



Healthy Galway County & Galway Sports Partnership

Inclusive Physical Activity Equipment Grant Application Form

NAME OF APPLICANT GROUP: [Empty box]

Please confirm you have enclosed the following:

Table with 2 columns: Item description, Yes/No checkbox. Items include Application Form, Bank Statement, and Insurance Policy.

Please confirm the following

Table with 3 columns: Question, Yes checkbox, No checkbox. Questions about CARA Charter, Tobacco Free Spaces, and Mental Health Board.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

You may submit your completed application by one of the following methods:

By e-mail to: healthandwellbeing@galwaycoco.ie (This is our preferred method of receipt – please sign the form first, then scan & e-mail it with all supporting documentation).

By post to: Healthy Ireland Coordinator, Economic Rural & Community Development Department, Galway County Council, County Hall, Prospect Hill, Galway, H91 H6KX.

Queries: Andrew Mc Bride, Healthy Ireland Coordinator: amcbride@galwaycoco.ie
Ellie Loftus, Sports Inclusion Disability Officer, GSP: eloftus@galwaycoco.ie

The closing date for receipt of the completed application form is 4:00pm on Friday 18th November 2022.



## SECTION 1: APPLICANT DETAILS

Name of Applicant Group / Organisation:		
Address of Applicant Organisation:		
Online details of Applicant Organisation: (Website, Facebook, Twitter, Other social media)		
Is your Organisation registered with Galway Sports Partnership?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact Names for Correspondence:	1.	2.
Position in Group/Organisation:		
E-mail Addresses for Correspondence:		
Telephone No.'s for Correspondence:		
Please state the main aims of your Group:		
How many people does your organisation support? 1. 50yrs plus (Veteran as set out by Sport Ireland) 2. 19yrs and over (Senior) 3. 13-18yrs 4. Under 12yrs 5. OAP 6. People with Disabilities	Male 1. 2. 3. 4. 5. 6.	Female 1. 2. 3. 4. 5. 6.
How many 'active' volunteers does your club have?		
Do you charge membership fees? If you answer 'yes', what do you charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>	€
Is your Group/Organisation affiliated to a Sport Ireland recognised National Governing Body? If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>NB Grant Requirement</b>		

## Section 2: Project Details

What types of groups or individuals does your club cater for?	
Does your club currently cater for people with disabilities?  If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
What type of events/activities do you currently provide?	
Describe in DETAIL the proposed purchase of equipment on which you intend to use Healthy Ireland Funding	
How will this equipment help you to be more inclusive?	
Outline the benefits this equipment will be to the club/community	
How will you encourage people with Disabilities to get involved?	
If successful, how will your Group/Organisation acknowledge the funding from the Healthy Ireland Fund and Galway Sports Partnership?	

### SECTION 3: FINANCIAL DETAILS

Please breakdown expenditure for the equipment for which you are requesting funding

Equipment:	Amount:
-	€
-	€
-	€
-	€
-	€
-	€
<b>Total Expenditure on proposed Equipment:</b> <b>(Maximum Grant €500)</b>	€
<b>If Equipment Total is greater than €500 how will balance be funded?</b> <b>Details:</b>	

### SECTION 4: ACKNOWLEDGEMENT AND DECLARATION

On behalf of our Group/Organisation, I confirm that:

1. I have read, understood, and accept the Terms & Conditions applicable to this funding.
2. I certify that all information provided in this application, and all information given in any supporting documentation, is truthful and accurate.
3. I agree to the processing and disclosure of information by Galway County Council and to other third parties if required for fund administration, reporting evaluation and audit purposes, and further consent to the disclosure of this information (name of applicant organisation, amount of grant award, details of project/event funded) by these parties relating to the marketing or promotion of this funding.
4. Successful grantees will be required to nominate two members to attend an online [CARA Sport Inclusion & Disability Awareness Course](#) that will be provided FREE of Charge by Galway Sports Partnership. Grantees will also be required to sign up to [CARA Sports Inclusion Disability Charter](#).
5. I confirm that we have adequate and comprehensive insurance cover for our activities.
6. I understand that this is a competitive process and agree to accept the decision of the assessment of my application as final.

This Declaration must be signed by Chairperson, Secretary or Treasurer, on behalf of Applicant Organisation:

Name (in block capitals):	
Signed:	
Position in Applicant Organisation:	
Date:	



# Healthy Galway County & Galway Sports Partnership

## Inclusive Physical Activity Equipment Grant

### Guidelines

**PLEASE READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE APPLICATION FORM.**

#### 1. Introduction

Healthy Ireland is a government led initiative aimed at improving the health and wellbeing of everyone living in Ireland. Physical Activity is a key component to our health and wellbeing, and it is crucial that we make physical activity accessible for all by breaking down the barriers to participation.

The aim of this Inclusive Physical Activity Equipment Grant is to help clubs to become more inclusive and to create NEW opportunities for people with additional needs to participate in physical activity. The grant will support the initiation or enhancement of disability specific activities within grassroots sports clubs which are affiliated to a Sport Ireland recognised [National Governing Body](#).

Successful grantees will be required to nominate two members to attend an online [CARA Sport Inclusion & Disability Awareness Course](#) that will be provided FREE of Charge by Galway Sports Partnership. Grantees will also be required to sign up to [CARA Sports Inclusion Disability Charter](#).

#### 2. Who is eligible to apply?

Applications are open to Sports Clubs that are affiliated to a Sport Ireland recognised [National Governing Body](#). The grant is primarily aimed at helping organisations to become inclusive and to create NEW opportunities for people with additional needs to participate in physical activity.

### 3. Eligible projects

The following expenditure items will be eligible, and grants will be small-scale in nature:

- Adapted Physical Activity Equipment e.g.:
  - Foam/balloon - balls
  - Running Tethers
  - Flat cones – i.e., floor spots
  - Floor-basketball hoop
- Sensory Equipment e.g.:
  - Colourful/textured/bell balls
  - Sensory scarves
- Sensory Tent
- Coach Education e.g., CARA Autism in Sport

**Maximum Grant €500**

**Grant must be expended and drawn down before 31<sup>st</sup> December 2022**

#### **What will not be funded?**

- Competitions/one off events
- Foreign travel or any subsistence
- Capital spends

### 4. Requirements of the Programme

The following conditions apply to all projects.

#### **4.1 Constitution Documents**

4.1.1 Organisations must have a Constitution / Rules or in the case of Companies Memorandum & Articles of Association.

4.1.2 Organisations are requested to register with Galway Sports Partnership to draw down Funding and avail of further information and training opportunities.

#### **4.2 Insurance**

Organisations need to ensure adequate and necessary insurance to operate and deliver the project, to operate its business and to cover all liabilities arising in relation to the project.

#### **4.3 Data Protection**

Organisations need to have a robust data protection policy and procedures in place to ensure they are fully compliant with the data protection legislation.

#### **4.4 Child Protection**

4.4.1 Organisations must comply with [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#), where it is mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau. Workers include staff, volunteers and those on student placement working for a relevant organisation through which they have access to children and or vulnerable adults.

- 4.4.2 Organisation providing services to and/or involving children, shall comply with [The Children First Act 2015](#) which contains key child protection measures which includes but is not limited to the Child Safeguarding Statement.
- 4.4.3 Organisations providing pre-school services, shall comply with [The Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) and [The Child Care Act 1991 \(Early Years Services\) \(Amendments\) Regulations 2016](#) to ensure the health, safety and welfare of each child is protected.

## 5. Selection Criteria

Applications will be evaluated by the Healthy County Galway Health and Wellbeing Steering Group, and Galway Sports Partnership to ensure eligibility along the following assessment criteria:

- Alignment with Healthy Ireland Framework relevant national policies and plans
- Evidence of track record in the delivery of health or wellbeing activities and initiatives
- Focus on Target Groups
- Quality of project design and capacity to break down the barriers to participation in Physical Activity
- Value for money (breakdown of costs eligible, clear and justifiable)
- Sustainability
- Matching funds available if required

## 6. Corporate Governance

### **6a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds  
<http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publicly funded assets without prior approval.

### **6b. Procurement**

All applicants must comply with public procurement requirements and will be required to provide quotations for all elements of proposed expenditure as follows:

- For each item of goods/services/works less than or equal to €3,000 = 1 written quotation
- For each item of goods/services/works greater than €3,000 = 3 written quotations

### **6c. The Code of Governance for Community and Voluntary organisations**

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## 7. Approval Procedures

All applications for funding under this programme received by the LCDC may take account of several factors including geographical balance and capacity to deliver NEW Inclusive Physical

Activities and increase opportunities for people with additional needs to participate in Physical Activity.

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer. The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

**Please Note:**

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

## **8. General**

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether to release the information. However, in the absence of the identification of information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The LCDC reserves the right to request further information from you in order to assess your application if so required.

### **Usage of information**

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received, the LCDC may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.



## TERMS AND CONDITIONS

- Under the Healthy Ireland Fund, supported by the Department of Health, grants will be provided towards projects or **actions which will help to break down the barriers for people with additional needs taking part in physical activity.**
- The scheme does not provide funding for the employment of staff.
- The information supplied by the applicant Group / Organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically.
- The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative.
- Grant monies must be expended by **31<sup>st</sup> December 2022**, expenditure incurred prior to the date at which the letter of offer is accepted should not be included
- The Department's contribution must be publicly acknowledged in all materials associated with the purpose of the grant. All projects must use the funder logos in any merchandise, publicity, press releases or other media or grant activity. **The strapline 'The Healthy Ireland Fund, supported by the Department of Health' must be included also.**
- No third party or intermediary applications will be considered.
- Late applications will not be considered.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full, including copies of all relevant supporting documents. Incomplete applications will not be considered for funding.
- Applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding and a maximum of one project per group will be considered for funding.
- In order to process your application, it may be necessary for Galway County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on [www.galway.ie](http://www.galway.ie).

**Closing Date for receipt of completed applications is  
Friday 18<sup>th</sup> November 2022 at 4.00 p.m.**



Rialtas na hÉireann  
Government of Ireland

