



**SPORT
IRELAND**

**LOCAL SPORTS PARTNERSHIP
FUNDING GUIDELINES**

2023 Core Grant

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1 Introduction

In 2023, Sport Ireland will be providing support to the Local Sport Partnerships (LSPs) on the basis of the conditions and criteria outlined in this documentation.

Applications will be assessed on the basis of action items derived from the Local Sports Partnership Strategic Plan. Applications will also be considered under the following criteria:

- LSP's strategic plan,
- LSP's operational plan for 2023,
- LSP's staffing plans for 2023,
- LSP's budget for 2023,
- The governance and management of the LSP,
- LSPs operational and financial reports,
- Commitment and support of partner agencies,
- LSP's achievements to date and progress on prior goals,
- Cost effectiveness, ensuring value for money to Sport Ireland
- Sport Ireland's policy priorities,
- Alignment with the National Sports Policy and National Physical Activity Plan,
- Alignment with the Sport Ireland Participation Plan
- Size and population of the operational area,
- Previous Sport Ireland funding,
- Overall level of funds available to Sport Ireland for the purpose of assisting LSPs.

LSP's seeking funding will be required to submit the completed application form electronically in excel format on or before 5pm on Monday the 31st of October 2023.

LSP's are also required to submit a signed copy of the 'LSP Information & Declaration' page. Given the current climate, we can temporarily accept any of the below methods of proof of signature;

- Scan/Photograph of signed declaration page
- Email confirmation from signatories
- Electronic signature

Please submit completed applications to the Participation unit (Participation@sportireland.ie)

If you have any questions throughout the application process, please refer to this guidelines document, look for specific comments within the excel document or contact Sport Ireland for further information.

1.1 Terminology

For the purpose of the Grant Applications Sport Ireland has tried to apply a consistent use of the below terminology. At both strategic and project level the below hierarchy of terminology has been applied.

For the planning stage the below terminology is used.

Vision & Mission → Goals → Objectives → Actions

One vision and mission sits over multiple goals, which each sit over multiple objectives, which each sit over multiple actions.

For the reporting stage the below terminology is used

Actions → Outputs → Outcomes → Impact → Vision & Mission

Actions produce outputs, multiple outputs produce outcomes and multiple outcomes produce impacts which achieve your vision and mission.

As such the intention is that:

- Outputs will be used to report on Actions
- Outcomes will be used to report on Objectives
- Impacts will be used to report on Goals

This will remove the burden of reporting outcomes and impacts for every action.

We understand that some LSPs may use slightly different terminology, however we request that you fill out your application forms with the above terminology so that we can build a consistent picture of the network. We hope that overtime a consistency in language will reinforce learnings and clarify communication. If this raises confusion or if you have any questions, please do not hesitate to contact us at the early stages.

1.2 Mid-Year Review Requirements

Your Core Grant will be issued in two moieties, 75% at the start of the year and 25% after completion of a Mid-Year review process. You will be required to adhere to the below Mid-Year requirements before the remaining 25% is issued. Failure to adhere to these conditions will result in the remaining 25% not being received by the LSP, and redistributed. This may also impact your ability to access funding in the future.

Mid-Year update

The Mid-Year update will be part of your reporting requirements on the operational plan section in your Core Grant application form. You will be required to update the reporting section of the operational plan, Columns U-AS, with data to end of June 2023. This includes completing Column W, Level of Completion, for each action in your plan.

- Action Fully completed
- Action Incomplete/Partially completed
- Action Not Started
- Action has changed

More details on the reporting process will be issued in February 2023.

Mid-Year financial template

LSPs will also be required to submit a Mid-Year financial template showing income and expenditure for 2022 accompanied with audited annual accounts for LTD companies or Sage/Agresso outputs for Local Authorities, and the 2022 annual report.

The completion date and further details for the Mid-Year Review Requirements will be communicated by Sport Ireland in mid-2023.

2 Governance & Finances

2.1 Tab 1. LSP Information

2.1.1 LSP Information:

This first section collects the contact details, legal status and tax information of the LSP.

Any changes to these details throughout the year should be notified to Sport Ireland immediately and also recorded in the administration/information section of the following Mid-Year report

2.1.2 LSP Declaration:

Each area of the 2023 Core Grant application form has a check box to indicate the funding you are applying for and the sections you have filled out. The declaration at the bottom of this page must be dated and signed by the LSP Chairperson and Treasurer.

This is the only page/tab that needs to be signed as part of your 2023 Core application. Please ensure that you have ticked the applicable boxes for each area of funding you are applying for and the page is signed by the relevant people within your LSP. Given the current climate, we can temporarily accept any of the below methods of proof of signature;

- Scan/Photograph of signed declaration page
- Email confirmation from signatories
- Electronic signature

2.2 Tab 2. Board Information

In this section LSPs are asked to provide details in relation to their board of management or LSP committee including.

2.2.1 Date of next AGM (if applicable):

Your AGM/Board meeting date that will approve your 2022 financial accounts. Please note that the release of your second moiety (2023 25% payment) is dependent on having your AGM take place and adoption of your 2022 Accounts. This is a Sport Ireland compliance requirement. Sport Ireland will not be able to consider a Core Grant application form for the following year if the Mid-Year review is not fully completed.

2.2.2 Director of Services, Board/Committee information:

All LSPs are required to provide contact information for the Director of Services who oversees Sport in the Local Authority. LSPs are required to provide contact details for the chairperson and treasurer of the board of management or LSP committee. LSPs are required to provide information on tenure, representative organisation and skills for all board members.

2.3 Tab 3. Governance

In the 2023 Core Grant application form, the Governance tab will require supporting documentation. Please provide an electronic copy of all the governance documents you indicate are in place for our records.

- **In Place** (Up to date version currently being used by LSP)
- **In Progress** (New Development or updating of out of date policy currently taking place)
- **Not in Place** (Policy has never existed or is out of date & not currently under development)
- **Not Applicable** (This policy does not apply to your LSP)

Please provide an electronic copy of all the governance documents you indicate are in place for your organisation. Please provide the name of each electronic file in Column C.

If you have any additional information to provide in relation to explanations or plans for development or review, please do so under the 'Explanations or plans for development or review' column.

2.3.1 Governance Code Compliance:

Sport Ireland requires all funded bodies to maintain compliance with the Governance Code for Sport, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [Governance Code for Sport | Sport Ireland](#)

2.3.2 Planning and Management, Governance and Policies (All LSPs):

This information is relevant to all LSPs and will help to inform Sport Ireland of the range of policies and procedures currently in use across the LSP network.

2.4 Tab 4. Website

Please record information on your website infrastructure, what pages and services are accessible on your website. This tab should be self-explanatory with dropdown menus where appropriate.

2.5 Tab 5.1 Staffing

This section records data relating to number of staff working in the network including:

- Name – to ensure we can quantify cross overs
- Position – Job title
- Area of expertise – Does this person have an area they are an expert in through either education or experience: e.g. Physical Literacy, Community Engagement, Disability Sport etc. **Maximum of one area of expertise to be named per person.**
- Contract information
- Sources of funding

Other human resources capture the number of contract staff (tutors), interns and students working in the network.

2.6 Tab 5.2 Staff Salaries

In 2023, we are seeking information relating to all staff employed by your LSP. We require individual salary break down for those fully or partially funded by Sport Ireland, those funded through other sources can be bulked together and presented on one line if you wish.

Sport Ireland will fund:

- Up to 100% coordinator position

- Up to 100% administrator position
- Up to €35,000 for SIDO position
- Up to €35,000 for CSDO position
- Up to €35,000 for one additional LSP officer position
- Support to other positions on a case by case basis
- Maternity cover for coordinator and administrator

Note that each staff member should be allocated actions within the operational plan to demonstrate the impact from funding their position.

2023 Core Salary: Please provide the core salary costs of each LSP staff member.

2023 PRSI: Please provide the PRSI costs of each LSP staff member.

2023 Pension: Please provide the Pension costs of each LSP staff member. (LTD companies only)

LA Salary Scale: Please provide the equivalent Local Authority Grade for this position.

LA Salary Scale Point: Please provide the equivalent Local Authority Salary Scale point for this employee.

2023 Total Funding Sought from Sport Ireland (Funding Request)

Please provide the total funding amount that you are seeking from Sport Ireland as part of your 2023 Core Application. Please only include funding amounts that you are requesting from Sport Ireland.

Additional Maternity Cover Costs

Please outline the maternity cover costs sought from Sport Ireland for 2023 and provide a breakdown of how the costs were calculated in the comments section.

2.7 Tab 6. Finance

This section will enable Sport Ireland to ascertain the balance of your LSP accounts carrying forward in to 2023.

2.7.1 Bank / Cash Details

- **Balance (including all accounts) @ the 30th of September 2022:** Please include actual balance at bank for all accounts as of the 30th of September 2022.
- **Money owed in @ the 30th of September 2022- Projected income and payment of invoices:** Please include all outstanding unpaid debtor invoices as of the 30th of September 2022
- **Money owed out @ the 30th of September 2022- Projected expenditure:** Please include all outstanding unpaid creditor invoices and other liabilities as of the 30th of September 2022

2.7.2 Contingency Allocation Approved by LSP Board

Outline the current Contingency Allocation approved by your board and set aside by your LSP. This amount should be assessed and approved by your board for use in unforeseen cash flow circumstances.

2.7.3 Deferred Sport Ireland Income

Provide details of all Sport Ireland deferred income from previous years. You are requested to list any income that has been received previously from Sport Ireland that will not be spent by December 31st 2022.

Deferred Sport Ireland Income may be reallocated to other areas in subsequent years with written approval from Sport Ireland. Therefore, to reallocate funding the LSP must indicate the proposed reallocation in this section. For example, if you have an under spend of €1,000 on a Women in Sport programme in 2022 and you wish to reallocate this €1,000 to a Disability programme in 2023 it should be requested in this section. Note that in certain cases reallocation will not be possible. Approval will be outlined in the Letter of Allocation.

3 Budget

The Budget is to be completed for the calendar year 2023.

As budgets are anticipated to be relatively flat your core grant figure should be very close to the 2022 core grant figure.

NB: Once you receive official notification of the 2023 Core Grant and 2023 DAF Grant allocations your LSP will be required to submit a revised budget and operational plan that reflects the actual grant figure awarded. Funding may only be released once Sport Ireland has approved the revised budget.

Your organisation is free to alter the names of the Income/Expenditure headings if you feel these will better reflect your financial statements. Your LSP is free to add rows to this sheet and add income/expenditure headings that are not featured in the budget template. If you have no expenditure under a particular heading just leave it blank, do not delete it.

However please do not add in columns and stick to the format and section headings provided.

3.1.1 Estimated Total Income for 2023

Please indicate you estimated income from all sources for 2023.

Please add new income sources/headings or rows where appropriate.

If other partner income sources are ring fenced for specific expenditure areas e.g. SIDO, Women in Sport, Bike Week etc. please indicate relevant expenditure heading in column C.

Do not list Benefit in Kind as an income source here.

3.1.2 Estimated Total Expenditure for 2023

In column B please indicate you estimated expenditure across all areas for 2023.

In column C please indicate the contribution sought from Sport Ireland for each expenditure area in 2023.

Please add new expenditure headings or rows as you need them within each section.

Note that other than Core costs (Staff costs and operating costs) the remaining budgeted expenditure items should be reflected in your operational plan.

Staff Costs – These figures should be equal to the total 2023 Salaries, PRSI and Pension figures on the staff salaries tab i.e. the cost of all staff to the LSP. Insert what you are seeking from Sport Ireland in column C. Note that each staff member should be allocated actions within the operational plan to demonstrate the actions which are supported by funding their position.

Operating Costs - The Operating Costs heading is similar to the LSP Non-Staff Administration budget from previous years. Please provide the full operating costs of the LSP in column B and the contribution to the operating costs sub-total which you are seeking from Sport Ireland in column C.

Please note private/commercial courses, for example First Aid should be self-financing. Training for LSP staff and board members will not be considered as this can be accessed through the Organisational Development and Change Unit of Sport Ireland.

Strategic Plan – If your strategic plan is due for renewal in 2023, please outline the total cost of its development (consultation costs, design, print, promotion etc.). Note that the maximum funding amount that Sport Ireland can contribute to this process is currently €2,500.

Sport Ireland Programmes Expenditure – This relates to the standard Sport Ireland project supports as outlined below. Under each heading please provide the total expense for each item in column B and what you are seeking from Sport Ireland in column C. These figures should be linked to the costs outlined for the associated programmes in your Operational Plan.

Safeguarding 1, 2 & 3 – Please indicate the expected expenditure and what you are seeking from Sport Ireland across the three Safeguarding workshops.

Club Development Grants – Please indicate the expected expenditure and what you are seeking from Sport Ireland for Club Development Grants. If applying for Club Development Grant funding, you must submit a copy of your Local Terms & Conditions/Guidelines that are issued by your LSP to clubs. Criteria for club development/support grants must be included.

Operation Transformation - A maximum of €750 can be allocated to LSPs for the roll out of the Operation Transformation nationwide walks. This funding will be subject to the Terms and Conditions of the Healthy Ireland fund which will be supplied prior to the events taking place.

Women in Sport Expenditure - This will be a limited competitive fund in 2023. Please outline the expected cost of Women in Sport delivery for 2023 and what you are seeking from Sport Ireland (Do not include core staff costs). This figure should be linked to the actions and associated costs targeting Women in your Operational Plan. Sport Ireland will fund a maximum of 50% of Women in Sport expenditure. Match funding must be secured for the other 50%.

Other Programming Expenditure - This will be a limited competitive fund in 2023. Please outline the expected cost of all other programme delivery for 2023 and what you are seeking from Sport Ireland (Do not include core staff costs). Please only include figures not captured elsewhere in the expenditure budget. This figure should be linked to the costs outlined for all other programmes within the Operational Plan. This could include expenditure relating to Active Leader Workshops, Operation Transformation as well as partner programmes e.g. Go for Life, Get Ireland Walking, Healthy Ireland, HSE, CARA Centre, Bike Week etc.

Programme funding will be considered for the following target groups, please define these target groups in your operational plan where applicable:

- 1 Socially or economically disadvantaged (includes older adults, travellers and jobseekers)
- 2 Educationally disadvantaged
- 3 People with a disability
- 4 Older Adults
- 5 Ethnic Minorities
- 6 Young People

Dormant Accounts Expenditure – Please outline the estimated cost of each 2022 and 2023 Dormant Accounts project. Once the actual grant allocation for Dormant Accounts 2022 and 2023 is communicated to your LSP, you will be required to revise your budget entering in the actual figure. If you are applying for

more than one project per DA heading you can add additional rows and headings, for example if you are applying for two or more Community Sports Hubs just add an extra row for each hub.

Benefit in Kind - Please outline all projected Benefit in Kind for your LSP and its source. Please highlight what area this BIK refers to e.g. office rental, HR, IT, printing, board meeting time etc. It is important that this section is completed thoroughly in order for Sport Ireland to measure your LSP's match funding.

4 Operational Plan

You are required to submit a 2023 Operational Plan as part of your grant application. **This Operational Plan should be developed from and linked to your current Strategy.** Expenditure items outside of core costs (staff and operating costs) should be reflected in your operational plan. If your LSP currently uses an operational plan you should be able to copy and paste much of the information over to match the Sport Ireland format.

This update aims to enhance the planning, budgeting and reporting process for LSPs. This template will be further developed for reporting to Sport Ireland in the future. This plan should outline all the activities and associated costs (other than core costs) for your organisation for 2023, including a list of planned Dormant Account Projects.

4.1 Operational Planning

4.1.1 LSP Name – Column A

Please insert your LSP name.

4.1.2 Strategic Goal – Column B

Please list the high level goals/themes from your current Strategic Plan. Note that one goal will have many objectives and will have multiple actions, and hence several rows. You only need to write the goal once for all their objective and actions, you do not need to write it multiple times on each line. Please see example below. If you have any issues with this, please contact the Sport Ireland office.

Strategic Goal	Objectives	Actions
Goal 1	objective 1	action 1
		action 2
		action 3
	objective 2	action 4
		action 5
Goal 2	objective 3	action 6
		action 7
		action 8

4.1.3 Objectives – Column C

List the objectives from your strategic plan under this high level goal. Again note that one objective may cover multiple actions, and hence several rows. (See the template example)

4.1.4 Actions – Column D

List the actions planned to achieve each objective. Again note that one objective could have multiple actions.

4.1.5 Staff Lead – Column E

Indicate the staff member leading on or responsible to deliver each action from the drop down menu.

Lead/Responsibility
Coordinator
Administrator
CSDO
SIDO/SIDP
CSHDO
SDO
Board
Partner
Other

4.1.6 Main Funding Partners – Column F

Indicate the main funding partner for each action from the drop down menu, where applicable. Some actions will not have funding partners. Note that in the case where there are multiple funding partners, please select the main funding partner. List is in order of popularity first, then alphabetical order.

Main Funding Partner
Local Authority
CYPSC
LCDC
HSE
Healthy Ireland
Healthy County/City
LEADER Development Company
ETB
Dept. of Transport Tourism and Sport
Dept. of Children and Youth Affairs
Dept. of Social Protection
Dept. of Agriculture Food & Marine
Dept. of Justice and Equality
Pobal (Dormant Accounts)
Tusla
Age and Opportunity/Go For Life
Bord Na Mona
Cara Centre
Childcare Services
Coillte

Disability Services
EU Funding
Garda Siochana
Get Ireland Walking
IFI Peace Impact Programme
International Fund for Ireland
Local Tourism Organisation
NGB
NPWS
Other
Peace IV Programme
Student Sport Ireland
University/IT
Waterways Ireland
Youth Services

4.1.7 Main Delivery Partners – Column G

Indicate the main delivery partner for each action from the drop down menu, where applicable. Some actions will not have delivery partners. Note that this is not necessarily the main funding partner, which is already captured in the budget. List is in order of popularity first, then alphabetical order.

Main Partner
NGB
Sports Club
School (Primary)
Community Group
HSE
Community Centre
Leisure Centre/Gym
School (Secondary)
Club (Other)
Youth Service
Bord Na Mona
Childcare Services
Coillte
CYPSC
Disability Services
ETB
Garda Siochana
Healthy County/City
LCDC
LEADER Development Company

Local Authority
NPWS
Other
parkrun
PPN
RRO
University/IT
Waterways Ireland

4.1.8 Action Output – Column H

Indicate the target output for each action. This should be a clear, concise and measureable output.

4.1.9 Action Category – Column I

In order to summarise LSP activity in reports we must categorise the LSP actions into sub groups. Some actions may span multiple categories, try to select the most significant category for the action. Please select the action category from the dropdown menu provided. An explanation of each category is provided below, please take the time to understand each category.

Action Categories	Definition of each action category	Examples
LSP Programmes	Defined as fixed duration participation opportunities which last longer than one or two sessions. Usually delivered over a number of weeks or non-consecutive days.	Men on the Move, Women on Wheels, Go For Life, Community Walking Programme etc.
Training & Education	Defined as fixed duration leader/coach education for coaches, leaders, instructors, tutors, teachers, committee members etc.	NGB Coach Training, Coaching Children, Safeguarding, First Aid, PALs, Active Leader, Youth Leader, Governance Training, some volunteer support initiatives, aspects of Community Sports Hub etc.
LSP Events	Defined as fixed duration participation events usually lasting single days. Participants would usually set a goal to enter the event and undertake some training or require underlying fitness or skill to take part.	5K runs, Cycle Series, Mini Marathons.
Taster Sessions	Defined as once off participation opportunities which offer no more than a single experience, although they may sign post to more long term opportunities. Participants usually need no training in advance and minimal previous skill/fitness to take part.	Fun days, taster sessions, Be Active Nights, family events, promotional weeks.
NGB Programmes	Defined as participation opportunities with an NGB as the main deliverer of the initiative. Support and resources may be provided by LSPs.	Rugby tournaments, GAA blitzes, soccer leagues

Community/Club/Group Development	Defined as establishment of new or expansion or sustaining of existing, active communities/clubs/groups which are self-directed, governed and financed, usually, though not always, through a committee governance structure.	Club supports, club development grants, some volunteer support initiatives, aspects of community sports hub etc.
Sports Camps	Defined as sports camps which offer sports participation opportunities in a sport or multi-sports. Usually lasting less than a week.	FAI Soccer Camps, GAA Cúl Camps, IRFU rugby camps
Communication and Building Awareness	Defined as the promotion of all LSP sports participation initiatives and concepts through all forms of communication and media.	Presentations, advocacy, TV, radio, print media, website development, newsletters, leaflets, posters, social media, word of mouth etc. and also including development of publically available club and facility directories.
Interventions	Defined as non-consecutive multi-day initiatives, often self-directed by participant, with some form of temporary infrastructure/route/concept support and effective in developing activity habits.	Beat the Street, playground markings, activity apps, parkrun etc.
Developing Partnerships	Defined as collaboration with partner organisations to achieve common objectives.	Consultations, meetings, development of plans, MOUs and HOAs, offering and applying for grant applications etc.
Capital Development	Defined as the establishment of new, or expansion of existing, sports and physical activity facilities, infrastructure and equipment.	Purchasing of equipment, installing disability access, local infrastructure development, local authority advice and consultation, capital sports advice and consultation etc.
LSP Management	Defined as actions which are essential to the effective operation of the LSP.	Budgeting, operational planning, staff management, HR, finance/accounting, legal, regulation & compliance, reporting etc.
Research & Evaluation	Defined as any research or evaluation which contributes to the development, delivery or evaluation of the LSPs Goals, Objectives and Actions.	Literature reviews, base line studies, activity level studies, needs analysis, formative process and outcome evaluations etc.
LSP Governance	Defined as actions which are essential to the effective governance of the LSP.	Board meetings, governance code, audits, and strategy & policy development etc.
Other	Any LSP actions that fall outside of the above categories.	

4.2 Planning for Activity Based Actions Only

4.2.1 Primary Behaviour Change Theory Effect (where applicable) – Column J

This section is designed to help LSP staff develop their understanding of the application of Behaviour Change Theory to their work in increasing participation in sport and physical activity. Further information on the COM-B model can be found here www.behaviourchangewheel.com

Where applicable select the primary behaviour change theory effect using the COM-B model items from the dropdown menu provided. Some actions will span multiple COM-B effects, in this case select the most significant effect. The dropdown menu COM-B effects are listed and described below.

BCT Primary COM-B Effect	Description
Physical Capability Building	Actions that primarily develop the skills of the participant e.g. programmes over multiple sessions.
Psychological Capability Building	Actions that primarily develop the knowledge of the participant e.g. taster days, information focused communications.
Physical Opportunity Development	Actions that primarily develop infrastructure , facilities, equipment or reduce cost or improve access e.g. capital developments, discounts, provision of information such as club and facility directories.
Social Opportunity Development	Actions that primarily develop a culture of participation in sport and physical activity e.g. socially focused communications.
Reflective Motivation	Actions that primarily provide goals for participants e.g. participation events, some goal focused communications.
Automatic Motivation	Actions that primarily develop participants habits e.g. longer lasting interventions usually with easy access and small individual impact.

4.2.2 Budget – Column K

For relevant actions, so where applicable, please indicate projected expenditure under each action (do not include core staff time or core operating costs).

4.2.3 Quantifying (Where Applicable) – Column L & M

Where relevant to the action, indicate the target number of programmes/courses/events and the target number of participants under this action.

4.2.4 Targeting – Columns N to R

Where relevant to the action please indicate the target group. This is especially important for disability target groups and women as it will inform funding decisions for SIDP and Women in Sport under these strands. If the action has no targeting this section can be left blank.

4.2.5 Evaluation - Single Item Measure – Column S

The single item measure is an internationally validated self-report tool to report on levels of sport and physical activity participation.

On each action line in your operational plan, in the specified box, you should indicate whether you propose to use the single item measure.

Yes, at registration and post initiative

Yes, at registration, post initiative, and 3 months post initiative

No

To promote the use of effective evaluation tools in the LSP network the Core Grant application assessment process will allocate a bonus score to LSP actions that can commit to using the single item measure.

Please contact Sport Ireland if you require additional information on how to use the Single Item Measure.

4.3 2023 Reporting – Columns U-AS

This section is to be filled out in 2023 to capture the reporting data on your actions. 2023 Reporting guidelines will be sent out in February 2023.

APPENDIX: Excel hints and tips

If you have any difficulty in filling out the documentation from this year, please let us know and we can be of assistance

Return Key – To get the same results in excel as you do in Word by pressing the Return Key, use the Alt Key + Return Key at the same time. This will bring text, bullet points etc. down to the next line.

Formatting – Following your feedback from previous years, we have not locked any cells in this year's excel documents. Please do not reformat tabs but feel free to add new rows where necessary.

Auto Sum – A number of calculations are performed automatically due to pre-set formulas. Please do not delete these.

Dropdown lists – A number of columns contain dropdown lists that are pre-populated from a Sport Ireland list or from your own entries. Please use these where requested as they allow for standardisation of terms throughout the process.

Saving your work – Please save your work at regular intervals.

Comment Boxes – Throughout the excel documents we have inserted comment boxes with specific information regarding the relevant cells. If you see a small red arrow in the top right corner of a cell, hover your mouse over the cell to display the comment. Example outlined below.

A	B	C	D	E
Director of Services & Board Members/Co				
LSP Name	0			
Date of Next AGM (If applicable)	Author: Your AGM/Board meeting date that will approve your 2018 financial accounts			
Position				
Director of Services				
Position	Name	Email Address	Date Joined Board	Years on Board