

**NATIONAL RECREATION WEEK (Sunday 28<sup>th</sup> June until Saturday 4<sup>th</sup> July).**

Waterford City and County Council in partnership with Waterford Sports Partnership are inviting groups to submit applications for funding to assist with organising events in connection with National Recreation Week. The focus for this year's project/events is to allow young people (aged under 18) to experience or use the natural environment of:-

1. Beaches
2. Woods
3. Rocks
4. Water

Examples of eligible events include Come and Try it sessions, free entry to facilities or clubs utilising one of the four areas of natural environment for recreation activities.

Before completing this form please make yourself and your organisation aware of the following terms and conditions:

1. The types of groups which may apply are community groups, voluntary organisations, schools, sports clubs, childcare service providers, active retirement groups or any group that wishes to organise an event on a 'not for profit basis' during National Recreation Week.
2. Events must be held during National Recreation Week (**Sunday 28<sup>th</sup> June – Saturday 4<sup>th</sup> July**).
3. All events must be **FREE** to the public/participants. Waterford City and County Council will assist with promotion of events but it is also suggested groups promote the event in their locality and via social media.
4. National Recreation Week logo must be used on all materials which will be supplied to successful groups.
5. Only events/organisations based in **Waterford City and County** are eligible to apply for funding under this scheme.
6. **Event insurance:** Waterford City and County Council and Waterford Sports Partnership shall not be liable for any claims arising from events. All groups should submit evidence of insurance giving details regarding insurance cover of the proposed event that **must accompany this application**. We advise all groups to contact their insurers prior to making any application for funding.
7. Adherence to Child Protection Guidelines: Where children or young people are participating as part of the event, organisers should familiarise themselves with 'Code of Practice and Safeguarding Procedures for Young and Vulnerable Children' and suitable ratios for activities.
8. This application process requires submission of an outline proposal (see form below) to Waterford City and County Council for approval.

9. A dedicated contact person from your organisation should be appointed. Full details for that contact person (email address and telephone number) must be submitted as part of this application process.
10. Successful groups will be allocated a member of staff from Waterford City and County Council or Waterford Sports Partnership to assist with planning of the event in question.
11. For the purposes of these grants, eligible expenditure will include:
  - Costs involved for entry to recreation/leisure facilities e.g. Come and Try it for surfing, kayaking, kite surfing, orienteering, rowing, abseiling, rock climbing etc
  - Costs of equipment to be used for the target group e.g. compass for orienteering group, equipment for sports club for an event on the beach, sea, river etc.
  - Costs for prizes/refreshments for young people for Come and Try it events e.g. Grandparent/Grandchild walk in the woods
  - Any other reasonable costs that give young people a chance to experience or use the natural environment and/or natural materials-water, sand, trees, rocks, beaches etc.
12. **Completed applications should be e-mailed to [pjones@waterfordsportspartnership.ie](mailto:pjones@waterfordsportspartnership.ie) or, alternatively, application forms can be posted to Peter Jones, Waterford Sports Partnership, Civic Offices, Dungarvan, Co. Waterford.**
13. **The closing date for application is 4 p.m. Friday 22<sup>nd</sup> May 2015.**
14. Grants available may be somewhere in the range of €150 to €450 per successful group/event, depending on the quality of applications received.
15. Grants will be paid to the organising group which shall be responsible for submitting a claim for payment following National Recreation Week and will issue as soon as possible following satisfactory receipt of the claim and the report on the event.
16. You will need to ensure that your organisation has the capacity to absorb the costs of organising this event (paying invoices to suppliers etc.) until such time that the payment of the grant issues. Successful groups will receive funding post event and successful completion of items identified in point 17.
17. Following National Recreation Week, as a condition of payment, a brief report on the event must be submitted. The report should consist of:
  - A brief account of the event (less than 200 words).
  - At least two photographs of the event-preferably received by e-mail as JPEG, PDF etc.
  - Copies of any media coverage that the event received.
  - Copies of paid invoices relating to equipment expenditure on the event itself or a sign in sheet showing amount of people who took part.
18. The post event report will need to be furnished to the e-mail/postal address below on or before **Friday 31st July 2015**.

**For further details and information on this application process contact Pauline Cunningham at [pcunningham@waterfordsportspartnership.ie](mailto:pcunningham@waterfordsportspartnership.ie) , 051 849855 OR Peter Jones, at [pjones@waterfordsportspartnership.ie](mailto:pjones@waterfordsportspartnership.ie) , 058 21191.**



### APPLICATION FORM

<b>1) Organiser's Details</b>  Organisation name  Main contact address  Geographical District	County-wide <input type="checkbox"/> Waterford Metropolitan <input type="checkbox"/> Comeragh <input type="checkbox"/> Dungarvan Lismore <input type="checkbox"/>
<b>2) Contact details</b>  Contact person's name  Landline number  Mobile number  Email address	
<b><u>Planned Event/Activities</u></b>	
<b>3) Outline of planned event:</b>  <b>(a.) Event Title/Date:</b>  <b>(b.) Brief Description:</b>    <b>(c.) Target Audience (e.g. young people, families etc)</b>    <b>(d.) Location:</b> Beach <input type="checkbox"/> Wood <input type="checkbox"/> Rocks <input type="checkbox"/> Water <input type="checkbox"/>  <b>(e.) Anticipated number participating:</b>    	

#### 4) Organiser's Insurance Details

(a.) Company:

(b.) Type of cover applicable to this event (e.g. public liability, personal accident):

(c.) Letter from insurance company submitted with this application(as per point 6 Terms and Conditions):

Yes

☐

No

☐

If 'No' please give reason: \_\_\_\_\_

#### 5) Indicative Funding sought:

Area(s) of Expenditure	Estimated cost €
Total	

#### 6) Declaration by main contact person:

I hereby apply for approval for grant funding as part of the Waterford City and County Council scheme to assist Community Groups with the organisation of an event as part of National Recreation Week. I also declare (on behalf of the above named organisation) that I have read and understood the terms and conditions on page 1 and 2 of this application:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
(Name in Capitals and Title)

Date: \_\_\_\_\_