***PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE SUBMITTING A FUNDING APPLICATION***

1. Events must be held during Bike Week 2019: ***22nd to 30th JUNE 2019*** (Exemptions granted to in certain cases).
2. All events must be ***FREE*** to the public/participant.
3. Bike Week logo must be used on all materials.
4. **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 2019. 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:

Insurance to be provided on the headed paper of the Insurer or Broker & 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 2019.

1. 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.
2. 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.
3. 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.
4. 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 purchases such as lights, locks, bells etc to raffle or give as prizes for participants in events;
* Costs of complementary activities for events, e.g. music, face painting, novelty bike displays
* Costs relating to publicity for events.

1. 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.
2. Following Bike Week, as a condition of payment, a report on the event must be submitted. The report will consist of:
3. Copies of paid invoices relating to expenditure on your Bike Week event.
4. A brief account of the event-one paragraph of text will suffice.
5. At least two photographs of the event-preferably received by e-mail as JPG, PDF etc.
6. Copies of any media coverage that the event received.
7. The post event report will need to be furnished to the above e-mail/postal address by **Monday 8th July 2019.**

**For further details and information on this application process contact Johnny Codd at jcodd@waterfordcouncil.ie, call 0761 10 2503, log onto www.waterfordcouncil.ie.**

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

   