



Grant Application Guide

Introduction

Swim Ireland clubs can benefit from grant schemes from various bodies including Local Sports Partnerships, Department of Tourism and Sport, County Councils and private organisations. Grants can provide much needed funding for clubs to purchase equipment and support training of club volunteers. Success is dependent on a club meeting the requirement and returning quality applications in advance of the deadline. Understanding the application process can ensure clubs maximise their potential to secure grant funding.

Fundraising Committee

A fundraising committee can be set up as a sub-committee within a club with the sole purpose to raise funds, seek sponsorship and apply for grants. A member of the club management committee should chair this sub-committee, generally recommended to be the club treasurer.

A fundraising committee generally consists of 3-5 club members, with commitment varying throughout the season depending on the needs of the club. Advance planning for the season is important, event planning and good organisation skills are recommended for members of the committee.

Grant awarding bodies

The following are some of the bodies who provide grant funding, either sporadically or at set times each year. Check out the relevant websites and subscribe to mailing lists to keep up to date with grant opening and deadline dates. Please note this is not an exhaustive list.

- Sports Capital grant – www.sportscapitalprogramme.ie
- County Councils (CC)
- Local Sports Partnerships (LSP)
- Public Participation Networks (PPN)
- Banks and Credit Unions
- Businesses and Organisations



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Purpose of grant funding

Most grant funding is provided for a set purpose, as outlined in the grant criteria. Some examples are listed below:

- Equipment
- Education and training
- Project funding
- Event and participation funding
- Youth Sports

Considerations for grant funding

- Do you need it? - consider if you need the grant before applying for it. For example – a grant to increase participation in adults over 65 year of age. How will you be able to use this grant in your club?
- Can you spend it? – some capital grants will require you to spend the funds and then claim back the cost. You need to ensure you have enough funds to cover this expenditure.
- Are you eligible? – Most grants will have very clear and strict eligibility criteria. Read this before you invest time in completing the application process.
- What evidence is required? – This could be listed in the criteria and/ or application form. You may be required to produce evidence of tax number, insurance, club constitution and volunteer safeguarding certificates (not an exhaustive list of examples). Ensure you have these in place and have easy access to provide as needed.
- When is the deadline? – Consider how much time you must complete a quality application and submit, providing any evidence required. Always aim to support at least 24 hours in advance of deadline to avoid any technical issues.



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Grant application process

	Action	Activity
1	Annual planning	When putting your annual plan together complete your research on available grants in your area, when they are open for applications and deadlines. Look back on previous grants the club have applied for, both successful and declined applications.
2	Build your contacts	Get in contact with your local CC, LSP and PPN. Register and ensure that you are receiving newsletters. Make sure the club is represented at meetings or forums. Check in with you club members to find out if any of their employers offer grant schemes to clubs.
3	Check requirements	Review previous grant schemes and check the criteria and evidence required to ensure you meet the requirements. The Sports Capital Grant has a short application period so apply in advance to Revenue for tax number.
4	Read thoroughly	Once a grant scheme is open for application print off the criteria and form where possible. Highlight the following <ol style="list-style-type: none"> 1. Amount of funding available 2. Application deadline 3. Eligibility 4. Purpose of grant 5. Evidence required 6. Other considerations, i.e. who is preference given to
5	Quality Application	Provide correct information throughout the application. Take particular care to sections that allow a paragraph of text asking how you will spend funding. Ensure this matches the purpose and criteria of grant. Type up in a separate word document, checking word count and grammar before pasting in. Example - If the purpose of the grant is to increase participation of 15 year olds, ensure you describe clearly how you will use the grant to achieve this.
6	Second opinion	Where an application can be saved in a document ensure you seek a second opinion on relevance, grammar, word count etc.



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Grant application process (continued)

	Action	Activity
7	Evidence	Collate and evidence required, so you can provide as requested or submit with application. Ensure any documents are up to date and legible.
8	Apply early	Aim to complete and submit application at least 24 hours in advance of the deadline. Applying too close to the deadline can create IT and other technical issues. Most deadlines are strictly adhered to.
9	Follow up	Keep a close check on follow up emails, requests for additional information and make sure that you reply within timeframe required.
10	Application Outcome	<p>If successful – complete the follow up requirements to draw down the funding and ensure you acknowledge the support, you have received to your club members and publicly.</p> <p>If you are unsuccessful – do not despair. Most grant providers will provide some feedback on why you were not successful in your application. Review this and implement feedback in advance of future applications.</p>
11	Final steps	Many grant schemes will want to review the success of their funding. Ensure you continue to attend the relevant meetings; complete outcome documents as requested and promote the funder as requested. Failure to do so may mean exclusion from future funding opportunities.