



APPLICATION FORM FOR COMMUNITY GROUPS FOR FUNDING TO ASSIST WITH THE ORGANISATION OF A CYCLING THEMED EVENT DURING BIKE WEEK - 11th TO 19th JUNE 2016

1) Organiser's Details Organisation name Organisation contact address	
2) Contact details Contact person's name Landline number Mobile number where possible Email address	
<p align="center"><i>Planned Bike Week 2016 Event:</i></p>	
3) Outline of planned event: (a.) Event Title: (b.) Brief Description: (c.) Target Audience (e.g. young people, families, older age groups etc.): (d.) Anticipated number participating: (e.) Indicate proposed date(s) for your Bike Week 2016 event: Preferred Date 1: Preferred Date 2: 	

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 a cycling themed event as part of Bike Week 2016 (11th to 19th June 2016). I also declare (on behalf of the above named organisation) that I have read and understood the terms and conditions on page 3 and 4 of this application:

Signed

(Name in Capitals and Title)

Date: _____

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR FUNDING

1. The types of groups which may apply are community groups, voluntary organisations, schools, sports clubs, active retirement groups, childcare service providers, workplaces or any group that wishes to organise a bike related event on a 'not for profit basis' during Bike Week 2016.
2. Events must be held during Bike Week 2016: **11th TO 19th JUNE 2016**
3. All events must be **FREE** to the public/participant.
4. Bike Week logo must be used on all materials.
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. The grantee shall indemnify Waterford City and County Council and Waterford Sports Partnership for and in respect of all and any losses, claims, demands, damages, or expenses arising from any event related cause whatsoever. *NB: A letter from your organisation's insurance company indemnifying the above and giving details regarding insurance cover of the proposed event **must accompany this application**. Failure to do so may mean that funding will not be made available. We advise all groups to contact their insurers prior to making any application for funding.*
7. Where events are taking place on the public road the Gardai and Local Authority must be notified in writing of your intention to organise the event. Permission must be received in advance of the event taking place.
8. Adherence to Child Protection Guidelines: Where children or young people are participating as part of the event, organisers should familiarise themselves with Cycling Ireland's 'Code of Practise and Safeguarding Procedures for Young and Vulnerable Cyclists' which can be found at <http://www.cyclingireland.ie/downloads/ci%20code%20of%20conduct.pdf>. Events for children and young people should ensure a ratio of at least 1 adult to 6 children with a minimum of 2 adults per group.
9. This application process requires submission of an outline proposal (see application) to Waterford City and County Council/Bike Week Steering Committee for approval.
10. 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.
11. A member of staff from Waterford City and County Council, Waterford Sports Partnership or An Taisce Green Schools will have a pre event meeting with this contact person to assist with planning of the event in question.
12. For the purposes of these grants, eligible expenditure will include:
 - Costs involved in organising local fun cycling events for public participation;
 - Costs involved in organising public information events on cycling;
 - Cost of free bike check-ups in public areas;
 - Costs of purchase of items such as lights, locks, bells etc to raffle or give as prizes for participants in events;
 - Costs of complementary activities for event days, e.g. musical entertainment, face painting, novelty bike displays
 - Costs relating to publicity for events.

NB Ineligible expenditure: In 2016 funding will not cover the provision of Cycle Training as part of your Bike Week event.

13. **Completed applications should be e-mailed to jbrunnock@waterfordcouncil.ie** or, alternatively, application forms can be posted to Johnny Brunnock, Community Dept., Waterford City and County Council, City Hall, The Mall, Waterford.
14. **The closing date for applications is 4 p.m. Wed 13th April 2016**
15. The dedicated contact person will be informed of the outcome by Friday 22nd April 2016.
16. Grants available may be somewhere in the range of €100 to €350 per successful group/event, depending on applications received and the nature of those applications.
17. 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.
18. Following Bike Week, and as a condition of payment, a brief report on the event must be submitted. The report will consist of:
- Copies of paid invoices relating to expenditure on your Bike Week event.
 - A brief account of the event-one paragraph of text will suffice.
 - At least two photographs of the event-preferably received by e-mail as JPG, PDF etc.
 - Copies of any media coverage that the event received.
19. The post event report will need to be furnished to the above e-mail/postal address on or before **Friday 15th July 2016**.
20. Grants will be paid to the organising group which shall be responsible for submitting a claim for payment following Bike Week and will issue as soon as possible following satisfactory receipt of the claim and the report on the event.

Examples of possible Bike Week events include (but are not limited to):

- Guided bike tour of a town/village. These can be themed, for example, heritage, gardens, or food trips.
- Cycles from your school to a local amenity on cycle to school Wednesday (15th June) for bike based games such as treasure hunts and slow bicycle races;
- A midsummer night cycle
- Bike maintenance workshops
- Bike art exhibition
- Bike school art competition, quiz or drama
- Family fun cycle
- Bike fashion show
- Cycling window display competition in local shops
- Picnic cycle
- Fancy dress bike parade.

For further details and information on this application process contact Johnny Brunnock at jbrunnock@waterfordcouncil.ie, call 0761 10 2496, log onto www.waterfordcouncil.ie.

For further ideas on Bike Week activities log onto www.bikeweek.ie

