



Comhairle Chontae Liatroma Leitrim County Council

Leitrim County Council Festival Investment Scheme – Community Strand

Closing Date for applications: Midnight Tuesday 2nd April 2024

Leitrim County Council provides direct investment to organisations in Leitrim that produce unique, high-quality festivals that engage with the fabric of the county, providing valuable opportunities for residents and visitors alike to come together, to celebrate and to explore new experiences.

Leitrim County Council has advertised its three separate sources funding for festivals – Tourism, Arts, and Community – at the same time so that festivals can look at the different priorities, requirements and assessment criteria before choosing which of the three strands is the most appropriate for the applicant to pursue.

Festivals seeking funding should have a clear mission and purpose and demonstrate inclusive engagement of the community, in both the design and management of the festival as well as the target participants and audiences.

In particular applicants must:

- Provide clear details of their festival/event plan, anticipated income and expenditure, waste management plan, and other information outlined in the online application form.
- Outline how the event programme will be socially inclusive and encourage engagement and participation of people of all ages and backgrounds.
- Provide a profile of the organisational structure and the team's experience that will deliver the proposed event. The proposed festival/event must be competently designed and delivered.
- Be registered with County Leitrim Participation Network.
- indicate how they are promoting volunteering and encourage people of all ages to become involved and contribute to the festival. This includes engaging with Leitrim Volunteer Centre to ensure best practice in volunteer management.
- indicate how the festival considers how it impacts on Climate Change and the local environment. Does the festival have a policy around climate change and/or what measures has it adopted that minimise any adverse impact on the environment. Consideration should be given to promotion of public transport options to attend the event.

Assessment Criteria:

The following criteria will be used when assessing applications:

- **Festival Programme:** The Festival Programme must highlight the benefits of this festival for the local community.
- **Collaboration:** The extent to which the festival collaborates and connects with the local community and other organisations/partners.
- **Social Inclusion:** Measures taken to ensure consideration to equality of access for all members of the community, including ethnic minorities.
- **Festival Management:** Capacity of the festival team to manage the festival – including event, financial, volunteer, environmental and publicity management.
- **Climate and environmental impact-**demonstrate how will be minimise any negative impacts



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Supporting Documents:

The application process will require you to upload a festival budget, current bank statement or audited accounts for the festival organisation and a child protection policy (if relevant).

In addition to the information uploaded as part of an application, the following documents must be available on request -

- Event Management Plan
- Copy of current Festival Insurance cover.

Acceptance of Offer:

Following the approval of grants the Council's Community Development Department will formally write to the Applicant, informing the Applicant if the application has been successful or not and will indicate the level of support on offer.

Please note that the maximum award is anticipated to be in the range of €500

The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer. The relevant persons must sign the Funding Agreement, and a signed copy must be returned to the Community Department of Leitrim County Council within ten days of receipt of the letter of offer. Offers will lapse in the absence of the return of a signed Funding Agreement.

Payments

Grants are paid by EFT in two payments.

In order to receive the first payment before the event, successful applicants should provide:

1. Confirmed final programme.
2. Confirmed final budget.
3. Satisfactory Event Management Plan
4. Invoice for 70% of allocated funding.

Once the festival has taken place, applicants will be required to submit:

1. Invoice for remaining 30% of allocated funding.
2. Copies of all receipts & invoices for 100% of grant expenditure
3. A detailed and itemised schedule of all expenditure relating to the entire event and details of all income including this fund, ticket sales, sponsorship etc.
4. A written report on the event which provides an overview of the entire festival with specific reference to the specific assessment criteria above.
5. Copies of media, press releases and photographic documentation of the event.

NB. All payments must be properly receipted and copies of invoices for all payments must be retained by the organiser and produced if required.

Applications can be made online only at this link

<https://form-eu.123formbuilder.com/71485/festival-investment-scheme-2024>

The Closing date for submission of applications is **2nd April 2024**



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For further information contact community@leitrimcoco.ie

Terms & Conditions

It will be a condition of any application for funding under the terms and conditions of funding that the applicant has read, understood and accepted the following:

1. Leitrim County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
2. Leitrim County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Leitrim County Council, the council does not undertake the role of 'Client' or 'Employer' as defined in the Safety, Health and Welfare at Work Act 2005.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant's information by Leitrim County Council for fund administration, reporting, evaluation and audit purposes (e.g. name of successful applicant, amount of award, event details, etc.) and in connection with the marketing or promotion of the fund.
4. Information contained in this letter of offer is subject to release under the Freedom of Information Act 2014.
5. Recognition of Funders: The applicant is obliged to acknowledge the assistance of Leitrim County Council in all publicity material relating to these events.
6. Health & Safety and Project Management: The applicant must ensure that all personnel attached to the project comply with the Health and Safety at Work Act 2005 and have a duty to prevent any improper conduct or behaviour which is likely to put the health and safety of employees at risk. This requires the applicant to take reasonable steps to ensure a work environment which is free of bullying, harassment, and sexual harassment.
7. Applicants must ensure that they have all insurances required for the project in place.
8. Children and Young People: Where applicable, the organisation should have in place a Child Safeguarding Statement which is consistent with the Children First Act, 2015 and Children First: National Guidelines for the Protection and Welfare of Children 2017 and a Vulnerable Adults Policy.
9. Applicants must ensure that all necessary permissions or consents have been obtained from parents with regard to documenting the project.
10. Funding is allocated on an annual basis and cannot be carried forward.
11. Funding will only be granted on the elements specified in the application form.
12. Funding not claimed by the agreed deadline will be withdrawn.
13. The Applicant must comply with Tax Clearance procedures.
14. Funding will only be paid to the application holder's bank account and not to any third party or personal account.
15. Any changes in date or event elements must be notified to Leitrim County Council for approval.
16. Funding drawdown is to be submitted no later than Friday, 1st December 2024.



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17. Should any of the conditions above not be adhered to, Leitrim County Council shall be entitled to a refund in respect of the grant paid, the amount of the refund to be at the discretion of Leitrim County Council.

Data Protection:

Leitrim County Council (the Council) are the Data Controller, and the lawful basis for processing is the basis of the individual Applicant's consent which is consistent with Section 71.2 (b) of the General Data Protection Regulation, 2016. Applications are submitted to Leitrim County Council for the Festival and Events Grant Scheme. The Council will use the information on this Application Form to process the application. The Council may seek further information to clarify aspects of the application. The Council may draw on broader, more specialist expertise where required, and such information as considered necessary to complete an assessment of your application may be shared with those experts. The Applicant, the Council and the Third-party are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation ("GDPR"). Any personal information you provide as part of the application process will be obtained and processed in compliance with Data Protection legislation.

Leitrim County Council may, at times, have to cross-check with other departments regarding other funding schemes applied for by this Group, and details of the same may be shared.

LCC will use the data obtained solely to process the application and in compliance with the requirements of data protection legislation. Leitrim County Council retains the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded event/festival –

1. any information supplied by the Applicant to the Council,
2. any relevant data gathered by Leitrim County Council in administering grant aid to the Applicant, except where the information is considered to be personal or commercially sensitive.