

Gym & Exercise Equipment Scheme for Disability Services Guidelines

About the Scheme

Through funding secured as part of the Sport Ireland Dormant Accounts Sports Inclusion Disability Programme, Cork Sports Partnership is delighted to announce details of a Gym & Exercise Equipment Scheme for Disability Services. The scheme will aim to support the delivery of physical activity in adult disability services across Cork.

Through the provision of small-scale exercise and physical activity equipment, the scheme will look to:

- Enable on-site provision of physical activity in adult disability services.
- Support engagement in resistance, mobility and cardio based exercise in adult disability services.
- Provide services with increased opportunities to engage service users in physical activity.

This scheme will see an investment of over €30,000 in gym, exercise and physical activity equipment for adult disability services in Cork.

Adult Disability Services who would like to add to their physical activity, exercise and gym equipment resources are invited to apply to the scheme by completing the application form below.

Who Can Apply?

Not-for-profit Cork-based Adult Disability Services.

Please Note: Only one application can be submitted per Disability Service. We recommend individual hubs, local centres and/or groups to coordinate applications and apply collectively per service.

How To Apply:

Applications can be submitted via the online form link below by **5pm on Friday the 18th of July**. The application form should be completed by an authorised employee/representative of the service.

Application form link – <https://form.jotform.com/251674157369366>

Eligible Items for Funding:

Funding is available through this scheme for the purchase of personal exercise equipment.

- **Resistance Equipment:** Barbells, dumbbells, kettlebells and cable machines.
- **Cardio Equipment:** Rowing machines, treadmills, cross-trainers and exercise bikes.
- **Mobility Equipment:** Gym mats, Pilates/yoga equipment, balance boards, Swiss balls and exercise steps.

Ineligible Items:

- Sport-specific equipment such as soccer balls, basketballs, goals/nets, tennis balls, rugby balls, training bibs. etc.
- Play equipment, playground equipment, outdoor play equipment.
- Programme costs such as tutor fees and hall hire are not eligible for inclusion.
- Pre-existing debts or deficits do not qualify.
- Activity costs associated with energy, transport, hire, insurance etc.

It is the responsibility of the applicant to ensure that all information provided as part of this application adheres to the scheme guidelines. False information or declarations will be referred to relevant authorities and affect future engagement and project eligibility.

CSP will work to ensure that the investment is distributed fairly across services in both city and county.

Project Timelines:

All allocated funding must be drawn down and reported on within three months of the successful applicant being notified. Proof of expenditure will be required as part of the initiative. Failure to adhere to the initiative criteria and guidelines will result in exclusion from any future schemes coordinated by CSP.

Funding Availability:

The maximum funding available to any project is **€7,500**.

Applications will be reviewed on the merit of the information and documentation provided in the application submitted.

In the event that the project becomes oversubscribed, the funding amounts offered to successful applicants may be reduced in proportion to the available funding.

Scheme Timelines & Requirements:

The following timelines and requirements apply to all applications for support through the initiative.

Disability Services Gym Equipment Scheme - Approx Timelines		
	Item:	Provisional Timelines*:
Step 1.	Open for applications	20/06/25
Step 2.	Close of Scheme - Deadline for receipt of applications	18/07/25
Step 3.	Review of applications completed by	25/07/25
Step 4.	Correspondence on offer and funding agreements to successful projects by	01/08/25
Step 5.	Deadline for return of contracts by	15/08/25
Step 6.	Project support payment processed by	26/09/25
Step 7.	Roadshow of projects supported through scheme	Q4 2025
Step 8.	Closing date for submission of project report forms by	Dec 2025

*** Timelines last updated on 20/06/25. Timelines subject to change.**

Selection Criteria & Approval:

- All applications will be acknowledged by CSP following the deadline for receipt of applications.
- CSP will evaluate all applications to ensure eligibility. In some cases, the evaluation team may require additional information to complete the evaluation process. This will be conducted by email or phone depending on the nature of the query.
- Successful applicants will be issued grant agreements to proceed to the drawdown phase of the scheme. Unsuccessful applicants will be informed as to the reason they were deemed unsuccessful for this scheme.
- Project support payments will be processed in August/September 2025.
- CSP will visit a number of selected projects in Q4 of 2025.
- Successful projects to complete project report form by December 2025.

Reporting/Accountability:

- Proof of expenditure will be required as part of this initiative. A bill of estimates/quotations will suffice for inclusion as part of the application process. This needs to be completed via the file upload function during the application process.
- Proof of expenditure such as invoices/receipts will be required to be submitted at the reporting stage.
- CSP will be completing cross-checks with relevant organization, regarding organisation eligibility and proposed projects, so please ensure all is in order prior to applying.
- Randomly selected audits may be organised to validate information provided by services. If selected, applicants will arrange a suitable date and time for CSP representatives to visit the facility.

General:

- The applicant is required to have a bank account in the name of the applying service.
- Written evidence of a valid insurance policy may be requested where relevant.
- The online form must be filled out in one attempt; there is no facility to save the form and return to it later. All questions included are listed below so applicants have all information to hand prior to completing the application form.
- Completed application forms are not a guarantee of funding provision.
- Additional information may be sought from Cork Sports Partnership via phone or email.
- No canvassing rules apply. Canvassing will result in disqualification from the initiative.
- No late applications will be accepted or considered.

Closing Date:

The closing date for receipt of applications is **5 pm on Friday, the 18th of July 2025.**

Data Collection & Processing:

We, Cork Sports Partnership collect the personal data provided below for one or more specific purposes, based on public authority to our statutory duties.

The purposes and reasons for processing your personal data are detailed below:

- Identifying and evaluating organisations that apply for the initiative.
- Organisation overview and governance
- Conducting compliance checks
- Delivery of efficient services to meet organisations needs
- Recording and communicating the activities of our organisation and other organisations to stakeholders
- Facilitating future contact with relevant stakeholders
- In order to comply with a legal obligation
- Research and development of sports participation

We do not share or disclose any of your personal information without your consent, other than for the purposes specified or where there is a legal requirement.

The information above should be read in conjunction with the privacy notice on our website.

More Information:

If you have any queries or require further information on the Gym & Exercise Equipment Scheme, please email skelly@corksports.ie

Application Form Questions.

Application form questions are listed below.

General Service Information	
1	Service Name Please enter the name of the applying service.
2	Service Address Please enter the official address of the applying service. Address Line 1, Address Line 2, Town/City, County, Post Code. Eircode can be found here: www.eircode.ie
3	Lead Contact Person First Name Second Name
4	Role/Position Please state the position of the person applying for this fund. Lead contact person should be an authorised person within applying service (e.g. Chairperson, Manager.)
5	Contact Email Please enter an official email address for all scheme correspondence.
6	Contact Number Please provide a phone number for communication regarding scheme.
7	Alternative Contact Name Please provide an additional contact name for scheme correspondence. First Name Second Name
8	Alternative Contact Name

	Please state the position of the alternative contact name provided.
9	Alternative Contact Number Please provide a secondary phone number for scheme correspondence.
10	Alternative Contact Email Please provide a secondary email address for scheme correspondence.
11	Please provide a description about your service and the needs of individuals you support. This may include: <ul style="list-style-type: none"> • Disability types supported. • Type of support provided to service users. • Number and roles of staff. • Average age of those attending service. • Activities provided. • Facilities available. This will provide the evaluation team with a better understanding of the service set up.
12	How many people does your service support? If submitting a collective application for multiple groups, please provide details for each individual group.
	Funding Request
13	Please list what gym or exercise equipment your service requires. Please list what gym or exercise equipment your service requires. Please see eligible items in scheme guidelines.
14	Please outline how the above equipment would aid physical activity delivery in your service? Please outline how the above equipment would support physical activity delivery in your service and how the equipment would be used.
15	Total Funding Required for Equipment Needed. Please enter the total funding amount required for the identified equipment. This should not exceed €10,000.
16	

	<p>Please provide a quotation/set of quotations for the equipment which your service requires</p> <p>Please upload any relevant quotes for proposed equipment through the upload file link.</p>
17	<p>Additional Information:</p> <p>Please include any additional information you deem relevant to support your application</p>
18	<p>Additional Information – (if relevant)</p> <p>Please upload any additional documentation that may support your application.</p>
19	<p>Declaration</p> <p>Please confirm the following items before submitting your application.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I confirm that I have read the scheme guidelines prior to completing this form. <input type="checkbox"/> I declare that I have reviewed the details submitted as part of this application and that all information provided is accurate and true. <input type="checkbox"/> I confirm that the applicant service does not have the funding to purchase this equipment without this grant aid support. <input type="checkbox"/> I understand that by applying for this scheme my service agrees to submit to and comply with any audit or inspection as may be required to assert the accuracy of the application and the expenditure of any allocated funds. <input type="checkbox"/> On behalf of my organisation, I accept the terms and conditions of scheme and agree to be bound by those terms and conditions. <input type="checkbox"/> On behalf of my organisation I confirm we have a bank account in the name of the applying service.
20	<p>Signature</p> <p>Please sign the form and submit your application.</p>