



Comhairle Contae Thiobraid Árann
Tipperary County Council

Tipperary Festivals & Events Grant Scheme 2018

APPLICATION FORM

Category- PREMIER

Closing Date for applications- Wednesday 6th December 2017 at 12 noon

- This is a new competitive funding scheme. Festivals and Events can only receive funding for 2018 if they have made an application under this scheme
- The maximum amount which can be applied for under this category is **€30,000 per annum**
- If a three year strategic plan is not yet in place applicants must demonstrate that the process is under way and a three year plan must be submitted by June 2018.
- This is an application for funding for a three-year period. (The same amount will be allocated each year over three years).
- Applications to this strand will only be accepted from festivals/events which have run a minimum of three festivals/events.

Name of Festival/Event: _____

Dates of Festival/Event in 2018: _____

Please tick (or place an X) to indicate in which Municipal District your festival/event takes place:

| | |
|-----------------------------|--------------------------|
| Nenagh District | <input type="checkbox"/> |
| Templemore-Thurles District | <input type="checkbox"/> |
| Cashel-Tipperary District | <input type="checkbox"/> |
| Carrick-on-Suir District | <input type="checkbox"/> |
| Clonmel District | <input type="checkbox"/> |

Type of Festival/Event: (this refers to the criteria under which your application will be assessed- please tick only one most relevant category)

- Arts ☐
- Heritage ☐
- Community ☐
- Sports ☐
- Tourism ☐

Please tick to confirm that the festival/event for which funding is sought has been run on at least three occasions in the past.

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Year in which event was initiated/first run _____

SECTION 1- YOUR DETAILS

Name of group/applicant: _____

Address:

Tel: _____ **E-Mail:** _____

Website: _____

Date founded: _____

Names of Officers: _____ Chairperson
_____ Secretary
_____ Treasurer

Please insert names of Directors/Members of Board or Organisation:

| Name | Role/Area of Expertise |
|------|------------------------|
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Is your Group/organisation non-profit making? Yes ☐ No ☐

Legal Status (e.g. CLG, Voluntary Committee etc.) _____

Is there a constitution/committee rules? Yes ☐ No ☐ (please enclose)

Name, address and telephone number of contact person for correspondence:

Does your organisation work with children/vulnerable persons? Yes ☐ No ☐

Do you have a Child Protection Policy? Yes ☐ No ☐

If you intend to work with or provide programmes for children or young people you must attach your child protection policy in your supporting documents.

1.2 Please tell us about your overarching vision, policies and objectives for your festival/event. Max 150 words

1.3 Please tell us about your track record in running festivals/events of this nature. Max 150 words

SECTION 2- PROPOSAL FOR TIPPERARY FESTIVAL & EVENTS SCHEME 2018

2.1 Please summarise your proposal outlining what you want to do and why.

2.2 Please list using bullet points the highlights of your proposed programme of activities for the coming year and whether they are confirmed or pending confirmation. (max 150 words). Please provide the 2017 festival programme of events in your supporting materials. Additional programme information for 2018 may be attached in supporting information.

2.3 Please give a detailed outline of your planned programme for 2018. Please ensure you have read the funding criteria, the sectoral criteria and the general guidelines for this grant scheme as outlined in the Application Guidelines. (max 800 words).

Additional programme information for 2018 may be attached in supporting information if required.

2.4 How is your festival organised? (i.e. voluntary committee; volunteer teams; paid specialists i.e. marketing/programme development; full-time/part-time paid staffing etc). Please give approximate numbers of people involved and roles.

2.5 How has your festival/event benefitted your area in the past? Please give examples which demonstrate your track record and approach to organisation of your event. (Max 150 words)

2.6 Please describe who your festival/event appeals to- i.e. who is your audience? E.g. local residents, visitors, people with a special interest, tourists etc. (max 100 words)

2.7 Please describe how you will attract an audience for your festival/ event in 2018. Give details of your planned audience development strategies. (max 150 words)

2.8 Audience Figures

Attendance Numbers for last two festivals/event s:

Attendance Numbers: _____ Date/s of Festival/Event: _____

Attendance Numbers: _____ Date/s of Festival/Event: _____

Projected audience numbers for 2018 festival/event: _____

2.9 How have you collected these figures? What method have you used to gather this information? (e.g. tickets sales, audience survey, venue capacity, clickers, estimated, etc.).

2.10 Please attach a three year marketing plan for your festival/event. This should outline your organisations approach in relation to marketing, advertising, public relations, press and digital media including print and online presences.

Plan Attached

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2.11 How does your festival/event engage with its locality and what is unique about your event in your place/locale? (i.e. how does the event bring a community together, does it highlight local culture, tradition, customs, amenities, does it do something that is not otherwise happening or attract people to your area for a particular reason etc.) Please give examples of collaborations or links with other groups/organisations locally. Max 150 words.

2.12 How does your festival/event plan to evaluate the 2018 festival/event? Max 100 words. i.e. Audience surveys, independent/partner reports/review meetings etc.

2.13 Collaborations. Please tell us about partnerships and collaborations at local, national or international level which enhance and maximise local and visitor potential of the festival/event.

Max 100 words

2.14 If a three year strategic plan is not yet in place applicants must demonstrate that the process is under way and a three year plan must be submitted by June 2018.

Strategic Plan Submitted with application

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If plan is currently in development please describe the process and planned timeframe.

SECTION 3- BUDGETS & FINANCE

3.1 Amount of funding requested under this scheme:

Please ensure that your budgets and the amount requested are realistic.

Please note that Tipperary County Council may not be in a position to fund all applications received or to provide the full funding requested.

Please note: - A three-year financial plan is required and festivals/events in this category must generate a minimum of 20% of own funds either through earned income/box office or sponsorship/fundraising. Financial plans should demonstrate growth (if relevant) and sustainability in income generation.

The maximum amount which can be applied for under this category is €30,000 per annum

| Year 1 (2018) | Year 2 (2019) | Year 3 (2020) |
|---------------|---------------|---------------|
| € | € | € |

3.2. Anticipated Income for Festival/Event 2018

| Income –description (Grants (indicate source), Box Office/admission charge/entry fees, Sponsorship etc.) You may add additional rows to the table. | Amount € | Status (confirmed, application made, application pending, estimated etc) |
|---|-------------|---|
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| Total Anticipated Income: | € | |
| Amount of Funding requested under this scheme | € | |

Please tick to confirm that Three-Year financial Plan is attached

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3.3. Anticipated Expenditure for Festival/Event 2018

| Expenditure- description | Anticipated Expenditure for Project |
|--|--|
| Please give a breakdown of costs-i.e. Programme costs, Marketing, Production costs, artists/participants fees, equipment hire, venue costs, health & safety etc. - You may add additional rows to the table. | € |
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| | <i>Total Anticipated Expenditure:</i> |

Detailed Income & Expenditure Projections may be attached separately if required.

SECTION 5- DECLARATION

I have read and understood the Application Guidelines for the Tipperary Festivals and Events Grant Scheme 2018.

I understand that this is a competitive process and agree to adhere to the criteria, terms and conditions as outlined in the guidelines.

On behalf of the above organisation/group, I hereby apply to Tipperary County Council for financial assistance towards the festival/event outlined at 2 above, and I declare that the information supplied is accurate to the best of my knowledge and belief.

Signed on behalf of the applicant:

Name:

Address:

Telephone No:

Position in organisation/group:

Date:

- ***Please note that your contact information will automatically be placed on our database to receive information which may be relevant to your group/organisation.***

If you do not want your information to be added to our database, please tick box

Note: Any additional, supporting documentation should be attached on separate accompanying sheets.

All applicants must register with the Public Participation Network in order to receive funding from Tipperary County Council.

Have you registered with the PPN ***Yes*** ☐ ***No*** ☐

Checklist

Please confirm that you have included the following documentation, where relevant, in support of this application

Required Information at application stage:

- Completed application form ☐
- Copy of 2017 printed programme of events ☐
- Income & Expenditure projections for the proposed festival/
event must be attached or completed fully within the application form. ☐
- Copy of Constitution/committee rules ☐
- Copy of Current Bank Statement ☐

Information required (if relevant to your application).

- Copy of Strategic Plan (if available) ☐
- Three Year Financial Plan (if applying to Premier Category) ☐
- Three Year Marketing Plan (if applying to Premier Category) ☐
- Copy of Child Protection Policy if festival/event proposes working with children ☐
- Artists C.V's/biogs if group intends working with (a) professional artists ☐

Please note that if you fail to supply any of the above information relevant to your application, your application will be considered incomplete and will not be eligible for consideration.

How to Apply

By Post:

Applications should be CLEARLY MARKED- **TIPPERARY FESTIVALS & EVENTS GRANT SCHEME 2018** and addressed to:

Denise Kearney
Community & Economic Development Directorate,
Tipperary County Council,
Civic Offices,
Clonmel,
Co. Tipperary.

By E-mail:

Applications should be CLEARLY MARKED- **TIPPERARY FESTIVALS & EVENTS GRANT SCHEME 2018** in the subject line and sent to:

festivals@tipperarycoco.ie

By Hand:

Applications should be CLEARLY MARKED- **TIPPERARY FESTIVALS & EVENTS GRANT SCHEME 2018** and delivered to:

Any of Tipperary County Council's Customer Service Desks as follows:-

- Clonmel Civic Offices, Clonmel
- Nenagh Civic Offices, Nenagh
- Cashel-Tipperary Municipal District Offices, Rosanna Road, Tipperary Town
- Templemore-Thurles Municipal District Offices, Castle Avenue, Thurles
- Carrick-on-Suir Municipal District Offices, New Street, Carrick on Suir

Closing Date for applications- Wednesday 6th December 2017 at 12 noon

Late applications will not be accepted