



UNIT 2

IRB TRUST GRANT PROCESS



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INTRODUCTION

1. What kind of Grants do the IRB distribute?

The IRB through the IRB Trust distributes the following Grants to member Unions / Regions:

- Development
- Competition
- Capital
- Special Purpose

2. Who may apply for an IRB Grant?

- Any member Union or Regional Association may apply for Grants.
- Associate Members may also apply at the direction of the IRB Council.

3. What is the IRB Trust?

- The IRB Trust is the body that decides on the funding levels for each of the member Unions and Regional Associations.
- The Trust is made up of one representative from each of the Council Member Unions / Regional Associations.
- It is chaired by the IRB Chairman.

4. When does the Trust Meet?

- The IRB Trust meets twice annually.
- It meets at the time of the IRB Council in April and November.
- It conducts the bulk of its considerations at the November meeting.

5. How does a Union / Region apply for funding?

- Funding must be applied for in accordance with the guidelines set down in the Operational Support Scheme Guidelines attached at **APPENDIX ONE**.
- Unions / Regions must submit an application form for the type of grant required.
- Unions / Regions must comply with the timetable for grant applications. This is sent to all Unions / Regions with the grant application form.
- A sample is attached at **APPENDIX TWO**.
- It is important that applications are received on time.
- Late or incomplete applications cause serious problems.
- This means that the IRB cannot consider the application in time and may result in the Union / Regions application not being considered at the November meeting of the IRB Trust.



6. The following Grant application forms are available:

- Development Grant (Unions) – **APPENDIX THREE**
- Regional Association (includes Competition Grants) – **APPENDIX FOUR**
- Capital Grant (Unions) – **APPENDIX FIVE**
- There is no application for a special purpose grant. These projects vary greatly and Unions seeking such grants are invited to submit a detailed proposal and budget.
- Application Forms are available in the following languages:
 - English
 - French
 - Spanish

7. Important points:

- When applying complete the application form in full
- Ensure that all accompanying documentation required is submitted
- Submit the forms in one of the official languages of the IRB
- Ensure that the Financial Reports are converted to GBP£
- Ensure that the application is submitted on time

APPENDIX ONE

OPERATIONAL SUPPORT SCHEME GUIDELINES



1. PURPOSE

The purpose of the Operational Support Scheme is to assist in rugby development and promotion of the game.

It provides financial assistance for projects, programs and administration that have been approved by the IRB Trust.

The key components of the Scheme are:-

- (1) Strict accountability for the expenditure of approved grants made to Unions.
- (2) A competent administrative structure within a Union to administer grants.
- (3) A formal, binding agreement between the IRB Trust, who makes an offer of providing grants, and the Union, who acknowledges the grant and undertakes to use grants for their intended purpose and to provide a Performance Review on the use of grants.
- (4) Forwarding of the Union's strategic Development Plan and Annual Action Plans to the IRB Trust with the Application.



2. ADMINISTRATION

Role of IRFB Services (Ireland) Ltd.

IRFB Services (Ireland) Ltd's role is to assist the Trust in processing and assessing applications from Unions. Such involvement concerns the following:

- (a) Ensure that grants fall within the categories of assistance for requests made by Unions.
- (b) Assist in preparing applications for grants by giving advice and being available for consultation with Unions.
- (c) Assess applications for final consideration by the Advisory Committee and thereafter recommendations to the Trustees.
- (d) Monitor the use of money granted to Unions by requiring them to send to the International Rugby Board Performance Reviews on the use of grants.
- (e) Review the scheme to make sure it is meeting its aims.

Steps once funds have been granted

Step One- A Letter of Advice will be sent to the Union. This letter will explain the expected outcomes that will result from the project. (Standard letter)

Step Two- The Union acknowledges the offer and undertakes to meet the conditions under which the grants are given (Standard letter). This letter of acknowledgement must be sent to the IRB Trust signed by the union before any funds are sent.

Step Three- The approved funds are sent to the Union. These may be in whole or in part. Part payment may be at the request of the Trust or the Union. (Standard letter)

Step Four- The Union implements the project in accordance with the Letter of Advice schedule.

Step Five- Before further funds are made available satisfactory performance reviews need to be completed and returned to The Trust by the due date.

3. ELIGIBLE CATEGORIES OF ASSISTANCE.

Assistance can only be given to rugby Unions and Regional Unions who are members of the IRB. Consequently applications for assistance may be made by Unions only. They cannot be made by provinces, districts, clubs, associations, individuals etc.

Categories of support comprise:

1. Administration
2. Salaried Positions
3. Training and Development
Technical - Playing, Coaching and Refereeing
4. Travel
5. Rugby Research Projects
6. Capital Grants
7. Special Needs - Discretionary

Unions should apply for grants in categories that maintain the activities of the Union's development plan. This ensures that funding has a major impact in developing rugby in the Union.

3.1 Administration

A Union may have pressing administrative needs. Without a sound administrative base a Union will not be in a position to implement programs in many aspects of the Game - promotion, coaching, age grade rugby, women's rugby. In these circumstances assistance would be available to establish an administrative structure.

3.2 Salaried Positions

Assistance is available for full and part-time salaried positions related to the development of the Game.

Applications for newly created Salaried Positions must be supported by the following:

- A description of the Union's administration
- Identifying who the salaried person is to be responsible to
- A budget including details of all costs associated with the position - salary package, insurance, travel, training
- A job description
- A personal profile of the type of person wanted for the position
- Review procedures for the appointee

Confirmation of the appointee's on-going employment is required for grants in the years that follow.

The settlement recognises that continuity of funding is highly desirable for Salaried Positions. However the settlement reserves the right to review the situation should performance reviews be unsatisfactory.

3.3 Training and Development

The training and development programmes must be included in the Union's Rugby Development Plan. The IRB Development Planning Handbook is available to assist Unions in their planning.

These programmes may be for the training and development of:

- Players - Open Grade, Age Grade and Women
- Coaches, Referees, Referee Assessors, Rugby helpers (including teachers)
- Technical Directors (Directors of Coaching, Coaching co-ordinators, Rugby Development Officers etc.)



Applications for this category of support must be accompanied by:-

- A description of the Union's administration identifying who the person is responsible to
- A budget
- Review procedures

The aims of training and development assistance must be:

- To recruit, train and help to retain volunteers
- To support the continuing development of the Game in schools and clubs.
- To plan and conduct training and development programs, e.g. players clinics, coaches courses, referee courses and referee assessment

The IRB currently provides written resources for the training of coaches, players and referees.

Expert assistance provided by IRFB Services Limited is available to assist Unions to prepare training and development programs.

3.4 Recognised Rugby Development Forums and Recognised Tournaments

Funding in this area has now been made directly to the Regional Unions or organising body. Accountability will be directly to the IRB Tournaments Manager.

3.5 Travel

Assistance is provided for union representatives to attend technical activities conducted outside the union on a regional or international basis

3.6 Rugby Research Projects

Applications from individual Unions for this category must be supported by details. These must include precise objectives, methodology and expected outcomes.

3.7 Capital Grants

Capital Grants may be applied for according to the criteria set out in Appendix 1.

3.8 Special Needs - Discretionary

Applications may be made for minor financial support that is urgent and which was not foreseen at the time of a Union's application.

Note: The IRB is seldom in a position to grant funds to meet all the demands of a union's application. In order that all unions benefit, only a proportion of funding will usually be met. Unions should use previous grants as a guide to what they will receive in the current year.



4. APPLICATION PROCEDURE

Whom may apply?

- 1) A national Rugby Union which meets the following conditions:
 - (a) Membership of the International Rugby Board and co-operates fully in its activities.
 - (b) Payment of the annual subscription fee and no monies outstanding to the IRB or its associated entities (including Rugby World Cup).
 - (c) Participation in Rugby World Cup Tournaments i.e. Rugby World Cup and Rugby World Cup Sevens. This of course includes Preliminary Tournaments.
 - (d) The Union must have a Union Strategic Development Plan, or intend to develop a plan.

- 2) A recognised Regional Association

How do Unions apply?

The Application Form.

- complete an application form making sure all details are given
- the amount of money should be in £ Sterling.



5. APPLICATION FORM DETAILS

5.1 Name of Union

Please make sure all the details you have placed on the form are accurate.

5.2 General Information

Listed are the administrative requirements for unions to supply when applying for grants. Please tick (✓) in the "Union" square when your union has met each requirement.

5.3 Game Development Information

Please provide the information requested accurately. The information we require is the most recent your union has available.

5.4 Technical Activities

Please list the activities your union has undertaken in each of the categories – players, coaches and referees. In the column for attendees, please record the number of people who attended each activity.

5.5 Application Details

In completing these details please note that the Trust wishes to maintain the continuity of programmes that are already in place. These will be projects identified in your union's development plan.

Increasingly we are funding unions to maintain programmes that are already in existence.

The Trust is in a position to maintain current funding for the next four years. This will enable unions to plan their activities and establish priorities.

The Trust would prefer that unions seek funding for one or two projects in which the grant can make a considerable impact on the development of rugby in the union.

Unions should apply for funding for activities within the union. Funding for activities in which unions participate beyond the unions borders will be funded separately. These separate areas of funding for competitions, tournaments and cross border activities will be met by a tournaments budget and/or funding to the Regional Union.

5.6 Banking Details

Please correct the details we have if they are incorrect

5.7 Other sources of current funding.

Some examples are sponsorship, government aid, sports council etc.

5.8 Details of Development Officers employed.

5.9 When to apply?

Applications for support will be considered yearly. Unions should make applications only once a year.

Each application is evaluated before it is submitted to the Advisory Committee. During the evaluation the IRB may discuss the application with the Union.

Formal approval in writing by the Settlement must be received before any money is made available to the Union. This is achieved by returning the Letter of Acknowledgement and Undertaking.



6. APPLICATION ASSESSMENT CRITERIA

The following criteria will be used as a guide in the assessment of all applications.

General

- (a) The Unions should have a competent administrative structure;
or
Measures should be adopted (with or without the assistance of the Operational Support Scheme) To establish a competent administrative structure.
- (b) Numbers participating in the Game, the Union's potential for growth and the growth in participating numbers in previous years.
- (c) Geographic constraints to development (geographic area, climate and playing season) that may impede development.
- (d) Amount and regularity of Government or Government related support.
- (e) The Unions present playing status.
- (f) The extent to which a Union helps itself. It is recognised that some Unions are less able to do this than others.

7. PERFORMANCE REVIEW CRITERIA

General Requirements:

- Performance Reviews are required for Grants
- The Performance Review should accompany the union's application which must be sent to the IRB Trust each year by the requested date.

The following are the Performance Review Criteria for each of the Eligible Categories of Assistance under the Operational Support Scheme. It is the responsibility of Unions to send these Performance Reviews to the IRB Trust by the due date.

Performance Reviews must be received to ensure grants are made to Unions making applications in the future.

7.1 Administration

- a) A report on the administrative structure that has been established
- b) Copies of invoices for purchases related to the establishment of the structure
- c) A summary of expenditure

7.2 Salaried Positions:

- a) A report on the work completed by the salaried person signed by an officer of the Union
- b) A summary of expenditure

7.3 Training and Development:

- a) A report on each of the activities undertaken signed by an officer of the Union

7.4 Recognised Rugby Development Forums and Recognised Tournaments:

- a) A brief report on the Union's participation in the Forum or tournament signed by an officer of the Union
- b) Copies of invoices for travel and accommodation paid for by the IRS grant
- c) A summary of expenditure

7.5 Travel:

- a) A report on the purpose for which travel has been undertaken signed by an officer of the Union
- b) Copies of invoices for travel

7.6 Rugby Research Projects:

- a) A progress report on the project signed by the person responsible for the project
- b) A summary of expenditure incurred during each period for which a grant has been made

7.7 Capital Grants

- a) A report on the use of the grant signed by an officer of the Union
- b) A summary of expenditure

7.8 Special Needs - Discretionary

- a) The Performance Review for Special Needs will depend on the Special need. It will reflect the purpose for which the grant has been made.



8. CRITERIA FOR CAPITAL GRANTS*

- 8.1** The facility is built by and/or for the national Union
- 8.2** It is of a standard suitable for international test match rugby in that country.
- 8.3** It is used by the Union for those purposes.
- 8.4** The Union owns and has possession of the facility. In this context it is understandable and acceptable that the ownership element may be through a Trust or Board of Foundation, but such an arrangement must be one where the Union has control of the trust and cannot be at risk of losing the facility within the foreseeable future i.e 50 years.
- 8.5** The Union has funded the development of the facility and/or any capital grant cannot be more than 50% of the monies raised and expended by the Union.
- 8.6** The maximum grant to any Union in respect of any project is £75,000 per project. Aggregate maximum of £500,000.
- 8.7** A report on the use of the asset is included in the annual performance review.
- 8.8** The total aggregate of Capital Grants in any one-year is not to exceed £500,000.

* **This criteria is subject to Review by the IRB Trust and may change during 2005.**

APPENDIX TWO

GRANT TIMETABLE



SAMPLE TRUST GRANT SCHEDULE FOR 2005

01 June 2004	Copies of application forms sent to Unions Unions will have eleven weeks to return the forms Forms that are incomplete will be returned to Unions for completion and may not be considered when the Trustees meet.
16 August 2004	Closing date for receipt of applications. Applications considered by Development Department <u>Unions must also send a copy of their application to both their Regional Development Manager (s) and their Regional Association. Contact details are attached for information.</u>
22/23 September 2004	Reviewed by Regional Associations with IRB
October 2004	Application summaries sent to Trustees for consideration
November 2004	Trustees meeting
December 2004	Letters of Advice sent to Unions When these letters are signed and returned the grant can be processed
Jan/Feb 2005	Distribution of funds to Unions / Regions

This schedule is aimed to assist Unions with their IRB Trust Grant applications. Please take careful note of the dates that are listed above. Returning applications late or incomplete may cause a serious delay for Unions receiving funds.

APPENDIX THREE

DEVELOPMENT GRANT APPLICATION



IRB TRUST

FUNDING APPLICATION 2005	FOR OFFICE USE ONLY	
	Application Number	
	Date Recieved	
	Date of Final Assessment	
1. Name of Union		
Address of Correspondance		
E-Mail Address		
Telephone Number		Fax Number
Contact Person		Position In Union
2. General Information - Checklist		
2.1 Valid IRB Membership		<input type="checkbox"/>
2.2 Valid Regional Union Membership		<input type="checkbox"/>
Name of Regional Union _____		
2.3 Union Strategic Plan or Annual Action Plan		<input type="checkbox"/>
<i>(please attach)</i>		
2.4 Performance Review for 2004 Grant		<input type="checkbox"/>
<i>(please attach)</i>		
2.5 Completed Financial Report Template		<input type="checkbox"/>



3. Game Development Information

Playing Coaching and Refereeing

3.1 Numbers (please give separate figures for males and females)

Age Group	Players		Coaches		Referees	
	Numbers 2004		Numbers 2004		Numbers 2004	
Pre-teenage	Male	Female	Male	Female	Male	Female
Teenage	Male	Female	Male	Female	Male	Female
Open Grade	Male	Female	Male	Female	Male	Female
Total	Male	Female	Male	Female	Male	Female

3.2 Number of Clubs _____

3.3 Playing Record of National Teams

- within the IRB: _____
- within the region: _____

National Team eg) National Team, A Team U21, Women, U19, U18	Competition Participated In	Won	Lost	Drawn	Position In Competition



3.4 Technical Activities 2004

Conducted by or on behalf of the National Union, nationally or provincially for players, coaches, referees administrators

Activity	Venue	Dates	Attendees
<u>Players:(Age Grade)</u>			
<u>Players: (Senior)</u>			
<u>Coaches:</u>			
<u>Referees:</u>			
<u>Administrators:</u>			



4. Application Details

(Please attach any additional information that may be necessary)

Project	Purpose	Funding (STG£)		
		IRB	Union	Total



5. Banking Details

Your Banker's Name and Address _____ _____ _____ _____	
Name of Finance Person in Union to Contact	Fax number
Account Number	Preferred Currency



6. Supporting Infrastructure

6.1 Other Sources of Union Funding

Source	Amount (GBP£)

6.2 Development Officer(s) Information:

Name(s): _____ (CV(s) must be attached)

Position Held: _____

Roles and Responsibilities: _____

How long in position: _____

% of Salary paid from IRB Grant: _____

If more than one D.O. – average salary: _____

If you have more than one Development Officer please provide the relevant information on a separate sheet

Member Union/Regional Association Balance Sheet Information

	GBP£	GBP£	GBP£
Assets			
Assets - Bank/Cash			
Assets - Investments/Other Instruments			
Assets - Land/Pitches/Building			
Assets - Fixtures/Fittings/Computers/Vehicles			
Assets - Debtors/Amounts Due to the Union			
TOTAL ASSETS			
Liabilities			
Liabilities - Bank			
Liabilities - Bank Loans			
Liabilities - Creditors/Amount Due by the Union - Short Term			
Liabilities - Creditors/Amount Due by the Union - Long Term			
TOTAL LIABILITIES			
Assets/Liabilities - Financed By:			
Debtore Funds			
Other Financing			
TOTAL LONG TERM LIABILITIES			
TOTAL LIABILITIES			



Member Union/Regional Association Profit & Loss Information			
	GBP£	GBP£	GBP£
Income			
Income - IRB Trust Grants (Development/Special/Captain)	<input type="text"/>		
Income - IRB Trust Grants (Tournament)	<input type="text"/>		
Income - IRB Other Income Via IRB	<input type="text"/>		
Sub - Total Income - IRB			
Income - Government/State Grants - Subsidies	<input type="text"/>		
Income - Match Generated Revenue (Ticketing/Hospital)	<input type="text"/>		
Income - Membership Subscriptions	<input type="text"/>		
Income - Commercial Revenue	<input type="text"/>		
Income - Broadcasting Revenue	<input type="text"/>		
Sub - Total Income		£0.00	
Total Income			£0.00
Costs/Expenditure			
Costs - Admin - Building Rental/Rates/Maintenance	<input type="text"/>		
Costs - Admin - Building Operational Costs (Electricity/Cleaning/Light/Heat)	<input type="text"/>		
Costs - Admin - Postage/Couriers	<input type="text"/>		
Costs - Admin - Print/Stationary	<input type="text"/>		
Costs - Admin - Miscellaneous other office costs	<input type="text"/>		
Costs - Admin - Professional Fees (Accounting/Legal/Taxation)	<input type="text"/>		
Costs - Admin - Telephone/Fax/Communications	<input type="text"/>		
Costs - Admin - Union Staff Salaries	<input type="text"/>		
Costs - Admin - Staff Accommodation - General Union Business	<input type="text"/>		
Costs - Admin - Staff Travel - General Union Business	<input type="text"/>		
Costs - Admin - Staff Accommodation - IRB/Regional Assoc Meetings	<input type="text"/>		
Costs - Admin - Staff Travel - IRB/Regional Assoc Meetings	<input type="text"/>		
Costs - Admin - Insurance Other (Building/Liability)	<input type="text"/>		
Sub - Total - Administration Costs		£0.00	
Costs - Governmental/State Taxes	<input type="text"/>		
Costs - Playing Squad (Players and Management) Accommodation	<input type="text"/>		
Costs - Playing Squad (Players and Management) Insurance	<input type="text"/>		
Costs - Playing Squad (Players and Management) Salaries	<input type="text"/>		
Costs - Playing Squad (Players and Management) Travel	<input type="text"/>		
Costs - Tournament/Match Hosting Costs	<input type="text"/>		
Costs - Union Coaching Development Programmes	<input type="text"/>		
Costs - Union Referee Development Programmes	<input type="text"/>		
Costs - Union Under Age Schools/Juniors Development Programme	<input type="text"/>		
Costs - Womens Development Programmes	<input type="text"/>		
Sub - Total - Development/Other Costs		£0.00	
Total Costs/Expenditure			£0.00
BALANCE			£0.00
TOTAL			£0.00

APPENDIX FOUR

REGIONAL ASSOCIATION GRANT APPLICATION



IRB TRUST

FUNDING APPLICATION 2005 (REGION FORM)	FOR OFFICE USE ONLY	
	Application Number	
	Date Recieved	
	Date of Final Assessment	
1. Name of Region		
Address of Correspondance		
E-Mail Address		
Telephone Number	Fax Number	
Contact Person	Position In Regional Union	
2. General Information - Checklist		
2.1 Valid IRB Membership		<input type="checkbox"/>
2.2 Regional Strategic Plan or Annual Action Plan (please attach)		<input type="checkbox"/>
2.3 Performance Review for 2004 Grant (please attach)		<input type="checkbox"/>
2.4 Completed attached accounts template		<input type="checkbox"/>
2.5 Reports on Tournaments Held during 2004		<input type="checkbox"/>
2.5 Up-to-date Membership list of Regional Association		<input type="checkbox"/>



3. Technical Activities

Conducted by or on behalf of the region for players, coaches, referees and administrators

Activity	Venue	Dates	Attendees
<u>Players:(Age Grade)</u>			
<u>Players: (Senior)</u>			
<u>Coaches:</u>			
<u>Referees:</u>			
<u>Administrators:</u>			



4. Application

(Please attach any additional information that may be necessary)

NB: ALL REGIONAL TOURNAMENT APPLICATIONS MUST BE ACCOMPANIED WITH A DETAILED OPERATIONS PLAN AND INCOME AND EXPENDITURE STATEMENT

Project	Purpose	Funding (STG£)		
		IRB	Union	Total



5. Banking Details

Your Banker's Name and Address _____ _____ _____ _____	
Name of Finance Person in Union to Contact	Fax number
Account Number	Preferred Currency



6. Supporting Infrastructure

Who will conduct each project?

Project	Person / Group Responsible

Other Sources of Regional Funding

SOURCE	AMOUNT



Member Union/Regional Association Balance Sheet Information

	GBP£	GBP£	GBP£
Assets			
Assets - Bank/Cash			
Assets - Investments/Other Instruments			
Assets - Land/Pitches/Building			
Assets - Fixtures/Fittings/Computers/Vehicles			
Assets - Debtors/Amounts Due to the Union			
TOTAL ASSETS			
Liabilities			
Liabilities - Bank			
Liabilities - Bank Loans			
Liabilities - Creditors/Amount Due by the Union - Short Term			
Liabilities - Creditors/Amount Due by the Union - Long Term			
TOTAL LIABILITIES			
Assets/Liabilities - Financed By:			
Debtore Funds			
Other Financing			
TOTAL LONG TERM LIABILITIES			
TOTAL LIABILITIES			



Member Union/Regional Association Profit & Loss Information			
	GBP£	GBP£	GBP£
Income			
Income - IRB Trust Grants (Development/Special/Captain)	<input type="text"/>		
Income - IRB Trust Grants (Tournament)	<input type="text"/>		
Income - IRB Other Income Via IRB	<input type="text"/>		
Sub - Total Income - IRB			
Income - Government/State Grants - Subsidies	<input type="text"/>		
Income - Match Generated Revenue (Ticketing/Hospital)	<input type="text"/>		
Income - Membership Subscriptions	<input type="text"/>		
Income - Commercial Revenue	<input type="text"/>		
Income - Broadcasting Revenue	<input type="text"/>		
Sub - Total Income		£0.00	
Total Income			£0.00
Costs/Expenditure			
Costs - Admin - Building Rental/Rates/Maintenance	<input type="text"/>		
Costs - Admin - Building Operational Costs (Electricity/Cleaning/Light/Heat)	<input type="text"/>		
Costs - Admin - Postage/Couriers	<input type="text"/>		
Costs - Admin - Print/Stationary	<input type="text"/>		
Costs - Admin - Miscellaneous other office costs	<input type="text"/>		
Costs - Admin - Professional Fees (Accounting/Legal/Taxation)	<input type="text"/>		
Costs - Admin - Telephone/Fax/Communications	<input type="text"/>		
Costs - Admin - Union Staff Salaries	<input type="text"/>		
Costs - Admin - Staff Accommodation - General Union Business	<input type="text"/>		
Costs - Admin - Staff Travel - General Union Business	<input type="text"/>		
Costs - Admin - Staff Accommodation - IRB/Regional Assoc Meetings	<input type="text"/>		
Costs - Admin - Staff Travel - IRB/Regional Assoc Meetings	<input type="text"/>		
Costs - Admin - Insurance Other (Building/Liability)	<input type="text"/>		
Sub - Total - Administration Costs		£0.00	
Costs - Governmental/State Taxes	<input type="text"/>		
Costs - Playing Squad (Players and Management) Accommodation	<input type="text"/>		
Costs - Playing Squad (Players and Management) Insurance	<input type="text"/>		
Costs - Playing Squad (Players and Management)Salaries	<input type="text"/>		
Costs - Playing Squad (Players and Management)Travel	<input type="text"/>		
Costs - Tournament/Match Hosting Costs	<input type="text"/>		
Costs - Union Coaching Development Programmes	<input type="text"/>		
Costs - Union Referee Development Programmes	<input type="text"/>		
Costs - Union Under Age Schools/Juniors Development Programme	<input type="text"/>		
Costs - Womens Development Programmes	<input type="text"/>		
Sub - Total - Development/Other Costs		£0.00	
Total Costs/Expenditure			£0.00
BALANCE			£0.00
TOTAL			£0.00

APPENDIX FIVE

CAPITAL GRANT APPLICATION



IRB TRUST

CAPITAL GRANT APPLICATION	FOR OFFICE USE ONLY	
	Application Number	
	Date Recieved	
	Date of Final Assessment	

1. Name of Union

Address of Correspondance

E-Mail Address

Telephone Number	Fax Number
-------------------------	-------------------

Contact Person	Position In Union
-----------------------	--------------------------

2. General Information - Checklist

2.1 Valid IRB Membership	<input type="checkbox"/>
2.2 Valid Regional Union Membership	<input type="checkbox"/>
Name of regional Union _____	
2.3 Union Strategic Plan or Annual Action Plan (please attach)	<input type="checkbox"/>
2.4 Relevent documents attached - see attached list	<input type="checkbox"/>
2.5 Most recent Balance Sheet and Income and Expenditure Account	<input type="checkbox"/>



3. Game Development Information
 Playing Coaching and Refereeing

3.1 Numbers (please give separate figures for males and females)

Playing Age Group	Players	Coaches	Referees
	Numbers 2000	Numbers 2000	Numbers 2000
pre-teenage			
Teenage			
Open Grade			
Total			

3.2 Playing Record of National Team

- Within the IRB
- Within the region

National Team eg National Team, A Team U21, Women, U19, U18	Competition Participated In	Won	Lost	Drew	Position In the Competition



4. Reason for Capital Grant?

4.2 Amount requested?

4.3 Amount of Union contribution to project?

4.3 Who will be responsible for the project?

4.4 Do you agree to complete either Form 1 or 2 on completion of the project and submit all of the required documentation.

Signed: _____

Position in Union: _____

Date: _____

5. Banking Details

Your Banker's Name and Address

**Name of Finance Person in Union
to Contact**

Fax number

Account Number

Preferred Currency



Regional Development Manager

Recommendation:-

Explanation:-

Amount: STG£ _____

IRB Game Development Manager

Recommendation:-

Explanation:-

Amount: STG£

Date of next application: _____

Dated of Performance Review: _____



CAPITAL GRANT FORM
Site and /or Buildings **1**
 (incl. Modifications)

Grant Ref. No. _____
 Claim NO. _____
 Sheet No. _____

INTERNATIONAL RUGBY BOARD

Name of Union: _____

Before Completing this form please refer to the notes below

Item No	Name of Builder/Supplier	Description of work carried out	Invoice of Certificate		Amount Paid STG£	Remarks (IRB use)
			Number	Date		
			Sub Total C/Fwd. STG£			
			Total STG£			

The information contained in this schedule should be sufficient to allow clear identification of the items claimed

NOTES Capital Grants criteria

Information required by International Rugby Board

- 1 Copy of Planning Permission Issued by the Planning Authority together with conditions and Fire Officer's report (if any)
- 2 Plans of building and site
- 3 Architectural plans, elevations and specifications
- 4 Bill of Quantities
- 5 Tender details and sub-contracts (where appropriate)
- 7 Valuation certificates and invoices
- 8 Final Account (on completion of project)
- 9 Copy of Building Bye Law Approval (In Countries where this is required)
- 10 Original documentation required, not copies.



**CAPITAL GRANT CLAIM FORM
Plant & Machinery**

2

Grant Ref. No. _____
 Claim NO. _____
 Sheet No. _____

Name of Union: _____

Before Completing this form please refer to the notes below

Item No	Name of Supplier	Name of Manufacturer	No. of Quotations	Description of item (for Identification only) or Type	Model or Type	Serial No	Invoice Date	Foreign Currency amount and Rate of Exchange	Amount Paid STG£	Remarks (IRB use)



NOTES

Information required by the International Rugby Board

- 1 a) Original Manufacturer's/supplier's invoice for all items of equipment
b) Copies of quotations received, and an explanation on the accepted quotation
- 2 It is essential that a technical representative from the union is available if the IRB wish to inspect and identify the assets and to answer questions on tenders and specifications
- 3 Original documentation, not copies.



CRITERIA FOR CAPITAL GRANTS

1. The facility is built by and/or for the national Union
2. It is of a standard suitable for international test match rugby in that country.
3. It is used by the Union for those purposes.
4. The Union owns and has possession of the facility. In this context it is understandable and acceptable that the ownership element may be through a Trust or Boar of Foundation, but such an arrangement must be one where the Union has control of the trust and cannot be at risk of loosing the facility within the foreseeable future i.e 50 years.
5. The Union has funded the development of the facility and/or any capital grant cannot be more than 50% of the monies raised and expended by the Union.
6. The maximum grant to any Union in respect of any project is £75,000 per project. Aggregate maximum of £500,000.
7. A report on the use of the asset is included in the annual performance review.
8. The total aggregate of Capital Grants in any one-year is not to exceed £500,000.