



**TSP CLUB SPORT & PHYSICAL ACTIVITY DEVELOPMENT &
COVID-19 / RETURN TO SPORT FUND 2021
GUIDANCE NOTES**

- Please have the following information with you before you commence to completion of the online application form as this form cannot be saved as you and must be completed in its entirety.
- Please ensure you hit submit when all relevant questions, have been completed.
- If you need to re-do a question, please click the back button at the bottom of the page.

Section 1 - Club/Organisation Profile	
Question Number	Club Organisation Profile
1-9	Please provide details of your Club/Organisation Profile e.g. Club Name, Club Address, Eircode, Name of the Chairperson, Secretary, Treasurer, Club Email Address, Applicant Details
10-12	Please Provide Bank Account Details, Tax Reference/Charity Number and Insurance Details
Section 2 – About Your Club	
Club Information	
13-15	Is your club registered with a National Governing Body of Sport? Please provide details
16	How many club members, in total
17 - 18	Breakdown of Club Membership under 18 and over 18 e.g. males, females and people with a disability
19	What is the Primary Sport your Club is involved in? Please describe the purpose of your club/organisation and specify the sports/physical activities
20-21	Does your Club have a constitution or memorandum, or articles of association
22	Is your club registered with the Local Authority Public Participation Network?, if yes please give membership number
Safeguarding Compliance	
24	Has your Club engaged in Safeguarding Training ? Please provide the name of who attended, who provided the training and the approximate date
25	Does your club have a <ul style="list-style-type: none"> • safeguarding statement in place? • have a safeguarding risk assessment ? • have a Child Protection Officer in place? • have a Designated Liaison Person? • ensure Garda Vetting guidelines are met?
Inclusion	
26	Does your club offer opportunities for participation for people with disabilities
27	Has your club signed the Cara Sport Inclusion Disability Charter? For more information see: www.caracentre.ie/sport-inclusion-disability-charter
28	Would your club/organisation be interested in attending workshops/programmes to support the inclusion of People with Disabilities
29	Does your club have a Social Inclusion Policy?
Section 3 - Development Section	
Section 3 (A) - Development Section (New Club/Increasing Participation)	
30-34	Are you a new club, If yes please state

	<ul style="list-style-type: none"> • when the club was formed and registered with your National Governing Body • Please provide a breakdown of start-up costs? • Total Funding Sought from TSP for new Club Set Up Costs?
Section 3(B) New Section/ New Development	
35-41	<p>If you are applying for funding for the development of a new section within your existing Club. Please provide:</p> <ul style="list-style-type: none"> • Brief description of a proposed project • Detail how this funding will make a difference in the development of your club • How does this development fit into your club's future plans • Outline the associated costs and total funding sought from TSP under this section • State if you have applied to other organisations for funding towards this initiative • Please provide any other information in support of your application
Section 4 - Coaching Section	
42-45	<p>Please provide:</p> <ul style="list-style-type: none"> • Please provide Name of participants for Training/Education Courses • Course Title and Organising Body • Level of Course e.g. Foundation, Level 1 etc • Course Fee per Individual and Total Cost • Date, Duration and Location • Briefly outline the objective for doing the course and how it will benefit your club ? • Outline how these costs are to be met • Please detail if you have applied to any other organisation for funding towards this initiative? If yes, please specify • Please detail if your club is interested in any other training?
Section 5 COVID 19/Return to Sport	
55-57	<ul style="list-style-type: none"> • Do you wish to apply for Covid 19/ return to Sport support? • Does your club have written COVID-19 safety statement/protocols in place? • Does your club have COVID officer(s) in place? • Have your coaches/volunteers completed Sport Ireland or NGB COVID-19 Training? • If no to any of the above, please outline why?
58 - 61	<p>How much is your club applying for under the following headings?:</p> <ul style="list-style-type: none"> • COVID-19 Related Costs for Hygiene Consumables (E.g. Hand sanitizer, soap, face masks, gloves etc.) • COVID-19 Related Infrastructure Costs (E.g. Plexiglass screens, wall mounted dispensers, signage) • COVID-19 Related venue/equipment cleaning costs • Increased venue hire costs to comply with social distancing • COVID-19 Related Volunteer Training Costs • COVID-19 Related Staff Training Costs • Additional Registration/ Event Management Costs (E.g. admin or IT costs to manage self-declarations) • Other - Provide Description • Total Funding Sought from TSP under this section ? • Has your club applied to any other organisation for funding towards this initiative? If yes please give details