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# SPORTS CAPITAL PROGRAMME

## GUIDE TO REGISTERING FOR THE ONLINE SYSTEM

Please read all of this document carefully prior to registration

[www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie)

### Background to SCP

The Sports Capital Programme (SCP) is managed by the Department of Transport, Tourism and Sport and provides grants to assist in the development of sports facilities and the provision of sports equipment throughout the country.

Grants are available to sports clubs, voluntary and community groups, national governing bodies of sport and local authorities. Third level colleges, VECs and schools may also apply for funding jointly with sports clubs.

### OSCAR

The Sports Capital Programme is now online in a system called OSCAR (Online Sports Capital Register).

This will be the only way to apply for grants under any future rounds of the Sports Capital Programme. OSCAR will also allow groups to view previous grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department online.

Any organisation that wishes to make applications using the system must first register online. This guide will lead users through the registration process.

### Step 1 – Get a Tax Registration Number

A Tax Registration Number (TRN) is required for **all** organisations wishing to register on OSCAR. The TRN is the unique identifier for each organisation and is the user name for logging into the system.

Organisations need written confirmation of their TRN prior to completing the registration process. This confirmation can either be in the form of a tax clearance certificate or a letter from the Revenue Commissioners confirming the TRN. It is not permitted to use the TRN of a national governing body, regional grouping or of a different organisation. If the organisation already has a tax clearance certificate, the TRN is in the top left hand corner of the certificate.

If the organisation is not a limited company and does not currently have a TRN, obtaining one is simple. Complete the 1 page [‘Registration Form for voluntary non-profit making organisations’](#) and return to the appropriate [Revenue Office](#). It should take around 10 working days to get written confirmation of the TRN.

If the organisation is a limited company, the form to be completed is [Form TR2](#). In this case, the company must be registered with the Companies Registration Office prior to application for a TRN.

## Step 2 – Fill in the online registration form

Go to [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie) and click **Register**. You can move forwards and backwards through the registration form using the **previous** and **next** buttons.

### Page 1 – Basic Details and Login Information

Fill in the main details about the organisation.

The **organisation type** records what is the main purpose of the organisation eg: sports club, youth group, community group. This is a mandatory field.

The **organisation name** must be the same as the name that appear on your Tax Clearance Certificate or letter from Revenue. This is a mandatory field.

The organisation's **Tax Registration Number (TRN)** will be the login to this site once the registration is approved. This is a mandatory field.

Please select the **main sporting activity** that most closely matches the sports your organisation is involved in. If your organisation is involved in several sports you can chose **multi-sport**. This is a mandatory field.

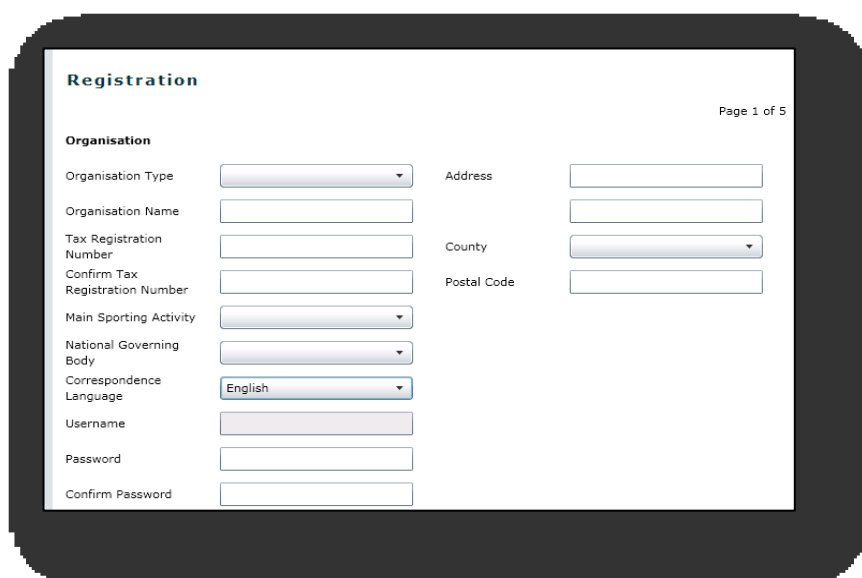
If the organisation's sport/activity does not have any National Governing Body choose **None** under the **National Governing Body** option. This is a mandatory field.

You may choose to deal with the Department through the Irish or English language. All subsequent correspondence will be in your chosen language.

The **password** must be at least 8 characters long. Please keep your password somewhere safe. Forgotten passwords can be reset on the login page. This is a mandatory field.

The **address** entered should be the primary address of the organisation. Postal codes are only needed for addresses in parts of Dublin. At least one line of an address must be entered.

If you have not provided all of the required information and you click the **Next** button you will get a reminder that certain fields must be filled out. Each of these fields will be marked



The screenshot shows a web form titled "Registration" with a "Page 1 of 5" indicator in the top right corner. The form is divided into two columns. The left column contains the following fields: "Organisation Type" (dropdown), "Organisation Name" (text), "Tax Registration Number" (text), "Confirm Tax Registration Number" (text), "Main Sporting Activity" (dropdown), "National Governing Body" (dropdown), "Correspondence Language" (dropdown, currently set to "English"), "Username" (text), "Password" (text), and "Confirm Password" (text). The right column contains: "Address" (text), "County" (dropdown), and "Postal Code" (text).

with a red \*. Hold the mouse over the \* for information on what needs to be supplied. You cannot proceed with your registration until the required fields have been completed.

## Page 2 – Evidence of your Tax Registration Number

Use this page to upload your organisation's tax clearance certificate or letter from Revenue confirming your TRN. All fields on this page are mandatory.

First click the **Add** button. The **document name** field is the name the system uses to file this document, you can use any name you like. The **document type** field is fixed at tax clearance certificate.

To upload the tax clearance certificate or letter from Revenue on your computer click **browse**, button, select the document and click **open**.

Fill in the organisation's **TRN** and **tax certificate number**. If you are uploading a letter from Revenue with your TRN re-enter the TRN in the **tax certificate number** field.

Finally; enter the **date of expiry** of the tax clearance certificate and click **Add**. If you are uploading a letter from Revenue, as opposed to a tax clearance certificate, type in the date on the letter in the **date of expiry** field.

As with page 1, a red \* will mark any fields that have not been completed.

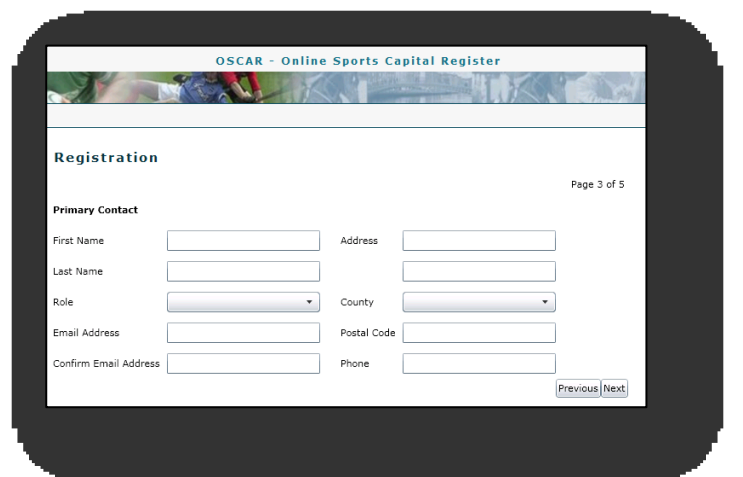
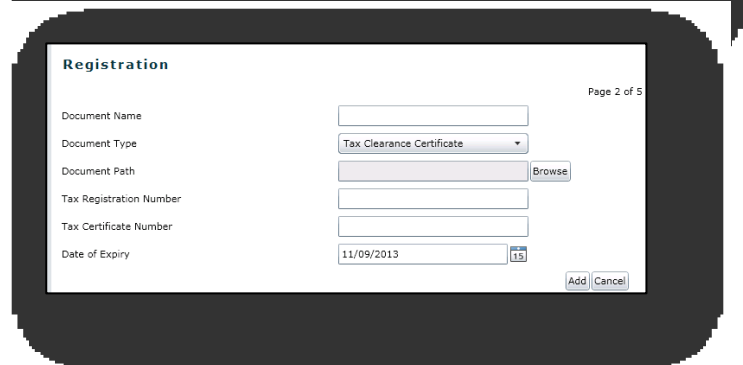
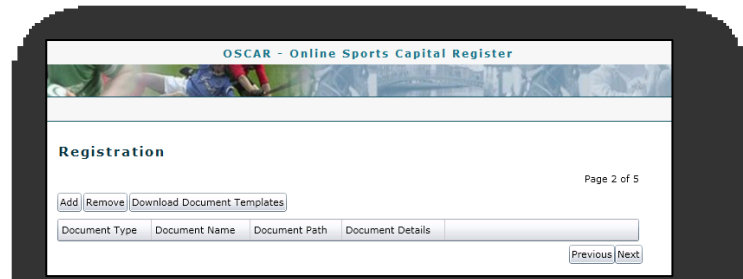
## Page 3 – Contact Details

Enter the details of the person who will be the primary contact for the organisation and click **Next**.

A red \* will mark any fields that must be completed.

The Department will only deal with the primary contact and all correspondence from the Department will be by email.

## Page 4 – Review the Information Provided



Review all of the information provided and click **Save** if all of the details are correct or **Previous** to amend any information if needed.

### ***Page 5 – Confirmation***

This page simply confirms that you have applied to be registered and that the Department will review the details and either confirm the registration or be in touch to seek further information.

You will receive an email to confirm that your registration has been submitted.

### **Step 5 – Wait until Registration is Confirmed**

The Department will check your registration and either confirm the registration by email or email you if anything else is needed. The Department would hope to complete this process within 5 working days. **You cannot login to the system until registration is confirmed.**

If you do not hear from the Department after 5 working days or if you do not receive an email confirming the application for registration please contact the Department by email [SportsCapitalProgrammes@dtas.ie](mailto:SportsCapitalProgrammes@dtas.ie) or call 064 6627371.

If you forget your password you can click the **forgotten password** button on [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie) and a new password will be sent to the email address used at registration.

### **After Registration is Confirmed**

Once your organisation's registration is confirmed you can log in and view any previous grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department online. When the next round of the Sports Capital Programme is open for applications, you will be able to apply online.