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**National Bike Week 2020
Terms & Conditions for Waterford Funding Applications
PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE SUBMITTING A FUNDING APPLICATION**

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 2020.
2. Bike Week Events MUST be run in line with one of four themes Sustainable Travel, History Cycles, Safe Cycling, Picnic Cycle;

**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 e.g. treasure hunts and slow bicycle races.
* 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
* History Tour
* Safe Cycling promos
* Sustainable Cycling Initiatives
1. Events must be held from Saturday 19th September to Sunday 27th September.
2. All events must be ***FREE*** to the public/participant.
3. Bike Week logo must be used on all materials.
4. Only events/organisations based in Waterford City and County are eligible to apply for funding under this scheme.
5. **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 2020. 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 2020.

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

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. This application process requires submission of an outline proposal (see application) to Waterford City and County Council/Bike Week Steering Committee for approval.
4. 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.
5. A member of staff from Waterford City and County Council, Waterford Sports Partnership or An Taisce Green Schools will contact you by phone/email after the closing date and act as your liaison should you have any queries.
6. Adherence to Waterford City and County Councils ‘Single Use Plastic Policy’. The provision of any single use plastic product at events will be prohibited; this includes bottles, cutlery, containers, single use sachets, plates, straws, etc. The organisers of any event shall ensure that sufficient numbers and types of bins are provided for recycling and if food is provided a food waste bin for composting must also be provided and collected separately for composting.
7. 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.
1. **Completed applications should be** [**e-mailed**](http://emailed) **to esmyth@waterfordcouncil.ie** or, alternatively, application forms can be posted to Emma Smyth, Community Dept., Waterford City and County Council, City Hall, The Mall, Waterford.
2. **The closing date for applications is 4 p.m. Friday 21st August 2020**
3. Grants available are subject to funding from the D.T.T.A.S and may be somewhere in the range of €100 to €300per successful group/event, depending on applications received and the nature of those applications.
4. 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.
5. 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.

The post event report and completed Grant Claim Form should be returned to Emma Smyth, Community Dept., Waterford City and County Council, City Hall, The Mall, Waterford. on or before **4pm on** **Friday 9th October 2020.**

1. 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.
2. It is the responsibility of each organisation/group to adhere to any HSE/Government COVID 19 guidelines in place at the time of their event. Please also check <http://www.cyclingireland.ie/page/events/covid-19> for additional important information.

**For further details and information on this application process please contact:
 Emma Smyth at esmyth@waterfordcouncil.ie or call 0761 10 2532
or visit www.waterfordcouncil.ie.
For further ideas on Bike Week activities visit www.bikeweek.ie**

