

**THE
IRISH SPORTS
COUNCIL**



AN CHOMHAIRLE SPÓIRT

**APPLICATION FORM FOR THE GRANT SCHEME FOR
NATIONAL GOVERNING BODIES OF SPORT 2006**

NAME OF ORGANISATION: *Irish Canoe Union*

INTRODUCTION

The Irish Sports Council (“the ISC”) provides financial assistance to sports bodies under the provisions of the Irish Sports Council Act 1999 (“the Act”). The ISC must establish criteria, terms and conditions for the provision of this assistance.

In this document you will find the criteria, terms and conditions for the Grant Scheme for National Governing Bodies. This is because you must confirm when you are completing this Application Form, that you have read and understood these criteria, terms and conditions. You will also accept, on behalf of your organisation, the terms and conditions of the Grant Scheme and agree to be bound by those criteria, terms and conditions.

In this document, the phrase National Governing Body (“NGB”) means a National Governing Body deemed by the Irish Sports Council to be eligible to apply for financial assistance under the Grant Scheme. Funding is made available for the following Core Activities:

CORE FUNDING

Core funding is used to support eligible NGBs in the following areas:

- Administration Expenditure
- Strategic Planning and Review
- National Coaching Development Programme
- Other Core Activities
- Office/Sports Equipment
- Hosting International Events



Section 1 Organisation Details

Elected Officer Details

The information sought in this section relates to elected officers/staff members and contact personnel, who will liaise with the Irish Sports Council and the general public. The persons named should be prepared to accept enquiries at the telephone number provided. This information will also be used on the ISC web site (www.irishsportsCouncil.ie) to provide members of the public with up to date NGB contact information, while also providing a direct link to NGB websites. **It is also imperative that the ISC is notified in writing of any personnel changes within the NGB during the year.**

Name of NGB:	<i>Irish Canoe Union</i>			
Registered Address:	<i>Sport HQ, Joyce Way, Park West, Dublin 12</i>			
Officer	Name	Address	Phone & Fax	E-mail
President & Chairperson	<i>Eamon Devoy</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax</i>	<i>eamon@irishcanoeunion.com</i>
Secretary	<i>Mark Clinton</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax</i>	<i>mark@irishcanoeunion.com</i>
Treasurer	<i>John Keogh</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax</i>	<i>john@irishcanoeunion.com</i>
National Children's Officer (NCO)	<i>Patricia McCormack</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>087 - 6450544 (M)</i>	<i>patricia@irishcanoeunion.com</i>

Officer	Name	Address	Phone & Fax	E-mail
Designated Officer	<i>Conor Ryan</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax 087 - 2263432</i>	<i>conor@irishcanoeunion.com</i>
Anti-Doping Officer	<i>Michael Scanlon</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax 087 - 2548338</i>	<i>office@irishcanoeunion.com</i>
Carding Scheme correspondence (if applicable)	<i>Michael Scanlon</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax 087 - 2548338</i>	<i>office@irishcanoeunion.com</i>
Contact for public	<i>Anita Gordon</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax</i>	<i>office@irishcanoeunion.com</i>
Contact for ISC (please state position within organisation, eg. CEO, Secretary)	<i>Michael Scanlon Chief Executive Officer</i>	<i>Irish Canoe Union Sport HQ Joyce Way Park West Dublin 12</i>	<i>01 - 6251105 01 - 6251106 Fax 087 - 2548338</i>	<i>office@irishcanoeunion.com</i>
NGB Web address: <i>www.irishcanoeunion.com</i>				
NGB e-mail: <i>office@irishcanoeunion.com</i>				

Please note that all Core Grant cheques will be sent to the ISC contact and all Carding Scheme cheques will be sent to the Carding Scheme contact, unless otherwise requested.

NGB Status Report

In this section please set out the current status of the organisation in relation to a number of key performance indicators. As such all questions in relation to membership and programmes should be answered as accurately as possible.

Membership details:	2003	2004	2005				
Recreational Members (estimated)	4,120	3,981	3,870				
Competitive Members	3,702	3,133	3,050				
Please outline the total number of active registered members for:	7,822	7,114	6,920 *				
Please outline the total number of registered U/18 member for:	765	726	670				
Please state your organisation's membership fee per person, for 2005 (50 junior memberships free)	Junior €5	Senior €5					
<p><i>Membership Fees only paid by Competitive Members. Fees for Recreational Members covered by annual Club Registration Fee.</i></p> <p><i>Fees increased in November 2005. New fees are Club Registration €100 pa and a capitation fee of €10 per senior competitive member and €5 per junior competitive member above a free 50 junior memberships ceiling per club. Registration fees for Recreational Members will continue to be covered by the Club Registration Fee.</i></p>							
Please indicate what percentage of the membership fee is payable to the Governing Body (do not include percentage going to provincial sub-structures or other Governing Body sub-structures)	100 %						
Please outline the total number of clubs affiliated to your organisation by end of 2005:	92						
Please indicate the number of counties in which your organisation has had active clubs during 2005:	19						
Please outline the number of male and female members in your organisation during 2005:	Male	5,595	Female 1,325				
Strategic Planning Process: Please indicate the stage your organisation is at in this process (place x in the appropriate boxes)	Planning the plan	Analysis of the sport	Planning workshops	Synthesis/ 1 st draft	Consultation & adoption	Implementing the plan	Review of plan
						✓	
Duration of current Strategic Plan (e.g. 2003 – 2005):	2005 - 2009						
Anti-Doping Programme: Please indicate the following details: (Please circle YES or NO)	Incorporation & Adoption Form completed & submitted to the ISC				If "NO", please provide an expected date of Adoption		
	Yes ✓		No				
Code of Ethics Programme: Please liaise with your National Children's Officer (NCO) and indicate the stage your organisation is at in this process (place x in the appropriate box)	Policy & Procedures developed & adopted	NCO trained / Heads of Agreement (HOA) signed by Child Protection Tutor			Local Training Plan agreed with ISC	Review of NGB Code	
	✓						

Date of next AGM

April 2006

Date of end of Financial Year

December 2005

Section 2 Goals

Goals in 2005

Please use this section to report on the goals your organisation set for 2005. These should be exactly the same as those that appeared in the 2005 Application Form of your NGB. The outcome/progress in relation to each of those outlined goals should be highlighted in this section. For organisations that have completed a strategic plan, these goals should reflect the stage of implementation of the yearly action plan.

Goals outlined in 2005 Application Form		Main outcomes achieved during the year		For ISC Use Only
1.	<ul style="list-style-type: none"> ▪ To resolve the remaining issues required to finalise the 2005 - 2009 ICU Strategic Development & Management Plan. 	1.	<ul style="list-style-type: none"> ▪ Strategic Development & Management Plan completed. 	
2.	<ul style="list-style-type: none"> ▪ To implement the 2005 objectives and targets outlined in the 2005 - 2009 Strategic Development & Management Plan. 	2.	<ul style="list-style-type: none"> ▪ 2005 objectives and targets as outlined in the 2005 - 2009 Strategic Development Plan achieved. 	
3.	<ul style="list-style-type: none"> ▪ To complete the 2005 targets and objectives outlined in the 2005 - 2009 Sports Performance Plan. 	3.	<ul style="list-style-type: none"> ▪ 2005 Targets/Objectives as outlined in 2005 - 2009 Sports Performance Plan completed. 	
4.	<ul style="list-style-type: none"> ▪ Planning permission secured for a building programme for ICU Training Centre. Capital Grant application prepared for submission to Department of Tourism & Sport. This goal was deferred from 2004. 	4.	<ul style="list-style-type: none"> ▪ Planning permission obtained. Capital grant application researched and submitted to Department of Tourism & Sport. 	
5.	<ul style="list-style-type: none"> ▪ To implement a review of the governance procedures relating to the management of the Irish Canoe Union. It is envisaged that the Union would contract an outside agency to review and make recommendations to the Union's Board of Management. Following consideration of the recommendations it is envisaged that an ICU Governance Manual would be produced for existing and incoming ICU Directors and Officers. 	5.	<ul style="list-style-type: none"> ▪ Governance procedures updated and implemented as required. Governance Manual produced and circulated. 	
6.	<ul style="list-style-type: none"> ▪ To initiate a HR strategy to ensure that the ICU is in compliance with all employment legislation and that the welfare of ICU employees is adequately addressed. 	6.	<ul style="list-style-type: none"> ▪ HR Strategy in place and operational. Employee Handbook published. 	
7.	<ul style="list-style-type: none"> ▪ To continue to work with the NCTC to complete the ICU LTPAD model for canoeing. 	7.	<ul style="list-style-type: none"> ▪ LTPAD model completed and operational. 	
8.	<ul style="list-style-type: none"> ▪ Maintain and where possible increase current levels of attendance at World and European events. ▪ Support increased participation by young and uncarded athletes at a number of targeted overseas events. 	8.	<ul style="list-style-type: none"> ▪ Appreciable increase in the number of international events attended. ▪ Increase in the number of uncarded juniors attending overseas events. 	
9.	<ul style="list-style-type: none"> ▪ Maintain Kayakatak Programme (Canoeing Promotion Programme). 	9.	<ul style="list-style-type: none"> ▪ Kayakatak Programme retained as the ICU Canoeing Promotion Programme. 	

Goals for 2006

Please use this section to outline the goals to be achieved by your organisation in 2006 and how these goals will be measured, ensuring each is specific, measurable, achievable, realistic and time bound. Your goals should be consistent with strategic priorities identified in your strategic plan and should reflect the progress made in implementing your strategy.

Goal		Measurement Criteria		For ISC Use Only
1.	<ul style="list-style-type: none"> ▪ To achieve 2006 objectives and targets as outlined in 2005 – 2009 ICU Strategic Development Plan “Start, Stay & Succeed” through the successful implementation of the Strategic Development Plan’s Year 2 Operational Plan 	1.	<ul style="list-style-type: none"> ▪ Year 2 Operational Plan successfully implemented and Year 2 Targets & Objectives achieved. 	
2.	<ul style="list-style-type: none"> ▪ To successfully achieve 2006 objectives and targets as outlined in 2005 - 2009 Olympic & High Performance Plan through the effective implementation of a comprehensive International Competition & Training Programme. 	2.	<ul style="list-style-type: none"> ▪ 2006 International Competition & Training Programme successfully completed. Targets outlined in the 2005 - 2009 Olympic & High Performance Plan successfully achieved. 	
3.	<ul style="list-style-type: none"> ▪ To successfully complete a programme to continue to work with the NCTC to complete the ICU LTPAD & LISPA models for canoeing. 	3.	<ul style="list-style-type: none"> ▪ LTPAD & LISPA models completed and operational. 	
4.	<ul style="list-style-type: none"> ▪ As part of the ICU ongoing Organisational Development Programme to complete in partnership with N3Sport the development of a web based membership database. 	4.	<ul style="list-style-type: none"> ▪ Web based membership database designed and operational. 	
5.	<ul style="list-style-type: none"> ▪ To address the current staffing deficit through the recruitment of additional staff for work in the strategically important areas of NCDP, LTAD & LISPA, High Performance, and Membership Services. 	5.	<ul style="list-style-type: none"> ▪ Staff increased and effectively delivering a wide range of strategically important programmes. 	

Section 3: Core Funding

Summary Sheet

Section	Category	2004 Financial Statements	2005 Expected Expenditure	2006 Estimate	For ISC Use Only
Core Funding	Administration Expenditure	354,636	379,928	482,496	152,250
	Strategic Planning and Review	<i>Included in Administration Expenditure</i>	Nil	Nil	
	National Coaching Development Programme	<i>Included in Administration Expenditure</i>	Nil	Nil	
	Other core activities	<i>Included in Administration Expenditure</i>	<i>Included in Administration Expenditure</i>	42,500	27,250
	Office / Sports Equipment	18,075	8,500	37,700	
	Hosting International Events	58,719	61,600	65,000	20,000
TOTAL:		€ 431,430	€ 450,028	€ 627,696	
Less: Total Income (See Section 4)				€ 249,100	
Total Grant Sought				€ 378,596	€ 302,052

Administration Expenditure

Under this heading NGBs are required to outline the costs incurred by the organisation during 2004, expected costs for 2005 and estimates for 2006 under each of the headings provided. In the event that you receive support for any new staff positions in 2006, such appointments should be discussed with ISC prior to the initiation of a recruitment process. A consultancy service refers to fees for professional advice sought from outside the NGB. Consultancy services that are provided in relation to the strategic planning process should be included in the appropriate section. All other consultancy services are to be included here.

Please ensure all costs are realistic and reflect the spending as outlined in the organisation's annual accounts.

Non-staff costs	2004 Financial Statements	2005 Expected Expenditure	2006 Estimate	For ISC Use Only
Travel & subsistence	-	-	-	
Post & telecommunications	10,066	11,000	12,000	
Printing	24,712	26,000	27,300	
Office supplies	3,921	4,500	5,000	
Light & Heat (<i>Training Centre</i>)	1,116	1,300	1,500	
Repairs (<i>Equipment maintenance and renewals</i>)	9,077	10,000	11,000	
Website & Software	4,167	4,600	5,100	
Attendance at International Meetings	-	-	-	
Membership	-	-	1,500	
Insurance	19,982	22,000	25,300	
Consultancy services (excluding strategic planning process)	-	-	-	

Others				
<i>Training Course Expenses (Increased Participation Programmes)</i>	24,628	27,100	28,800	
<i>Event Organisation (All other competitions other than the Liffey Descent)</i>	45,573	45,000	45,000	
<i>Audit Fee (Audit fee for 2006 deleted because of employment of Financial Controller)</i>	9,680	9,800	-	
<i>Bank Interest & Charges</i>	2,636	2,700	2,970	
<i>Loan Interest</i>	2,366	2,366	2,366	X
<i>Sundry (diesel, bus tax, etc)</i>	5,974	6,500	7,200	X
<i>Committee Expenses</i>	2,294	2,500	2,750	
<i>Legal & Company Secretarial Fees</i>	642	700	800	
<i>Promotion/ Adverting</i>	8,342	8,700	9,200	X
<i>Rent & Rates (Sport HQ & rates for Training Centre)</i>	18,519	24,500	24,500	X
<i>Services</i>	438	500	500	X
<i>Lease for 2 new buses</i>	-	-	13,000	
Sub-total:	€ 194,133	€ 209,766	€ 225,786	

182,020.

217,600.

Staff-costs	2004 Financial Statements	2005 Expected Expenditure	2006 Estimate	For ISC Use Only
Salaries (outline each position indicating whether it is full time, part-time or new staff)				
Current Full & Part Time Staff				
Chief Executive Officer (Full Time)	132,850	60,000	63,000	
Development Officer (Full Time)		50,076	52,000	
Office Administrator (Part Time - 4 days))		24,336	26,000	
Part time Membership Administrator (Part Time - 1 day)		5,000	5,500	
Proposed New Full & Part Time Staff				
Development Officer (Full Time). <ul style="list-style-type: none"> ▪ Ciaran Maguire to be transferred from Tiglin to Canoe Union staff to work on the development of competitive canoeing and LTAD & LISPA model development. 	-	-	48,000	
Financial Controller (Part Time). <ul style="list-style-type: none"> ▪ Tom Colton from Colton Brady Accountants who will also be qualified to sign off annual audit. 	-	-	11,000	
Project Officer (Part Time - 1 day). <ul style="list-style-type: none"> ▪ Matt Peach current Canoe Development with CAAN. 3 year contract to complete Canoe Trails Development Project in partnership with the Nth. Ireland Countryside & Activity Access Network. 	-	-	9,000	
Total staff pension costs	13,711	16,450	19,700	
Total employer PRSI costs	13,942	14,300	22,510	
Sub-total:	€ 160,503	€ 170,162	€ 256,710	
TOTAL EXPENDITURE ON ADMINISTRATION:	€ 354,636	€ 379,928	€ 482,496	

Strategic Planning and Review

This section refers to support, which may be made available to NGBs for the purpose of planning and review of the organisation's Strategy.

Area	Programmes	Key Actions Proposed in this Area for 2006				
			2004 Financial Statements	2005 Expected Expenditure	2006 Estimate Cost	For ISC Use Only
<u>Strategic Planning & Review</u>						
Sub-total:			€ Nil	€ Nil	€ Nil	

National Coaching and Development Plan

Please attach the Technical Progress Report (TPR) received from and agreed with the NCTC for your organisation. Please place the total grant sought figure as detailed in the TPR into the Summary Sheet.

It has been decided not to seek NCTC Funding for 2006. The focus for 2006 will be on internal work that will not require funding during the year

Other Core Activities

Other core programmes as derived from the organisation's strategic plan should be detailed in this section. Please ensure that key actions are clear, measurable and achievable and relate directly to your goals as outlined in Section 2 of this Application Form.

In this section you should include support for Code of Ethics training courses.

Area	Programmes	Key Actions Proposed in this area for 2006	2004 Financial Statements	2005 Expected Expenditure	2006 Estimates	ISC Use For Only
Other Core Activities	Organisational Development Programme	Development by N3Sport of a ICU web based membership database	-	-	10,000	
	Increased Participation Programme	Continued promotion of the Kayakatak Programme in partnership with LSPs	-	-	9,000	
	Safety Awareness Programme	Production and widespread distribution of "Safety through Training Safety Leaflet".	-	-	6,000	
	Increased Participation & Strategic Partner Development Programmes	Creation of web based canoe trails guide in partnership with CAAN.	-	-	11,000	
	Child Protection Programme	Production and widespread distribution of Child Protection - "Child, Club, Coach" Booklets.	-	-	3,000	
	Child Protection Programme	Series of club seminars run by CPO.	-	-	1,500	
	Junior Development Programme	Wild Water Racing: Ongoing development of Junior Programme to facilitate existing juniors and encourage more to participate through engaging part-time coach at 100 euros per day x 20 days	-	-	2,000	
Sub-total:			€ -	€ -	€ 42,500	

Office / Sports Equipment

Office: In this section you should include requirements in relation to information technology equipment.

Sports: In this section you should set out details of major items of sports equipment required for training and competition purposes.

Area	Equipment Details	2004 Financial Statements	2005 Expected Expenditure	2006 Estimates	For ISC Use Only
Office / Sports Equipment	<i>Set of General Purpose Boats and Kit to replace equipment in the Canoe Union Training Centre and to update equipment transferred from Tiglin for new Development Officer.</i>	-	-	15,000	
	<i>Canoe Trailer for above</i>	-	-	6,000	
	<i>Computer, laptop and laser printer for new Development Officer</i>	-	-	3,200	
	<i>2 x K2 and Kit to implement Junior Racing Development Programme.</i>	-	-	4,000	
	<i>7 x Wavehoppers and specialised trailer to implement Junior Wild Water Racing Development Programme.</i>	-	-	7,000	
	<i>Laptop & Timing Finish Gate for Wild Water Racing Committee (for race data, timing, results calculations, rankings, etc)</i>	-	-	2,500	
	<i>Canoeing Equipment</i>	9,166	6,000	-	
	<i>Office Equipment</i>	8,909	2,500	-	
Sub-total:		€ 18,075	€ 8,500	€ 37,700	

Hosting International Events

Only events that are sanctioned by the relevant International Federation and that include teams of an international standing should be included in this section. Please include the full name of the proposed event, where the event will take place, the date and number of confirmed countries taking part. The total cost of hosting the events should be outlined, as well as the total proposed NGB contribution and all other sources of funding, if available.

Event Details	Venue	Date	Number of countries attending	2004 Financial Statements (Total Only)	2005 Expected Income (Total Only)	2006 Estimates	For ISC Use Only
<i>Liffey Descent</i> <i>Classic long distance canoe race with international reputation. Over 50% of competitors from Britain and overseas.</i>	<i>Dublin</i>	<i>September</i>	<i>1,200 Competitors</i>	58,719	61,600	65,000	
Sub Total				€ 58,719	€ 61,600	€ 65,000	

Section 5 Declaration

You must ensure that the signatures sought are provided. You must also ensure that the information sought in this Application Form is completed accurately and correctly. Finally, you must ensure that the documentation to be provided with this Application Form is submitted. Failure to do so will delay consideration of the grant application and may result in the application being refused.

We declare that the information given in this Application Form is true and accurate. We have read and understood the criteria, terms and conditions of assistance. On behalf of our organisation, we accept the criteria, terms and conditions of assistance and agree to be bound by those criteria, terms and conditions. We hereby apply for grant-aid for the organisation, for 2006.

Signed: Ramon Doray Date: 28-11-05
Chairperson/President

Signed: Mack Clinton Date: 28-11-05
Secretary/Treasurer

Tax Status of Organisation:

Tax Reference No.: 4799298A

Tax Clearance Certificate No.: G312620

Expiry Date: 30/1/2006

Legal Status of Organisation: Company limited by guarantee
(E.g. Limited Company, Voluntary Body etc.)

Please return this form to:

**Ms Diane Fay
Irish Sports Council,
Top Floor, Block A,
West End Office Park
Blanchardstown, Dublin 15**