Tipperary Festivals & Events Grant Scheme 2019

APPLICATION FORM

Category- COMMUNITY

Closing Date for applications – Thursday 31st January 2019 – 12 noon

➢ This is a competitive funding scheme. Festivals and Events can only receive funding for 2019 if they make an application under this scheme
➢ The maximum amount which can be applied for under this category is €2,500
➢ This is an annual application for funding

Name of Festival/Event: ____________________________________________

Dates of Festival/Event in 2019: ______________________________________

Amount of funding being requested: €

Please mark X to indicate in which Municipal District your festival/event takes place:

Nenagh District
Templemore-Thurles District
Cashel-Tipperary District
Carrick-on-Suir District
Clonmel District

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
SECTION 1 - YOUR DETAILS

Name of group/applicant: ____________________________________________

Address: _______________________________________________________

Tel: ______________________ E-Mail: ________________________________

Website: ________________________________________________________

Date founded: _______________________

Names of Officers: ____________________________Chairperson
_______________________________Secretary
_______________________________Treasurer

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 these)

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.
Who will be organising the festival/event: – is it a committee or sub-committee, an individual member etc?

Please tell us about your track record in running festivals/events of this nature. If you have not previously run this event, please give us some indication of similar work you have previously undertaken.

SECTION 2- PROPOSAL FOR TIPPERARY FESTIVAL & EVENTS SCHEME 2019

2.1 Please summarise in no more than 3 short points 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 – 2019. (maximum 150 words). Note that additional programme information for 2019 may be attached as supporting information.

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

2.4 Please describe how you will attract an audience for your festival/event.
2.5. How does your festival/event engage with its locality and what is unique about your event in your place? (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.) Maximum 150 words.

2.6 How has your festival/event benefitted your area in the past? Please give examples to demonstrate. (Maximum 150 words)

2.7. Audience Figures

Please provide attendance numbers for your most recent festival/event (unless new event) and predicted audience numbers for your 2019 festival/event:

Attendance Numbers: ___________ Date/s of festival/event: ______________

Projected audience numbers for 2019 festival/event: ________________
2.8 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).

SECTION 3- BUDGETS & FINANCE

3.1 Amount of funding requested under this scheme:

Max €2,500

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.

3.2 Anticipated Income for Festival/Event 2019

<table>
<thead>
<tr>
<th>Income –description</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Grants (indicate source), Box Office/admission charge/entry fees, sponsorship etc.) You may add additional rows to the table.</td>
<td>€</td>
<td>(confirmed, application made, application pending, estimated etc)</td>
</tr>
</tbody>
</table>

Total Anticipated Income: €

Amount of Funding requested under this scheme €
### 3.3 Anticipated Expenditure for Festival/Event 2019

<table>
<thead>
<tr>
<th>Expenditure Description</th>
<th>Anticipated Expenditure for Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give a breakdown of costs i.e. Programme costs, marketing, production costs, artists/participants fees, equipment hire, venue costs, insurance, health &amp; safety. You may add additional rows to the table.</td>
<td>€</td>
</tr>
<tr>
<td>Total Anticipated Expenditure:</td>
<td></td>
</tr>
</tbody>
</table>

**Detailed Income & Expenditure Projections may be attached separately if required.**
SECTION 4 - DECLARATION

I have read and understood the Application Guidelines for the Tipperary Festivals and Events Grant Scheme 2019.

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 above, and I declare that the information supplied is accurate to the best of my knowledge and belief.

Signed on behalf of the organisation applying: ______________________________________

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 this box ☐

Note: Any 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*

<table>
<thead>
<tr>
<th>Required Information at application stage:</th>
<th>Tick here to show it has been included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed application form</td>
<td></td>
</tr>
<tr>
<td>Copy of 2018 printed programme of events (unless new event)</td>
<td></td>
</tr>
<tr>
<td>Income &amp; Expenditure projections for the proposed festival/event in 2019 <strong>must</strong> be attached OR <strong>completed fully</strong> within the application form</td>
<td></td>
</tr>
<tr>
<td>Income &amp; Expenditure record for your last festival/event (2018), signed by two committee members <strong>must</strong> be included at time of application</td>
<td></td>
</tr>
<tr>
<td>Copy of your organisation’s Constitution or Committee Rules</td>
<td></td>
</tr>
<tr>
<td>Copy of your organisations’ Current Bank Statement</td>
<td></td>
</tr>
<tr>
<td><strong>ONLY INCLUDE THE FOLLOWING TWO ITEMS IF THEY ARE RELEVANT TO YOUR PROPOSAL</strong></td>
<td></td>
</tr>
<tr>
<td>Copy of Child Protection Policy if festival/event proposes working with children</td>
<td></td>
</tr>
<tr>
<td>Artists C.V if festival/event intends to work with professional artist(s)</td>
<td></td>
</tr>
</tbody>
</table>

*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 2019 and addressed to:

Denise Kearney
Tipperary County Council
Civic Offices
Clonmel
Co. Tipperary

**By Hand:** Applications should be clearly marked- TIPPERARY FESTIVALS & EVENTS GRANT SCHEME 2019 and delivered to any of Tipperary County Council’s Customer Service Desks as follows:-

Clonmel Civic Offices, Emmet Street, Clonmel
Nenagh Civic Offices, Limerick Road, 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

Please note applications by e-mail will not be accepted.

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Late applications will not be accepted

**General Data Protection Regulation**

The purpose of processing your data is to process your application to the Tipperary Festival & Events Scheme. The information you provide will be assessed by a panel made up of Staff of Tipperary County Council. The information will be retained on file for 5 years.