



**APPLICATION FORM FOR COMMUNITY GROUPS FOR FUNDING TO ASSIST WITH THE ORGANISATION OF A CYCLING THEMED EVENT DURING BIKE WEEK - 9<sup>th</sup> TO 17<sup>th</sup> JUNE 2018**

**1) Organiser's Details**

Organisation name  
Organisation contact address

**2) Contact details**

Contact person's name  
Landline number  
Mobile number where possible  
Email address

***Planned Bike Week 2018 Event:***

**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 2018 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 2018 (9th to 17th June 2018). 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 2018.
2. Events must be held during Bike Week 2018: **9<sup>th</sup> to 17<sup>th</sup> JUNE 2018**
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 indemnity & insurance:** The participating group(s) must indemnify Waterford City and County Council in respect of any legal liability, loss, claim or proceedings arising out of or in connection with death and/or bodily injury to any persons and/or loss or damage to any property which arises directly or indirectly out of the group's participation in Bike Week 2018. Waterford City and County Council shall not be liable for any claims arising from events. The participating group(s) will be obliged to furnish evidence of their insurances in the following manner prior to the event:

Insurances to be provided on the headed paper of the Insurer or Insurance Broker and must include the following details:

- The Insurer (Not Insurance Broker)
- The Insurance Policy Number
- The period of insurance
- The Business Description on the Insurance which must cater for the group's activities.
- The Named person /group on the Insurance Policy being the same as that applying to participate in the event.
- The Public Liability Indemnity Level must be €2.6m or higher.
- The Insurances must note an indemnity to WCCC for the purposes of the participating in Bike Week 2018.

***We advise all groups to contact their insurers prior to submitting an application.***

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.
13. **Completed applications should be e-mailed to [jcodd@waterfordcouncil.ie](mailto:jcodd@waterfordcouncil.ie)** or, alternatively, application forms can be posted to Johnny Codd, Community Dept., Waterford City and County Council, City Hall, The Mall, Waterford.
14. **The closing date for applications is 4 p.m. Friday 13<sup>th</sup> April 2018**
15. The dedicated contact person will be informed of the outcome by Friday 27th April 2018.
16. Grants available may be somewhere in the range of €100 to €300 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.
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 **Monday 25<sup>th</sup> June 2018**.
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 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.
  - Greenway Cycle

**For further details and information on this application process contact Johnny Codd at [jcodd@waterfordcouncil.ie](mailto:jcodd@waterfordcouncil.ie), call 0761 10 2503, log onto [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie).  
For further ideas on Bike Week activities log onto [www.bikeweek.ie](http://www.bikeweek.ie)**