***2023 Guidelines on Development Grants Procedures***

**Summary of Grant Categories**

The overall scheme consists of two schemes rolled in to one which are funded by Central Council & the Munster Council. The final budget for the scheme will be decided once applications have been submitted and considered. Where revenue is available to the Council, consideration will be given to allocating additional funding to large scale infrastructure projects that encourage and increase participation levels of our games in local communities.

The scheme consists of 6 categories, with all funding activity at club level. Categories 1,2,3,4 and 6 are considered as ‘statutory’ and therefore, these categories are dealt with first, meaning the full amount due under the scheme is paid. For example, if a club spends over €100,000 on land purchase (see Category 1), the club will receive the full €20,000 committed under the scheme.

Each category has an expenditure ceiling, which means that expenditure beyond this amount is not funded. Therefore, if the ceiling of a particular category is €100,000 and a club spends €250,000, it is effectively the first €100,000 of expenditure that is eligible for funding.

The amount of funding available for category 5 depends largely on the number of applications received and the amount left over after categories 1,2, 3, 4, and 6 have been satisfied. Therefore, it is unlikely that there will be sufficient funding to satisfy the max grants available as outlined below.

The closing date for grant applications to be submitted to County Boards will be the end of September 2023. All applications should be submitted to your county board before the **29th of Sept 2023** for vetting. Please note that club applications from each county will be selected at random for inspection by Munster Council representatives.

The 6 categories are outlined below in greater detail. Please take note of the expenditure ceiling in each category. All GAA units in receipt of development grant funding will be expected within reason to provide the use of their facilities to provincial, county, club, school, college, and other GAA units.

**Certification of works**

*All works carried out in the following Categories are required to be certified as per current construction regulations and specifications agreed with the relevant contractors. Evidence of certification must be provided with each application by the project contractor/engineer.*

1. **Category 1 Grants (Purchase):**
	1. The level of purchase grant shall be 20% of eligible expenditure to a maximum grant of €20,000. The expenditure ceiling is €100,000 and there is a minimum expenditure of €25,000 required to qualify for this category.
	2. A purchase is considered as one purchase, no matter how many folio numbers are involved. A club that receives a purchase grant to the maximum of €20,000 will not be entitled to a purchase grant for another 5 years.
	3. This section of the scheme is funded equally by Central Council and the Munster Council.
	4. Grants shall **not** be paid except where:
		* It is established that the ground the subject of the application is vested in the Association and the property is held in trust under a current and adequate Deed of Trust
		* The Registered File Plan Folio of the property is provided, or the ‘dealing number’ in the case of property that is in the process of being registered with the Land Registry or equivalent documentation or certification in the case of unregistered land.
		* Compliance is required on any new regulations deemed necessary by Central Council.
		* The amount of the purchase price of the ground is certified by way of Contract or Deed of Transfer or certification by the Solicitor or Estate Agent dealing with the sale.
		* Permission for purchase has been granted by Co Board, Munster Council and National Finance and Management Committees.
		* It is established that land being purchased is for the purpose of pitch development, clubhouse development, or hurling wall development. In other words, land being used for the playing and development of the games will be funded.
2. **Category 2 Grants (Changing Room Complex):**
	1. The level of grant shall be 20% of eligible expenditure to a maximum grant of €20,000. That results in an expenditure ceiling of €100,000.
	2. This section of the scheme is funded equally by Central Council and the Munster Council.
	3. Applications under this category are confined to the construction of new buildings. However, extensions to existing building will be considered.
	4. Applications in relation to the reconstruction or refurbishment of existing changing rooms, where the total overall expenditure is less than €40,000, shall be considered under Category 5 – Other Club Development Projects.
	5. Clubs cannot apply under this category at the same site for a five-year period after having received such a grant.
	6. Grants shall not be paid except where:
		* It is established that the premises the subject of the application is vested in the Association and the property is held in trust under a current adequate Deed of Trust
		* The ***Registered File Plan Folio*** of the property is provided, or the ‘dealing number’ in the case of property that is in the process of being registered with the Land Registry or equivalent documentation or certification in the case of unregistered land.
		* The total claimed expenditure is fully vouched as required below.
		* The dressing rooms works are certified and are completed and available for use at time of application.
		* This grant is intended for the development of facilities directly associated with the playing of the games i.e., dressing rooms, shower facilities and referee changing rooms.
3. **Category 3 Grants (Schools Grounds Purchase & Development):**
	1. The level of school grounds purchase and development grant shall be 15% of eligible costs to a maximum of €5,000.
	2. This grant will not be a cash rebate, successful applicants will receive an equipment grant/voucher to invest in GAA products which supports the promotion of our games in the local communities.
	3. This section of the scheme is funded solely by the Munster Council.
4. **Category 4 Grants (Construction or Refurbishment of Handball Court):**
	1. The level of grant for **New Courts shall be** 15% of eligible costs to a maximum of €5,000.
	2. The level of grant for **Refurbishment of existing Courts shall be** 20% of costs to a maximum of €2,500.
	3. This section of the scheme is funded solely by the Munster Council.
5. **Category 5 Grants (Other Club Development Projects):**
	1. The level of grant awarded under this category will be dictated by the number of applications received and the amount available in the fund after the Grant Categories 1 to 4 and 6 have been dealt with. The amounts and percentages, as stated below, are only maximum limits applied and not guaranteed levels of the grant to be awarded.
	2. Please note that this section of the scheme is funded equally by Central Council and the Munster Council.
	3. Eligible expenditure under this category shall be confined to the following categories.

Category 5a:

* Floodlighting of playing pitches, Astroturf playing facilities, hurling walls, and training areas.
* Floodlights installed should have a lighting level to a minimum of 300 lux.
* A Certificate will need to be provided by the installer to confirm lux levels on the pitch are etc.
* All electrical works are required to be Certified to IS 10101. A Certificate will need to be provided by the Electrical Contractor which conforms to this standard.
* Minimum expenditure of €20,000 is required to qualify.
* To qualify for Grants all lighting installed is required to be LED.

Category 5b: Development of a new pitch, including the development of Astroturf playing facilities and training areas. Sanding as part of general maintenance is excluded. A minimum expenditure of €20,000 is required for pitch works to be considered as development.

Category 5c: Hurling Walls, including the Astro turf area associated with the wall that is not part of a greater training area.

Category 5d: Development of ancillary facilities e.g., goalposts, dugouts, fencing, nets, scoreboard, gymnasiums etc. In order for a club to qualify for a gymnasium grant, proof of competence to operate a gym in a safe manner must be provided.

Category 5e: Development of works which are not playing pitch related e.g., carparks, stand, medical rooms, grass cutting equipment etc. It also includes upgrade work to dressing rooms that is not included under category 2. Note: Walkways, saunas etc. are excluded.

* 1. Subject to the level of funding available in any year (see P.5 below) the level of grant available in each of the above categories shall be as follows.

Category 5a: 20% to a max grant of €20,000 – expenditure ceiling of €100,000

Category 5b: 20% to a max grant of €20,000 – expenditure ceiling of €100,000

Category 5c: 20% to a max grant of €10,000 – expenditure ceiling of €75,000

Category 5d: 20% to a max grant of €10,000 – expenditure ceiling of €50,000

Category 5e: 20% to a max grant of €10,000 – expenditure ceiling of €50,000

* 1. To qualify for grant aid under category 5, a minimum expenditure of €20,000 is required. Smaller units will be permitted to satisfy this requirement by combining expenditure over a maximum of three years. Grant aid is project specific so new projects in the category will be considered. For example, if a club receives a grant for developing a new pitch and decides to develop a second pitch two or three years later, they will be entitled to a grant as it is a new project.
1. **Category 6 Grants (Property Ownership Regularisation Grant):**
2. This grant is made available to clubs who undertake to regularise the legal ownership of their property in accordance with GAA Rules on assets and Trustees.
3. This grant assists clubs with the legal fees associated with the regularisation of the title ownership of their property, along with the vesting of such property in the GAA. It will also support units in the process of being trustee compliant.
4. The maximum grant available for this is €700 per club.
5. This section of the scheme is funded equally by Central Council and the Munster Council.

***In 2024, this category will be detached from the club development grants application process. The scheme will be open to submission throughout the year similar to the structure at Central Council level. Once clubs have completed their legal process, they will be eligible to apply.***

1. **The following table summarises each of the categories, along with the maximum grant available and the expenditure ceilings.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Munster Council** |  | **Central Council** |  | **Max Grant Available** |
|  |  |  |  |  |  |  |  |  |
| **Category 1 - Purchase** |   |   |   |   |   |   |
|  | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available | €10,000  |  |  €10,000  |  |  €20,000  |
|  | Grant Expenditure Ceiling |  €100,000  |  |  €100,000  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Category 2 – Changing Rooms** |   |   |   |   |   |   |
|  | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €10,000  |  |  €10,000  |  |  €20,000 |
|  | Grant Expenditure Ceiling |  €100,000  |  |  €100,000  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Category 3 - Schools Grounds Purchase and Development** |  |   |   |   |
|  | Grant level – Percentage | 15% |  | 0% |  |  |
|  | Maximum Grant Available |  €5,000  |  |   |  |  €5,000  |
|  | Grant Expenditure Ceiling |  €33,000  |  |   |  |  |
|  |  |  |  |  |  |  |  |  |
| **Category 4 - Construction and Refurbishment of Handball Alley** |  |   |   |
| A | Grant level – Percentage | 15% |  | 0% |  |  |
|  | Maximum Grant Available |  €5,000  |  |   |  |  €5,000  |
|  | Grant Expenditure Ceiling |  €33,000  |  |   |  |  |
|  |  |  |  |  |  |  |  |  |
| B | Grant level – Percentage | 20% |  | 0% |  |  |
|  | Maximum Grant Available |  €2,500  |  |   |  |  €2,500  |
|  | Grant Expenditure Ceiling |  €12,500  |  |   |  |  |
|  |  |  |  |  |  |  |  |  |
| **Category 5 - Other Club Development Projects** |   |   |   |   |
| 5A | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €10,000  |  |  €10,000  |  |  €20,000  |
|  | Grant Expenditure Ceiling |  €100,000  |  |  €100,000  |  |  |
| 5B | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €10,000  |  |  €10,000  |  |  €20,000  |
|  | Grant Expenditure Ceiling |  €100,000  |  |  €100,000  |  |  |
|  |  |  |  |  |  |  |
| 5C | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €7,500 |  |  €7,500  |  |  €15,000  |
|  | Grant Expenditure Ceiling |  €75,000 |  |  €75,000 |  |  |
|  |  |  |  |  |  |  |
| 5D | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €5,000  |  |  €5,000  |  |  €10,000  |
|  | Grant Expenditure Ceiling |  €50,000  |  |  €50,000  |  |  |
|  |  |  |  |  |  |  |  |  |
| 5E | Grant level – Percentage | 10% |  | 10% |  |  |
|  | Maximum Grant Available |  €5,000  |  |  €5,000  |  |  €10,000  |
|  | Grant Expenditure Ceiling |  €50,000  |  |  €50,000  |  |  |

1. **Applications Process:**
	1. Grants shall be categorised as follows:
		* + - **Category 1** - Purchase of ground for playing pitch (including

 first, second or third pitch)

* + - **Category 2** - Construction of **new** Dressing Rooms or

 Extension of existing Dressing Rooms

* + - **Category 3** - Schools Grounds Purchase & Development
		- **Category 4** - Construction or Refurbishment of Handball Court
		- **Category 5** - Other Club Development Project
		- **Category 6**  - Regularisation of legal ownership of property
	1. Application forms and guidelines for the various grant categories shall generally be issued at the start of September each year and details will be available from the Munster GAA website.
	2. The closing date for grant applications to be submitted to the Munster Council will be the end of September 2023. All applications should be submitted to your county board before the 29th of Sept 2023 for vetting. Please note thatapply applications from each county will be selected at random for inspection by Munster Council representatives.
	3. Applications for grants received in Comhairle na Mumhan after the closing date and incomplete applications received before that date shall be returned to the County Board or Club in question. Late applications shall be re-submitted for processing and approval the following year.
	4. Applications shall be deemed incomplete if any of the following is not supplied:
		+ Fully completed application form giving all particulars required in relation to Vesting of Ground and Deed of Trust.
		+ File Plan Folio for the property
		+ Supporting documentation of a financial nature: including invoices (**not statements or copy cheques**) detailing the nature and vouching all expenditure amounts claimed. Invoices must breakdown all costs, invoices outlining a total expenditure figure are not acceptable. Invoices marked paid MUST have supplier’s stamp.
		+ Documentation showing proof of payment, namely a Bank Statement showing the payment of the amount detailed on the invoice.
		+ For Category 1 applications Copy of letters from Co Board, Munster Council and NFMC authorising purchase of grounds.
		+ Completed Health and Safety statement for club grounds and facilities.
		+ Confirmation of any additional grant aid being received by the unit.
		+ Club Child Safeguarding Statement
		+ Certification of project works where applicable.
		+ Any other documentation deemed necessary to support an application under any category from time to time.
		+ Certification and recommendation of the **relevant** County Board Officer and the Board representative on the Planning & Development Committee of the Provincial Council
		+ Where possible supporting paperwork should be submitted via email to relevant County officer e.g., Safety statements, child safeguarding statement, folio details etc.
	5. Only expenditure of a capital nature (providing a long-term asset) is eligible for support under the Grant Schemes. Expenditure on ongoing maintenance and repairs is excluded as follows:
		+ Grass Cutting
		+ Servicing of maintenance equipment including mowers and tractors
		+ Fertiliser and weed killer purchases.
		+ Maintenance or painting of existing premises, glass breakages, plumbing or electrical repairs etc.
		+ Lease or rent of temporary facilities.
		+ Consultancy fees on preparation of Lottery submissions
		+ Purchase of equipment including Tractors etc. Grass mowers are included under category 5.
	6. Applications for grants shall only be considered from County Boards, affiliated clubs, handball clubs and schools, except in exceptional circumstances, within the province of Munster.
	7. In general, only one application can be made for grant approval for the same project and proposed phasing of development must be stated in all applications for grants in first year of application. This must include detailed analysis of project including timescale, plans, breakdown of costs per stage and any other documentation deemed necessary. Failure to provide documentation will render project ineligible for consideration as a phased development.
	8. All GAA units in receipt of development grant funding will be expected within reason to provide the use of their facilities to provincial, county, clubs, schools, colleges, and other GAA units.
	9. Clubs found to be submitting incorrect or fraudulent documentation will be subject to sanctions as deemed appropriate by the Council up to and including suspension from the scheme and repayment of monies paid.
	10. All applications shall be submitted to the relevant county board officials. Once considered at county level, they will be submitted to Munster GAA for final consideration. Decisions on all eligible grant applications shall be made before the second Friday of the month of December each year subject to completion of spot checks by Munster Council officials.
	11. **All grant payments shall be made in favour of the applicant unit and will be paid out via EFT. Units will be informed of allocations at County Conventions by the Munster Council representative.** Payments in respect of approved grants shall be paid, where possible before the end of the year.