

**TSP COACHING AND DEVELOPMENT FUND 2025
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	What was the date of your last AGM
23-24	Is your club registered with the Local Authority Public Participation Network?, if yes please give membership number
Safeguarding Compliance	
25	Has your Club engaged in Safeguarding Training ? Please provide the name of who attended, who provided the training and the approximate date
26	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	
27	Does your club offer opportunities for participation for people with disabilities
28	Has your club signed the Cara Sport Inclusion Disability Charter? For more information see: www.caracentre.ie/sport-inclusion-disability-charter
29	Would your club/organisation be interested in attending workshops/programmes to support the inclusion of People with Disabilities
30	Does your club have a Social Inclusion Policy?
Section 3 - Development Section	
Section 3 (A) - Development Section (New Club/Increasing Participation)	
31-35	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

	<ul style="list-style-type: none"> • 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	
36-42	<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	
43-55	<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?