



Comhairle Chontae Chill Chainnigh  
Kilkenny County Council



Geilleagar na hOíche  
Night Time Economy



An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

# Kilkenny County Council

## Night Time Economy Diversification Grant 2024

### Guidance Note

#### Call 1

**Opening Date: Monday 29<sup>th</sup> April**

**Closing Date: Friday 24<sup>th</sup> May at 4pm**

Return completed applications to:

**[ntefund@kilkennycoco.ie](mailto:ntefund@kilkennycoco.ie)**

Queries to Conor Sweeney, Night Time Economy Advisor, Kilkenny County  
Council

Telephone: 056 7794355 or Email: **[ntefund@kilkennycoco.ie](mailto:ntefund@kilkennycoco.ie)**

An independent assessment panel will award funding on a competitive basis; therefore, all applications submitted must be accompanied by comprehensive supporting information. If you do not provide the relevant documentation we will consider your application ineligible.

## **Kilkenny City Night Time Economy Diversification Grant**

### **(Call 1)**

Kilkenny County Council is seeking proposals from local businesses, community groups, event organisers, collaborators and individuals to develop projects that will support the growth and diversity of the night time economy in Kilkenny City. This fund will support applicants who wish to try new and exciting concepts after 6pm between Sunday and Thursday that can support the diversification of our night time economy. Call 1 will support events that take place between 9<sup>th</sup> June and 29<sup>th</sup> August 2024. A second funding call will open in July that will support events between 1<sup>st</sup> September and 31<sup>st</sup> December

#### **Overview:**

The Night Time Economy refers to the diverse social, cultural and economic activity occurring during specified evening and night time hours. It balances the needs of the inter related communities that co-exist to bring it to life and create a special sense of shared place Kilkenny City has been selected as one of nine pilot towns and cities that has prepared an action plan setting out a range of interventions to support the coordinated development of our night time economy. A key action under the Kilkenny City Night Time Economy Action Plan is the establishment of a grant funding scheme to support night time activities and events. The purpose of this funding scheme is to encourage collaboration and facilitate a greater variety of offerings and experiences at night for residents, workers, and visitors.

#### **Features of the scheme:**

- A minimum grant of €500 and a maximum grant of €3,000 will be available to successful applicants
- The proposed event/initiative must take place between Sunday and Thursday after 6pm in Kilkenny City
- The proposed event/initiative must take place between the dates of 9<sup>th</sup> June and 29<sup>th</sup> August
- Events which can be funded include but not limited to, late evening or night tours, live music, live DJ, dancing (performative or participatory!), exhibitions, poetry readings, comedy shows (Stand up, sketch or improvisation), theatre, film, live podcasts, storytelling, classes, wellbeing initiatives, light shows and historical themed events

- Working with new partners is encouraged to attract new audiences and inspire new uses of existing spaces in the community for late night artists and cultural communities.
- Applications for amounts greater than €3,000 will be considered if a multi partner application is proposed that demonstrates a unique and collaborative approach that wishes to roll out a prolonged and/or more ambitious programme of events. These will be assessed on a case by case basis in the context of available funding; additional funding is not guaranteed and the above principles apply
- Grant payments will be made on the basis of paid invoices and receipts submitted and only for the proposed expenditure submitted on the original application form. Cash payments to suppliers are not permitted.
- All successful Grantees are also required to carry out a participant/ visitor survey. This data will help Kilkenny County Council evaluate the success of the pilot and will assist in gaining valuable insights into who is attending the late night events, the number of attendees and their overall experience of the events/initiative.
- All successful Grantees will be required to fill out an evaluation questionnaire in relation to this scheme when drawing down funds. This will allow the Kilkenny County Council to evaluate the effectiveness of the funding and also to gain learnings from the pilot.
- Programmes must be advertised locally through various channels to ensure maximum visibility. Kilkenny County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's support must be acknowledged in public advertising. Logos will be provided to successful applicants

#### **Timeline of the scheme:**

Call 1 opened on 29<sup>th</sup> April and the closing date for applications is 4pm on Friday 24<sup>th</sup> May. Successful applicants will be notified at the start of June. All funds must be drawn down within 2 weeks of the event completion.

#### **Who can apply?**

- A business, community, sporting, tourism, cultural or heritage organisation
- An individual artist, band, producer, or promoter.
- Collaborative Groups
- **Licensed premises** - pubs, restaurants and wine bars, nightclubs and other suitable licensed premises that operate in the Evening and Night-Time Economy, who want to trial an event or series of events/cultural activities during off peak times from Sunday to Thursday from 6pm onwards.
- **Unlicensed premises** – cafés, including cafés that may have their premises in a retail outlet, dry bars, local galleries and visitor attractions and other suitable non-licensed premises, who want to trial an event or series of events/cultural activities during off peak times from Sunday to Thursday from 6pm onwards.

- Festival promoters who wish to incorporate a distinct evening or night time offering to their programme

**Eligible Funding:**

- Venue hire (in instances where the applicant doesn't have the use or ownership of their own venue)
- Artist's, performers, guides fees/costs etc. (artists/performers must be paid)
- Security Costs
- Event insurance
- Set up/staging costs
- AV Costs and equipment hire
- Photography, Marketing and Advertising Costs
- Costs related to carrying out a visitor survey/exhibition survey (See Appendix B Form
- Subsidised entrance fee or ticket fee for the event or initiative (if the activity is of a commercial nature)

**Ineligible funding:**

- Cost incurred before the awarding of the grant
- purchase of equipment
- purchase of musical instruments
- local authority rates
- staff costs or additional staffing costs for later openings
- Accommodation
- legal and accountancy fees
- annual insurance costs (with the exception of per event insurance)
- food and beverages

**Amount of Grant Available**

**The scheme will provide up to 90% of funding for the event(s) or initiative. The minimum grant award is €500 and the maximum grant award is €3,000**

## How will the decision on funding be made?

Grant applications will be assessed using the following criteria:

Project Merit	Overall Impact	Viability	Sustainability & Accessibility focus
How the proposal addresses the intended objectives of the funding scheme. Applicants should demonstrate how their proposed projects will support the growth and diversification of the night time economy.	The applicant should indicate how the proposed project will address a compelling need, opportunity or demand in the local night time economy.  Applicants should also indicate the potential economic benefits of their proposed project, for example – impact on business turnover, the number of new customers/visitors created	The applicant should indicate their experience and capacity to undertake the project and the extent to which the proposed budgets and project plans are cost effective and realistic for the delivery of the intended project outcomes  The applicant should also outline the longer term potential for their event/project or initiative.	The applicant should indicate how support for their project will contribute to Kilkenny City’s vision for a diverse, sustainable and accessible night life.
30%	30%	25%	15%

### Funding Conditions:

1. Grant payments will be made on the basis of paid invoices and receipts submitted along with proof of payment and only for the proposed expenditure submitted on the original application form and subsequently approved in the letter of offer. Cash payments to suppliers are not permitted.
2. Only one application for this Scheme per individual/venue/business will be considered and the event must take place in Kilkenny City
3. Grant funding should not be used as top-up or substitute funding for existing events. Groups & Organisations already in receipt of funding from Kilkenny County Council or other funding agencies will need to declare this and demonstrate that the activity proposed under this scheme is separate and distinct. Proposals that include activities that have already started or are completed outside of the timeframes specified are not eligible for funding.
4. Please note your project or event cannot commence until you have been notified as to whether you are successful. This should be factored into the timeline for your event(s). Kilkenny County Council will not retrospectively fund and take no responsibility for proposed projects that have not been awarded funding by due process.

5. All applicants must provide a **minimum of 10% funding** towards their project / undertaking.
6. The grant award must be drawn down no later than two weeks after the event has completed. The funding will only be paid to the applicant body (not a sub-contractor(s) of the applicant)
7. Where a grant is allocated for a specific event / project Kilkenny County Council will not be responsible for the insurance of that event / project. The organisers must ensure that adequate insurance is in place prior to the commencement of any event / project.
8. It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your project are secured.
9. If your application is successful, evidence of appropriate public liability must be provided. Organisers will also be asked to indemnify Kilkenny County Council on their public liability insurance.
10. If applicants intend to work with children and young people, evidence will be requested if successful of having an up to date child protection policy or the child protection policy of your partner organisation.
11. If the event or project is altered, postponed or cancelled – in whole or in part – the Kilkenny County Councils Night Time Economy Advisor, Conor Sweeney, must be contacted in order to discuss the matter.
12. Kilkenny County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media must be acknowledged on all publicity, press and marketing material, websites and social media outlets produced in connection with the undertaking or event. Logos will be sent to all successful applicants
13. Copies of all such material produced must be sent to the Night Time Economy Advisor in advance of the event and included as part of the Evaluation Report.
14. Selection of projects/events will be made through the appointment of an independent assessment panel and scored on the criteria outlined in the guidance note

### **Appeals:**

An appeal may be made by an applicant to [conor.sweeney@kilkennycoco.ie](mailto:conor.sweeney@kilkennycoco.ie) if they are not satisfied with the outcome of their application. An appeal must be made within 5 working days of the date of the decision letter/email. The appeal will be reviewed independently and on completion of the review, a decision will issue to the applicant.

### **Payment Conditions:**

Successful applicants will receive a Letter of Offer along with an acceptance slip. This will form the contract between Kilkenny County Council and the organiser/lead applicant and will detail all conditions and requirements which will include all health and safety requirements by you if appropriate, guidance on GDPR imagery that identifies a person in your images and

correct consent forms returned. Full details of all conditions will be emailed to successful applicants.

**In order to receive payment, the successful applicant must provide the following:**

- A completed Kilkenny County Council “supplier set up form” with tax registration certification and copy of your bank statement header.
- Evidence that project/initiative/event has taken place (e.g. photographic evidence, MAX 5, high quality jpeg images must be supplied, copies of press features and evidence that on ALL publicity material about your project acknowledge Kilkenny County Council and Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media with the logos clearly visible, appear and are acknowledged on all print materials, interviews, films produced and social media postings – (Logos will be supplied to you if successful).
- Receipts for ALL PAYMENTS applicable to the funding approved in the letter of offer. Cash payments to suppliers are not permitted.
- Payment will be made by Electronic Fund Transfer (EFT) only.
- Failure to return the required report and related receipts will forfeit the grant.

