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**Application Pack**

**Grant Scheme 2017**

* **Festival Grants**
* **Community Tourism Venue**

**Opening Date: 16th December 2016**

**Closing Date: 20th January 2017**

**Fostering & Focusing Partnerships in Economic Development**

Carlow County Council has provided funding for festival organisers to aid with the development and promotion of events in Carlow during 2017. The fund also covers community led tourism venues. This grant scheme aims to promote and support local festivals and to support and assist those events that have a tourism, cultural/artistic or community focus.

To apply for this funding please fill out the application form and financial template and return to enterprise@carlowcoco.ie or via post to the Local Enterprise Office on or before 20th January 2017.

**PLEASE READ THE FOLLOWING PRIOR TO COMPLETION OF THE FORM**

* All applications must fill in Part A
* If you are a festival/event you must complete sections B , C , D , E , F
* If you are a community Tourism Venue then you should complete G

**PLEASE NOTE:**

1. **This scheme is for Community led projects only. Commercial for profit organisations are not eligible to apply.**
2. **Sporting organisations / events are not eligible under this scheme.**
3. **St. Patricks Day Events & Activities are not eligible under this scheme**

The maximum funding to any one organisation/event is €15,000. Given that the requests for funding will likely exceed the available funds applications should ensure the application is completed fully.

Please note as this is the second year of the scheme, compliance with the previous years terms and conditions of the scheme and performance will be taken into consideration in evaluation of any potential application.

Explicit recognition must be given to Carlow County Council in any promotional material associated with the Project and all applications must comply with the policy in respect of approved accommodation promotion.

Guidance on any element of the application can be given by calling Kieran Comerford on kcomerford@carlowcoco.ie or by calling 059/9129783

Part A: Contact Details

Name of Organisation:

Name of Event:

Name of Venue:

Contact Address:

Secretary/ Contact Person:

Contact Number:

Mobile Number:

E-mail:

Contact Person 2:

Contact Number

Mobile Number:

E-mail

**Part B: Festival Event / Details / Impact**

Name and Location of Festival/Event:

Brief Description of the proposed Festival/Event:

Describe the anticipated economic/social/community impact:

Who will be involved in the organization of the Festival/Event?

What is the confirmed date of your festival/event for 2017?

Do you have a festival/event website?

Please attach the details of your proposed event/festival programme

Please attach an outline of your marketing activity for your proposed event/festival.

**Part C: Your Structure**

Are you a company structure? Yes / No

If no skip to next section

If you are a Company Structure who is your:

Company Secretary:

Board Members:

Auditors:

In the case of a company please provide your last set of filed financial statements and a set of management accounts/cashflow for the period from your last accounts to December 2016.

**Part D: Funding**

How much are you requesting from the Festival/Events Assistance Scheme?

What specifically will the funding be used towards?

Are you applying for funding from any other sources? Yes No

**(Note: no double funding from Carlow County Council is allowed)**

If yes, please give details

Source Amount

If no, please indicate how you intend to fund the balance of your costs

Source Amount

What % of your costs are funded via public funds ?

**Part E: Specific Projects Costs for Grant**

Please provide details of proposed costs associated with the project

**Item Cost**

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**Total Cost** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Part F: Visitor numbers/participation

How many visitors are expected to attend this year?

How many visitors attended/participated in the event last year?

Domestic Visitor Target:

International Visitor Target:

###### Describe the level of community participation in the event ­?

**Part G: Venue & Operation Details**

Name and Location of Venue:

USP of Venue:

Describe the anticipated economic/social/ community impact:

Number of Visitors per year?

Counting methodology?

What marketing do you do for your venue?

Who will be involved in the operation of the venue?

**Part H: Financial Data**

How is your venue funded?

What level of funding do you require?

What will the funding be used towards?

**Explicit recognition must be given to Carlow County Council in any promotional material associated with the Project.**

###### Disclaimer

Carlow County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Carlow County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation’s position.

Signed on behalf of the applicant organisation:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CAPITALS)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Groups must fully complete and submit the **Festival/Event & Tourism Venue Application Form** to the Local Enterprise Office
* Successful groups will receive a **Letter of Offer** and **Grant Agreement**
* The successful group must fully complete and return the **Signed Grant Agreement** to Carlow County Council which will constitute a contract with the Council;
* **All groups must be in line with Council policy in respect of Tourism Promotion i.e. that only approved accommodation is promoted and utilised as part of its organisations marketing and expenditure associated with the grant.**
* Any organisation assisted under the Scheme must indemnify and continue to indemnify Carlow County Council against any claim

Payment terms will be outlined in the Letter of Officer and will be subject to the following:

* On completion of the project, recipients must provide a **full project report**;
* A **statement of income & expenditure** (Statement of Accounts) must be submitted on completion of the project

Any unspent grant monies **must** be returned to Carlow County Council.

* **Groups must have a bank account into which the grant will be paid;**
* No double-funding from Carlow County Council or other state sources will be allowed
* Groups may choose to combine this scheme with other sources of grant aid. However, the scheme will not become a substitute for existing funding.
* Assistance is provided on a once-off basis. Organizations may apply for and receive assistance each year.
* Receipt of a grant in one year does not automatically guarantee grant-aid during the following year
* All funded activities must be located within the County of Carlow.
* Successful applicants will be expected to collect visitor/tourism data as part of their submission.
* **Explicit recognition must be given to Carlow County Council in any promotional material associated with the Project – copy of documentation depicting recognition – must be submitted with the final project report.**

**All applications must be made on the official application form and submitted to the Carlow County Councils – Local Enterprise Office**

Failure to comply with these criteria will also be taken into account when adjudicating on a subsequent application for grant aid from your group / organisation the following year.

**Completed application form to be returned no later than 20th January 2017**

**Please mark your envelope clearly as**

Festivals, Event & Venue Grant Scheme

Local Enterprise Office

Carlow County Council

Enterprise House

O’Brien Road

Carlow