document Name	Document Type	Document Details	Document
---------------	---------------	------------------	----------

#### Organisation Bank Details

Name of Bank Account Holder	SCP99999
Account Number	11111
Bank Name	AAA
Branch Name	XXX
Bank Sort Code	123456
Bank Account IBAN	123456789
Bank Account BIC	123
Bank Address	XXX

## Add Document



Document Name

Document Type

[Please select ...]

[Please select ...]

Document

Declaration Form


Drawings / Plans

Planning Permission (Final)

Quotation / Tender Drawdown Stage

Cancel

Add

- 
- Must have at least 1 preferred quotation for each grant purpose.
  - If the same preferred quotation covers two aspects, you will need to upload it a second time, selecting the second purpose from the drop down menu.

# Provide bank details

Add Document

Document Name	Document Type	Document Details	Document	
Quote 1	Quotation / Tender Drawdown Stage	Supplier Name: ABC Ltd.	assessment-manual-2017-scp.pdf	Delete

## Organisation Bank Details

Name of Bank Account Holder	<input type="text" value="SCP99999"/>
Account Number	<input type="text" value="11111"/>
Bank Name	<input type="text" value="AAA"/>
Branch Name	<input type="text" value="XXX"/>
Bank Sort Code	<input type="text" value="123456"/>
Bank Account IBAN	<input type="text" value="123456789"/>
Bank Account BIC	<input type="text" value="123"/>
Bank Address	<input type="text" value="XXX"/>

Save and Previous **Save and Submit** Exit

## Application

Required document types are missing. Please upload the following document types: Declaration Form

1. Project Details >

2. Site Management >

3. Own Funding >

4. Planning & Title / Access >

5

### Documents Required for Formal Approval

Use this name to upload the documents required to obtain formal approval for your project. The documents



# Formal approval



# How are grants paid?

- Detailed, valid paid invoices
  - Receipts, pro-forma invoices, statements or any other document will not be accepted for payment
- A completed certificate of compliance and schedule of invoices
- Proof of payment - usually a statement from a financial institution

# An invoice should....

- \* Be made out to the club
- \* Contain the contractor/suppliers name, address and VAT registration number
- \* Be clearly marked as an invoice
- \* Have an invoice number
- \* Contain a clear description of the work or goods purchased
- \* Contain a clear VAT breakdown

# Payment

- \* Payments will only be made for works done in relation to the purpose for which the grant was allocated.
- \* Payments will only be made for invoices from approved suppliers.
- \* All grants will be paid by Electronic Funds Transfer (EFT) and you should ensure bank details for your club are correct on the portal

# Rate of payment

- \* For 2017 grants we will pay 95% of the invoice value

## Grants allocated between 2012 and 2015

- \* 95% if you are in a RAPID area or regional
- \* 90% if you are in a Clár area
- \* 85% if you are not in a disadvantaged area



John Hanafin  
Log Out

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Drafts

Documents

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Knowledge Base

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### Dashboard

APPLY FOR A GRANT

APPLY FOR FORMAL  
APPROVAL FOR  
EXISTING GRANT

APPLY FOR PAYMENT  
ON EXISTING GRANT

EDIT/SUBMIT DRAFT  
APPLICATION

VIEW PAST GRANTS  
AND APPLICATIONS

VIEW ALL  
PREVIOUSLY  
SUBMITTED  
DOCUMENTS

VIEW KNOWLEDGE  
BASE

SEND A QUERY

VIEW/EDIT  
ORGANISATION OR  
CONTACT DETAILS



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**Payments**

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### Payments

#### Total Funding (all grants)

Allocated	Amount Paid	Outstanding
€84,100.00	€0.00	€66,000.00

Showing 1 to 1 of 1 entries

Previous 1

#### Application Details

Title	Reference Number	Status	Date Allocated	Amount Allocated	Amount Remaining	
		Withdrawn by Applicant				<a href="#">View/Apply for Payment</a>
Equipment Only 2017 Test	Equipment Only 2017 Test	Formally approved - Fully Outstanding	30/03/2017	€18,000.00	€0.00	<a href="#">View/Apply for Payment</a>

Showing 1 to 2 of 2 entries

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### Payment Request Details

Title	Equipment Only 2017 Test
Reference Number	Equipment Only 2017 Test
Status	Grant Provisionally Allocated
Date Allocated	30/03/2017
Amount Allocated	€18,000.00
Amount Remaining	€0.00

[Apply for Payment](#)

### Payment Requests / Authorizations

Supplier Name	Date Requested	Invoice Amount	Request Status	Authorization Status	Payment Date	Payment Amount
No data available in table						

No data available in table

[Previous](#) [Next](#)



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### Apply for Payment

CAS Grant Number CAS-46034-G5T7F9

Purpose of Payment:

Add Document

Document Name	Document Type	Document	Details
---------------	---------------	----------	---------

Apply Close

### Add Document

Document Name

Document Type

[Please select ... ]

Document

- [Please select ... ]
- Certificate of Compliance with T&C of the Programme
- Invoice
- Proof of Payment

Cancel

Add Document

John Hanafin  
Log Out

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Department of Transport,  
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OSCAR - Online Sports Capital Register

English

## Apply for Payment

Please upload at least one document of each type. The following document types are missing: Certificate of Compliance with T&C of the Programme, Invoice, Proof of Payment

CAS Grant Number CAS-46034-G5T7F9

Purpose of Payment: 1st Payment Pitch

Add Document

Document Name	Document Type	Document	Details	
---------------	---------------	----------	---------	--

Apply Close

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### Apply for Payment

CAS Grant Number: CAS-46034-G5T7F9

Purpose of Payment: 1st Payment Pitch

Add Document

Document Name	Document Type	Document	Details	
Invoice	Invoice	assessment-manual-2017-scp.pdf	Supplier Invoice Number: 1, Supplier Name: ABC Ltd, Invoice Amount: 1000	Delete
Cert of Compliance	Certificate of Compliance with T&C of the F	Comp Cert.pdf		Delete
Bank Statement Jan	Proof of Payment	BS.pdf	Bank / Fin. Inst. Name: AIB, Account Number: 87654321, Amount: 1000, Date of Statement: 10/01/2018	Delete

Apply Close

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### Payment Request Details

Your application has been submitted successfully.

Title	Equipment Only 2017 Test
Reference Number	Equipment Only 2017 Test
Status	Formally approved - Fully Outstanding
Date Allocated	30/03/2017
Amount Allocated	€18,000.00
Amount Remaining	€0.00

Apply for Payment

### Payment Requests / Authorizations

Supplier Name	Date Requested	Invoice Amount	Request Status	Authorization Status	Payment Date	Payment Amount
ABC Ltd	19/01/2018 12:23:50	€1,000.00				

Showing 1 to 1 of 1 entries

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# Retention

The Department will retain 5% of the grant until the following are received:

- \* Confirmation from technical supervisor that the project has been completed satisfactorily or that the Defects Liability Period has passed, if one applies
- \* Confirmation that the Deed of Covenant has been registered, where required
- \* Photo of Beneficiary Sign in place

# Monitoring the Project

The Department monitors projects in the following ways:

- \* When making a second or subsequent payment request, you must confirm on the portal that the previous payments was received
- \* You must confirm compliance with the terms and conditions with each draw-down request
- \* The Department has an active capital inspections programme and randomly inspects facilities and all associated documents





# Pointers

- \* Keep Department officials updated
- \* Credit/bridging finance can be difficult to obtain.  
The Department can provide you with confirmation for your financial institution on request
- \* Community Finance Ireland or Clann Credo
- \* The longest delay in the draw-down of a grant can be complying with the legal requirements – if you require a deed this should be the first item on your list



# Pointers

- Make sure that the work being undertaken is in accordance with the allocation made
- If you have a query contact the relevant Department official looking after your grant
- Department officials do not have any technical expertise in relation to artificial pitches and you should consult with your National Governing Body if you require any advice

# Template Documents

- \* Templates such as Planning Not Required, Title and Access forms and Declaration Form may be obtained here:

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The dashboard features a sidebar with the following menu items: Dashboard, Organisation Details, Application, Schemes, Drafts, Documents (circled in red), Payments, Knowledge Base, and Active Projects. The main content area displays a grid of action buttons:

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- APPLY FOR FORMAL APPROVAL FOR EXISTING GRANT
- APPLY FOR PAYMENT ON EXISTING GRANT
- EDIT/SUBMIT DRAFT APPLICATION
- VIEW PAST GRANTS AND APPLICATIONS
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**John Hanafin**  
Log Out

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- Payments

### Documents

[Download Document Templates](#)

Document Type	Document Name	Document Path	Document Details
Certificate of Compliance with T&C of the Programme	Cert of Compliance	Comp Cert.pdf	
Certificate of Compliance with T&C of the Programme	test	Test-Doc.pdf	

# The End

