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**2025 St Patrick’s Day Event Grant Scheme**

**Guidelines for Applicants**

**Please read all guidelines as they have been altered for 2025**

**1. Aims & Objectives of the scheme**

The aim of the scheme is to support St Patrick's Day Events and Festivals in towns and villages in County Leitrim.

**2. Eligibility**

This scheme is aimed at groups or committees organising festivals or events around St Patrick's Day.

**3. General Conditions**

* Funding will not be considered for the following:
* Servicing of debt repayments
* Any initiatives promoting non Fáilte Ireland registered accommodation.
* Any organisation assisted under the scheme must submit evidence of Public Liability, and other relevant insurances held and indemnify and/or continue to indemnify Leitrim County Council (LCC) against any claim which may arise as a result of the activities of the organisation which the Grant is assisting. Evidence of such indemnification must be produced to Leitrim County Council on request, if required.
* Event Plans must be in place for funded events, and evidence of same must be made available to Leitrim County Council, if requested.
* All tourism logos, as detailed in the Letter of Offer, must be placed on all promotional material, together with an acknowledgement of support given by Leitrim County Council. Please ensure that all promotional material is sent for approval in advance of the event. Please e-mail material to [tourismgrants@leitrimcoco.ie](mailto:tourismgrants@leitrimcoco.ie)
* Parade events: It is a requirement that all St Patrick’s Day Parades go through the Standard Temporary Road Closure process. Please contact Davinia on [roads@leitrimcoco.ie](mailto:roads@leitrimcoco.ie) to register your parade. You will receive a reference number which **must** be quoted on your application form. You application is ineligible without this number.

**4. Selection Criteria**

Leitrim County Council will establish an appropriate Evaluation Panel to examine the applications received.

**5. Application, Approval and Payment Process**

All Application Forms must be completed in full and submitted by email to [tourismgrants@leitrimcoco.ie](mailto:tourismgrants@leitrimcoco.ie). Failure to submit relevant information, as requested, will result in the non-processing of the relevant application.

The following, in particular, should be noted:

* All applications will be acknowledged.
* Applications received after the closing date will be deemed ineligible.
* Successful applicants will be informed by a Letter of Offer. Any documentation required by Leitrim County Council must be submitted by the relevant deadline, including a Letter of Acceptance, Tax Clearance Certificate and completed Electronic Funds Transfer (EFT) Form.
* Payment shall only be made to the Group directly through the Organisation's bank account.
* Payment will only be made after the event upon receipt of the fully completed claim form and relevant financial details. No advance payments will be permitted.
* Expenditure on the proposed festival/event must be incurred before 31st March 2025.
* The Organisation must claim all Grants within **six weeks** from the completion of the festival/event being Grant aided. Failure to do so will result in non-payment of the Grant.
* Where the Group is not registered for VAT, grant aid can be paid on costs inclusive of VAT.
* The applicant must be the account holder of the account where, if successful, the grant payment will be made to.

**6. Data Protection**

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 comply 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 personal or commercially sensitive.

**The closing date for receipt of completed Application Forms is** 2:00 pm ***Monday 17th* February 2025.**