Active Carlow Terms & Conditions of Grant Funding

Issued by Active Carlow, via Carlow County Council to your Club/Group/Organisation, hence forth referred to as the 'Grantee'.

Purpose

These Terms and Conditions apply to all clubs, community groups and organisations receiving grant funding from Active Carlow. As Active Carlow receives grant investment from Sport Ireland, these Terms and Conditions reflect the relevant obligations contained within the Sport Ireland Terms and Conditions of Grant Investment 2026 and apply to all secondary grantees receiving funding from Active Carlow.

Acceptance

Acceptance of grant funding constitutes acceptance of the Terms and Conditions.

Use of Funding

Funding must only be used for the purpose approved by Active Carlow. Any proposed changes require prior written approval. Duplicate funding for the same activity is not permitted.

Governance & Legal Compliance

Active Carlow reserves the right to inspect the Grantee's financial records and support documentation relating to expenditure of the grant. The Grantee must operate in accordance with the governance requirements of its respective National Governing Body of Sport or National Organisation (where applicable), including appropriate financial management arrangements, and provide evidence of compliance upon request.

Grantees must be operating in line with the overall governance code of the respective National Governing Body of Sport or National Organisation (including financial management), proof of same should be provided upon request.

Repayment

Active Carlow may suspend, withhold or recover grant funding where funds are misused, inaccurate or misleading information is supplied, reporting obligations are not met or these Terms and Conditions are breached.

Monitoring & Audit

Grantees must retain all invoices, receipts and supporting documentation relating to the grant for a minimum of six years and provide copies to Active Carlow, Carlow County Council or authorised auditors upon request.

Active Carlow, Carlow County Council, Sport Ireland or any authorised public body reserves the right to inspect or audit grant expenditure and supporting documentation where required.

Grantees in receipt of Dormant Account Funding or Capital Funding are required to maintain a Fixed Asset Register as evidence of ownership. Sports equipment that is funded through Dormant Account Funding is expected to remain in the ownership of the grantee for a minimum of 5 years. Evidence of ownership will be required for all capital expenditure.

Branding & Acknowledgement
Where possible, Grantees should acknowledge support from Active Carlow, Carlow County Council and Sport Ireland in promotional material, subject to branding guidance.

Reporting
Grantees shall provide reports, photographs, attendance data, participant outcomes or any other information reasonably requested by Active Carlow as outlined in the accompanying Allocation Letter.

Safeguarding
Grantees delivering activities involving children or vulnerable adults must comply with Children First legislation, Garda Vetting requirements and Sport Ireland Safeguarding guidance.

Data Protection
Grantees must comply with GDPR and process personal data lawfully and securely.

Fraud
Grantees must maintain appropriate financial controls and report suspected fraud or misuse immediately.

Public Funding
This Statement outlines the four principles which apply to bodies in receipt of grant funding provided directly or indirectly from Exchequer sources (Circular 13/2014).

Clarity - Understand the purpose and conditions of the funding and the output required. - Apply funding only for the business purposes for which they were provided. - Apply for funding drawdown only when required for business purposes. - Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements.	**Governance** *Ensure appropriate governance arrangements are in place for:* - oversight and administration of funding. - control and safeguarding of funds from misuse, misappropriation and fraud. - accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding. - accounting for the amount and source of the funding, its application and outputs/outcomes.
Value for Money - Be in a position to provide evidence on effective use of funds. - value achieved in the application of funds. - avoidance of waste and extravagance.	**Fairness** - Manage public funds with the highest degree of honesty and integrity. - Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wage). - Act fairly, responsibly and openly in your dealings with your Grantor.