

DEPARTMENT OF ARTS, SPORT AND TOURISM

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**2008 SPORTS CAPITAL PROGRAMME
GUIDELINES, TERMS AND CONDITIONS**

Contents

1. Introduction	2
2. Common pitfalls	2
3. Who may apply for funding?	3
4. What projects can be funded?	3
5. What level of funding does the Department provide?	4
6. How to apply	5
7. How the Department assesses applications	6
8. Minimum requirements of applications.....	8
9. What happens if your application is successful?.....	9
10. How are grants paid?.....	13
11. How the Department monitors projects.....	13
12. Freedom of Information Act	14
13. Appendix 1: Contact details	15
14. Appendix 2: Sample loan offer letter.....	16

IMPORTANT

**PLEASE READ THESE GUIDELINES AND THE APPLICATION FORM CAREFULLY,
THERE ARE A NUMBER OF CHANGES FROM PREVIOUS YEARS.**

The deadline for receiving paper based applications (and all supporting documentation) is 5.00pm on Friday 29 February 2008.

For online applications (and all supporting documentation) this deadline is extended to 5.00pm on Friday 7 March 2008.

We will not accept applications after these dates. We will not process or contact you for further details about applications that are incorrect, incomplete or that do not include the necessary supporting documentation.

1. Introduction

The Department of Arts, Sport and Tourism is now inviting applications for funding under the 2008 Sports Capital Programme. This Programme, which is managed by the Department, aims to foster an integrated and planned approach to developing sports and physical recreation facilities throughout the country. In particular, its objectives are to:

- assist voluntary and community organisations, national governing bodies (NGBs) of sport, VECs and local authorities to develop high quality, safe, well-designed and sustainable facilities in appropriate locations and to provide appropriate equipment to help maximise participation in sport and physical recreation
- prioritise the needs of disadvantaged areas in the provision of sports facilities
- encourage the multi-purpose use of local, regional and national sports facilities by clubs, community organisations and national governing bodies of sport

We strongly advise you to note the following important points before applying under the Programme:

- only applications in respect of projects with a clear sporting aspect will be considered for funding under the Programme
- you must check the accuracy of any information you obtain from third parties which you are submitting with your application
- funding is not provided for building or renovating swimming pools, for which there is a separate Local Authority Swimming Pool Programme managed by this Department
- funding is not provided for sports facilities in Gaeltacht areas. You should apply to the Department of Community, Rural and Gaeltacht Affairs, Furbo, Co. Galway for such funding
- funding is not provided for the purchase of premises, sites or personal equipment
- applicants should note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria does not guarantee funding
- if you submit false or fraudulent documentation or purposefully supplying misleading statements or information to the Department, we will disqualify your application and bar you from applying for future funding

2. Common pitfalls

Every year several hundred applications are ruled invalid because they do not comply with the terms and conditions of the Programme. Below are some of the most common pitfalls that you should ensure that your application avoids:

1. failure to show evidence of title – freehold or leasehold of sufficient length
2. failure to demonstrate the required level of own funding, or miscalculation of the level of own funding required

3. failure to submit appropriate supporting documentation e.g. quotes (or referring to documents submitted in previous years)
4. failure to submit feasibility studies (for projects with a total cost of more than €600,000)

3. Who may apply for funding?

We will accept applications from, or on behalf of:

- voluntary and community organisations, including sports clubs
- national governing bodies of sport and third level education institutions, where it is shown that the proposed facility will contribute to the regional and/or national sporting infrastructure
- schools*, local authorities and VECs providing community sports facilities

We will not accept applications from, or on behalf of, wholly commercial organisations

* Note on school applications

Note that primary and post-primary schools may only apply for funding **jointly** with local sports clubs or community groups and must:

- show a clear need for the proposed sports facility in the area
- show how the proposed facility will meet that need
- provide copies of formal legal agreements (e.g. a licence agreement between school and club(s) - please refer to your solicitor for further information) that will allow local clubs and/or the local community to use the proposed facilities for at least 30 hours a week throughout the year when it is not being used by the school itself

Other elements that would strengthen a joint school/club application include a joint board of management and/or a joint bank account for the grant aided facility

4. What projects can be funded?

Projects must be of a capital nature and must be directly related to the provision of sporting or physical recreation facilities. This means that the project must involve:

- improving or building an asset; or
- buying non-personal sports equipment that will be used for at least five years.

The Programme does not provide grants towards buying sites, premises, or personal equipment such as sports kits, gloves, rackets/bats, shoes, protective clothing etc.

Note on Tax Relief for Donations to Certain Sports Bodies scheme

There is a separate scheme which allows sports bodies, approved by the Department, to claim tax relief on donations to offset the costs of a sports capital project. The buying of

sites and premises is eligible under that scheme, as well as construction and development works and the repayment of loans.

Further details and the application form for that scheme can be downloaded from the Department's website, www.dast.gov.ie, by contacting the Department on LoCall 1890 273000 ext 7317 or from the Revenue Commissioner's website www.revenue.ie.

5. What level of funding does the Department provide?

The minimum grant allocated under this programme will be €2,000.

You must make a minimum contribution to the total cost of your project and provide proof with your application that you have this funding in place. You should therefore be realistic about the scale and cost of your project and the amount of funding you are seeking from the Programme.

The level of 'own funding' you must provide depends on whether your proposed facility will be classified as local, regional or national and whether it will be located in a disadvantaged area (see page 8 for further information about disadvantaged areas).

Facility	Minimum own funding in place
Local	30% of the total cost of project
Local (disadvantaged rural area) CLAR	20% of the total cost of project
Local (disadvantaged urban area) RAPID/LDTF	10% of the total cost of project
Regional or national	Depends on the scale of the proposed facility

Please note that these are only the minimum requirements. When we are assessing applications and recommending projects for funding, we give a higher rating to those that show they can provide a significant level of own funding. You should therefore contribute as much funding as you can towards your project.

In the case of larger projects it may not be possible to fund all elements in a single round of the Programme. In these cases we recommend that applicants break down their project into smaller elements that can be funded in a single year. In the absence of such a break down it may not be possible to fund a project at all.

If your project has already been allocated a grant from another state-funded source, you must still provide at least 5% of the total cost of the project from your own funds.

You must provide evidence of your own funding in one or both of the formats below (no other forms of evidence of own funding, such as letters from benefactors or clubs accounts or future fundraising estimates, are acceptable):

- a statement from within the last three months from a financial institution.

- If the level of own funding includes a loan, you must confirm this with a letter from the financial institution involved indicating the amount of the loan and that it is not conditional on a grant allocation being approved. An example of a suitable loan offer letter is included in Appendix 2 of these guidelines. You must either have this letter completed, signed and stamped by your financial institution or provide a letter from your financial institution containing the information sought in the sample letter.

6. How to apply

You can submit your application in two ways: online on the Department's website, or by typing or filling in the written (i.e. paper based) application form.

Online applications

You can access the online application form by registering on the Department's website, www.dast.gov.ie. Once you register, you can enter the information on the application form, save it and return to it and make changes as you go along. When you are ready, you can submit the completed form directly to the Department by clicking a button. However, you must still print and post to the Department a signed copy of your online application form, along with all supporting documents required, to arrive by the closing date for the Programme. **In the case of applications fully completed and submitted online the deadline is 5.00pm on Friday 7 March 2008.**

Paper Based Applications

If you would prefer to type or fill in the application form by hand, you can:

- Download and save a form, in MS Word format, from our website onto your computer which you can fill in using MS Word; or
- print a form, in PDF format, from our website which you can fill in by hand; or
- request that we send you a form by contacting us at:

**Sports Capital Unit
Department of Arts, Sport and Tourism
Fossa
Killarney
Co. Kerry**

Email: sportsunit1@dast.gov.ie

LoCall: 1890 273000 / extns 7372, 7338, 7304 and 7369

It is vital that you use the 2008 Sports Capital Programme application form, sign it and include your supporting documents before returning it to us by the closing date. We will not accept completed forms by fax or by email as your signature is required, nor do we accept forms for a previous year's Programme.

Make sure you keep a copy of your completed application form and supporting documents for your own records.

Written or typed applications, including supporting documentation, must reach us no later than 5.00pm on Friday 29 February 2008.

7. How the Department assesses applications

We will only fund projects that are sporting in nature. To determine if a project is sporting we use the definition of sport used by the Irish Sports Council:

“Competitive sport means all forms of physical activity which, through organised participation, aim at expressing or improving physical fitness and at obtaining improved results in competition at all levels. Recreational sport means all forms of physical activity which, through casual or regular participation, aim at expressing or improving physical fitness and mental well-being and at forming social relationships”

Our Assessment Criteria

When assessing applications we use a number of criteria, some of which are more important than others. We score each application according to how well it meets these criteria and then rank it in order of priority within its own county. The Minister makes the final decision in relation to each application.

It is vital that you show that you have thoroughly researched your project and explain it fully in your application. Your application will be assessed and scored on the following criteria:

- whether the project aims to increase active participation in sport and/or improve standards of sports performance in line with clearly stated targets. In particular, we will prioritise facilities in disadvantaged areas and those that will help promote and enhance female participation in sport. In the assessment process the guiding principle is that priority will be given to the facilities closest to actual participation in sport. In this regard bar facilities, landscaping and car parks will not be funded under the Programme.
- whether you have provided evidence that the project is located in a disadvantaged area and meets a need for sporting facilities in the area.
- whether you have provided the following: evidence of title to the project site; evidence of planning permission applied for or in place; drawings/specifications for the project; and accurate costings for each element of the project.
- whether the project is realistic in terms of scale, costs and grant assistance sought.
- whether you have shown that you have a proven history of fund-raising and have a good level of own funding which will allow you to finish the project within a realistic timeframe.

- whether you have provided evidence of "own funding" towards the project (see section 5 for further details).
- whether your application includes realistic projections of income from the proposed facility that will be used to maintain it when it is finished.
- whether the project has a high priority in relation to your existing facilities.
- whether there is already a good level of similar sporting facilities in the area.
- whether your application includes details and evidence of consultation with other clubs, community groups, schools and the local authority, especially those that will use the facility (see note on consultation below).
- whether your application clearly explains how you will attract socially excluded people to use the facility.
- whether the project fits in with the priorities for your sport as identified by your sport's national governing body (for regional or national-level projects only).
- Clubs that can prove that local schools have access to their facilities will also be looked upon more favourably.

Applicants should note that funding is limited and that this is a competitive process. Simply meeting the minimum criteria and scoring under each of the headings above does not guarantee funding.

While assessing projects, we may consult with other government departments, local authorities, the Irish Sports Council and national governing bodies of sport, particularly in relation to regional and national projects.

In applying the assessment criteria, we aim for a good spread of funding between:

- different geographical areas of the country;
- a wide range of sports; and
- different community groups.

If your application is successful, we will write to you to say that you have been **provisionally** allocated funding. You will then have to meet a number of requirements and conditions before your funding can be formally confirmed (see section 9 for further details).

Note on Consultation

Before sending us your application, you should consult with your local authority and other clubs, schools or community groups with sports facilities in your area. This will allow you to confirm in your application that your proposed facility does not overlap with or duplicate the services provided by another facility in the same area. You should also provide evidence with your application of any groups that will commit to using your facility if it is provided. This should be done by way of current letters of support from local groups that will use your proposed facility.

If you are applying as a sporting organisation to develop a regional or national project, you must confirm with the national governing body (NGB) of your sport that your proposal fits in with its priorities and provide evidence of this with your application.

Projects in Disadvantaged Areas

Disadvantaged areas are those that have been designated by Government for special support through the RAPID, Local Drugs Task Force (LDTF) and CLÁR Programmes. These are all managed by the Department of Community, Rural and Gaeltacht Affairs (DCRGA). Contact details are at Appendix 1.

If your project is in an area supported by the **RAPID** programme:

- you must include written confirmation from your local RAPID co-ordinator that your facility is located in or serves the community in a RAPID area; and
- you should also submit details of your project to your local RAPID Area Implementation Team (AIT) for approval and include written confirmation of the endorsement you receive from them with your application, as this will improve your application's chances and may qualify it for top-up funding from DCRGA if it is successful. Top-up funding will not be paid to projects receiving endorsement after the announcement of allocations under the programme.
- for projects outside a RAPID area but serving the area, endorsement by the local RAPID AIT and by the City/County Development Board is required.

If your project is in an area supported by the **CLÁR** Programme:

- you must include written confirmation from your local authority of the name and number of the Electoral Division (ED) in which your proposed facility will be located. [The list of CLÁR EDs is available on the Department of Arts, Sport and Tourism website (www.dast.gov.ie) and on the DCRGA website (www.pobail.ie)] CLÁR area projects that are provisionally allocated funding under the Sports Capital Programme may also qualify for top-up funding from DCRGA.

If your project is in a **Local Drugs Task Force (LDTF)** area:

- you must include written confirmation from your local drugs task force co-ordinator endorsed by the LDTF (Note that LDTFs are located in parts of Dublin, Cork and Bray only).

If you do not enclose the required confirmation with your application that your project is in a disadvantaged area, as outlined above, you will not receive any credit when we are assessing and scoring your application.

8. Minimum requirements of applications

We will only consider applications and projects which meet certain minimum requirements, as listed below, so please read this section very carefully before sending us your application. If your application fails to meet any of these requirements, we can disqualify it.

- **Paper based** applications (and all supporting documentation) must reach the Department by the closing date of 5.00pm on Friday 29 February 2008.
- **Online** applications (and all supporting documentation) must reach the Department by the closing date of 5.00pm on Friday 7 March 2008.
- Applications must be submitted on the 2008 application form only.
- Applications must include the following:
 - evidence of non-discrimination on the grounds of sex, religion, ethnic origin etc. (for example, a statement of your policy)
 - evidence that you have the minimum amount of 'own funding' available towards your project, as specified in section 5 of these guidelines
 - a solicitor's letter stating that you either own the site or premises for the proposed facility or that you hold it under a lease. The lease must be for at least 22 years, with at least 15 years remaining (this is not applicable if you are applying for sports equipment only). The solicitor should also confirm that the title is capable of supporting a charge.
 - evidence that you have applied to your local authority for planning permission, if needed for the facility, or that you have received it. If you do not require planning permission you must provide confirmation of same from your local authority or technical supervisor (architect or engineer).
 - quotations or pre-tender estimates for your project.
- In addition, if you expect the facility to cost **more than €600,000**, your application must include a feasibility study, carried out at your own expense. The report must include details of the:
 - proposed location of the facility;
 - population of the surrounding area;
 - mix of sports to be played at the facility;
 - existing facilities in the area;
 - plan for managing the facility; and
 - overall financial plan for the facility.

9. What happens if your application is successful?

Work commenced or equipment purchased before the Minister announces allocations will not be eligible for funding.

If your application is successful, we will write to tell you that you have been granted provisional funding and inform you of the conditions you must meet to secure formal approval. **You should not sign any contracts or start any work on the facility until we have issued formal approval.**

Conditions for all Projects

You must make sure that your project starts promptly and that a good deal of the work is completed within 18 months of grant allocation. If there is a delay in the project, you must tell us within 6 months of grant allocation. If you do not tell us this, we may withdraw the grant without further notice.

You must send us copies of at least three quotations or tenders for each aspect of the works being funded.

You must supply valid tax clearance or C2 certificates for any contractor/supplier supplying more than €10,000 worth of goods or services to your grant aided project. It is your duty to make sure these certificates are updated throughout the project and that they are valid until the project is completed. We can request details of the current tax clearance of contractors at any time during the contract stage.

Your grant-aided facility must display a sign stating that it has been funded by proceeds of the National Lottery. We will send you an application form to obtain a sign from the National Lottery.

Depending on the size of the project, we may require you to employ an architect or consultant to prepare drawings and schedules of the work and/or to offer technical supervision.

Your project must comply with the Building Regulations 1997 and the Safety, Health and Welfare at Work Construction Regulations, 1995.

Your facility must be accessible to people with disabilities. Advice on how to make facilities accessible can be obtained from the National Disabilities Authority, 25 Clyde Rd. Dublin 4 ph: (01) 6080400 or www.nda.ie.

You must insure the completed facility against fire and all other insurable risks. The insurance should provide cover for the full reinstatement value of the facility and for professional fees. You will also have to take out and maintain satisfactory public liability insurance to cover users and the general public.

You must get planning permission, a fire safety certificate and commencement notice, if required. You will need to pay any costs associated with these.

You will have to confirm that the local community can use the facility.

You must make sure that the completed facility is managed and maintained properly. From time to time, we may ask you to give us details of the facility and how it is being used.

Projects Allocated Grants of €150,000 or less

If your grant is for less than €10,000, **you must confirm that your own tax affairs are in order** and supply us with your tax reference number and details of the tax district dealing with your affairs.

You will also have to sign a declaration saying that the Department's financial interest in the facility or equipment will be protected and that you will refund the grant if the facility ceases to operate or if its use changes. If your grant is for €10,000 or more you must have this declaration witnessed by a peace commissioner, commissioner for oaths or a solicitor

If your grant is for €10,000 or more, **you must also have a current tax clearance certificate at all times during payment of your grant.**

Projects Allocated Grants of More than €150,000

In addition to the tax requirements above, if you are allocated a grant of more than €150,000, including RAPID or CLÁR top-ups, or if the total value of grants that you have been allocated under the Sports Capital Programme over the years adds up to more than €150,000, you must agree to sign a Deed of Covenant and Charge.

Upon receipt of your provisional allocation you should immediately send us a letter from your solicitor confirming the following:

- that the solicitor acts for the grantees
- that the title of the site is held by the grantees either freehold or if leasehold with an original term of at least 22 years with no less than 15 years unexpired (this is not applicable if you are applying for sports equipment only);
- that the title is capable of supporting a legal charge
- any other borrowings and whether an inter lender priority agreement is required

The Deed, which registers a legal charge over the grant-aided facility, is your guarantee to us that the facility will be used for the purpose you have stated in your application. If the facility ceases to be used for this purpose, we can demand that you repay the sports capital grant, as well as any top-up grants allocated by the DCRGA under the RAPID or CLÁR schemes. **We can only begin to pay your grant when this Deed is finalised and validly signed by representatives of your organisation and of the Department.**

The Office of the Chief State Solicitor (CSSO) will prepare the Deed of Covenant and Charge on our behalf in association with your solicitor. You will be charged €400 as a contribution towards the cost of the services of the CSSO.

To avoid delays, make sure that your title to the property where the facility is located is in order. If the property is held by trustees, it is essential that it is legally vested in the current trustees with all necessary powers so the Deed can be put into effect and grant payments made to you.

In addition to the tax and Deed requirements above, if you are allocated a grant of more than €150,000, the Office of Public Works (OPW), which acts as our technical advisor, must approve the project early in the design stage and will monitor progress on the facility, including inspecting site works in certain cases.

The table below outlines the various stages at which you will have to give us details and documents relating to the project.

Phase/Stage	Details Required
1. Preliminary design	Site plan, outline drawing, cost plan, letters of appointment of consultants
2. Contract document	Drawings and specifications, Bill of Quantities, tender documents, copies of planning documents
3. Tender	Copies of all tenders received
4. Construction	Certificates for payment and copies of receipts
5. Completion	Copy of Architect's Opinion on Compliance with Planning and Building Regulations

We must approve the details and documents you provide in the first three stages before we can give formal grant approval.

We may contribute towards professional fees (other than those towards the cost of the CSSO's services - see above) where a grant of €150,000 or more has been allocated.

Projects with Construction Costs of More than €150,000

If your project involves construction work costing more than €150,000, the building contractors you intend to use will have to secure a contract guarantee bond before you award them the contract.

Projects being Assisted from Government-Funded Work Schemes

If your project will be assisted by Government-funded work schemes, such as FÁS or Community Employment, you must provide certificates to state that only labour is provided. You must buy all materials from registered retailers and suppliers if you wish to receive funding under the Sports Capital Programme.

Voluntary labour

Voluntary labour can be used on local projects where you can demonstrate that this will result in a cost saving. In such cases, we will only pay out for the vouched cost of the materials used when we receive certification from your architect or engineer that:

- those materials (to a maximum value of €50,000) have been used on the project;
- the work has been satisfactorily completed; and
- the work was undertaken on a voluntary basis for no payment.

10. How are grants paid?

We pay grants in stages as your project proceeds by reimbursing your costs when you submit original, paid, valid invoices or certificates of payment (certified by your technical supervisor ie architect or engineer) to us. **Copies of invoices or certificates of payment are not acceptable.** We can request invoices, in addition to certificates of payment, if deemed necessary.

For a facility located in a LDTF and RAPID disadvantaged areas, we pay 90% of the value of valid invoices and certificates. For facilities in CLÁR areas we pay 80% of valid invoices and certificates. In all other areas we pay 70%.

We will only reimburse you for works for which we approved as part of your grant.

You should set up a separate bank account for lodgement of grant payments under the Sports Capital Programme. As all payments will be made by electronic funds transfer we will require the name of this bank account, account number and sort code.

We will pay €2,000 or 20% - whichever is greater - of your grant at a time. You should make sure that the value of the invoices or certificates of payment you are submitting to us is sufficient before requesting the minimum payment from the Department.

Retention

We will reserve 5% retention of the grant until we receive the following:

1. a photograph of the sign stating that this projects has been funded by proceeds of the National Lottery prominently displayed (not applicable for equipment grants)
2. Confirmation from your solicitor that the Deed of Covenant and Charge has been registered with the Property Registration Authority (see section 9 re projects receiving more than €150,000)
3. If you are receiving more than €150,000 confirmation from your technical supervisor that the facility has been satisfactorily completed in all respects and that the Defects Liability Period of the project has expired and that all matters are in order.

11. How the Department monitors projects

Along with our requirement that you only provide original, paid, valid invoices and/or certificates of payment, we monitor projects by requiring that you:

- submit at least three tenders for each aspect of the works funded by the Programme;
- return a signed acknowledgement form after you receive each payment before you can apply for another payment; and
- keep all documents relating to your project for at least three years after the facility is completed.

Representatives from the Department may also inspect your facility at any time while it is being built and/or when it is finished.

12. Freedom of Information Act

Under the Freedom of Information Acts, 1997 and 2003, we may release details contained in applications and supporting documents, on request, to third parties. If there is information contained in your application which is sensitive, please identify it to us and explain why it should not be disclosed. If we are asked for sensitive information, we will consult you before making a decision. However, if you do not identify any information as sensitive and provide supporting reasons, we will disclose it without any consultation with you.

IMPORTANT

If you submit false or fraudulent documentation or be purposefully misleading the Department in any way, we will withdraw the grant and bar you from applying for future funding.

We, the Department of Arts, Sport and Tourism, reserve the right to take legal action if you use fraud to claim grant payments, including any top-up grants from the Department of Community, Rural and Gaeltacht Affairs.

These guidelines are for the current (2008) round of the Sports Capital Programme only and may change from time to time for future rounds.

We will acknowledge receipt of all applications as soon as possible after the closing date. If you have not received an acknowledgement by 31 March 2008, you should write to the Department at the address on page 5, enclosing evidence of having posted your application form in time to reach us by the closing date.

Our acknowledgement of receipt of your application does not mean that it is valid. It is your responsibility to make sure that your form is complete and that you have included all the required supporting documents.

13. Appendix 1: Contact details

For further information on the **RAPID** Programme contact your local RAPID Co-ordinator. A list of RAPID area Co-ordinators is available from Pobal, the company that manages the RAPID Programme for the Department of Community, Rural and Gaeltacht Affairs.

Pobal
Holbrook House
Hollis Street
Dublin 2

Telephone: (01) 240 0700
(01) 470 3703

Website: www.pobal.ie

For further information on the **CLÁR** Programme contact.

Department of Community, Rural and Gaeltacht Affairs
CLÁR Section
Teeling Street
Tubbercurry
Co. Sligo

Telephone: (071) 9186700
E-mail: eolas@pobail.ie

Website: www.pobail.ie/en/RAPIDandCLR/

Contact the Register of Elections section of your local authority to identify the Electoral Division (ED) in which your project is located. Then contact the CLÁR Section to check if the ED is included in the Programme.

Local Drugs Task Forces (LDTF) are only located in parts of Dublin, Cork and Bray. For further information contact.

National Drugs Strategy Team
4/5 Harcourt Road
Dublin 2

Telephone: (01) 475 4120

Website: www.pobail.ie/en/NationalDrugsStrategy

14. Appendix 2: Sample loan offer letter

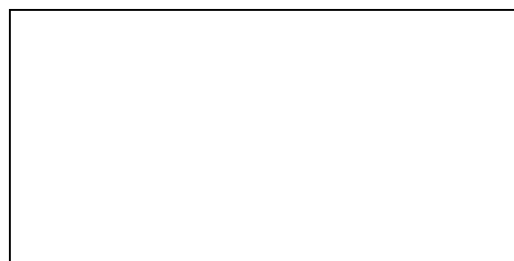
This form to be filled out and stamped by your financial institution

Name of club/organisation	
What is the amount of the loan?	
What is the purpose of this loan?	
Is the granting of the loan dependent on the club receiving a grant from the Department of Arts Sport and Tourism?	
Has the club any other loans outstanding from this financial institution?	
What term is the proposed loan?	
What are the monthly repayments?	
Is loan fully approved or approved in principle?	
When will loan be available for drawdown?	

Please print name

Signature

Job Title



Financial Institution Stamp