

Festival & Events Assistance Scheme 2016

Halla na Cathrach
Cill Chainnigh
City Hall
Kilkenny
Tel: 056 7794500
Fax: 056 7794509
Email: info@kilkennycoco.ie
Website: www.kilkennynco.co.ie

Kilkenny County Council has provided funding for festival and event organisers to aid with the development and promotion of events in Kilkenny during 2016. This grant scheme aims to promote and support local festivals and to support and assist those events that have a tourism, cultural/artistic or community focus.

To apply for this funding please fill out the details below and return to Corporate Services Department, Kilkenny County Council, City Hall, High Street, Kilkenny on or before 5.00 p.m. on Wednesday, 3rd February 2016

Part A	Contact Details
--------	-----------------

Name of Organisation/Event: _____

Secretary/Contact Person: _____

Correspondence Address: _____

Contact Telephone No: _____ Email: _____

Part B	Festival/Event Details/Impact
--------	-------------------------------

Name and Location of Festival/Event:

Please give a brief description of the proposed Festival/Event:

Describe the anticipated economic/social/community impact of the event

Who will be involved in the organisation of the Festival/Event?

What is the confirmed date of your festival/event for 2016? _____

Do you have a festival/event website? _____

Please attach the details of your proposed event/festival programme.

Part C **Funding**

How are you funding the festival/event? Please outline what you will achieve from gate receipts, sponsorship, etc.

What is the estimated overall cost of the festival/event? _____

How much are you requesting from the Festival/Events Assistance Scheme? _____

Are you applying for funding from any other sources? Yes ☐ No ☐

(Note: no double funding from Kilkenny County Council is allowed)

If yes, please give details

Source	Amount
_____	_____
_____	_____

If no, please indicate how you intend to fund the balance of your costs

Source: _____	Amount: _____
_____	_____
_____	_____

Part D **Project Costs**

Please provide details of proposed costs associated with the project

Item	Cost
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
Total Cost	<hr/>

Part E **Visitor numbers / participation**

How many visitors are expected to attend this year?

How many visitors attended/participated in the event last year?

Describe the level of community participation in the event -

Explicit recognition must be given to Kilkenny County Council in any promotional material associated with the Project.

Disclaimer

Kilkenny County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Kilkenny County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation's position.

Signed on behalf of the applicant organisation:

Name _____ (CAPITALS)

Signature _____

Position in group _____ Date _____

- Groups must fully complete and submit the **Festival & Events Assistance Scheme Application Form** to the Corporate Services Department, Kilkenny County Council, City Hall, Kilkenny.
 - Successful groups will receive a **Letter of Offer** and **Grant Agreement**
 - The successful group must fully complete and return the **Signed Grant Agreement** to Kilkenny County Council which will constitute a contract with the Council;
 - **All groups must forward the details of a registered Bank Account to facilitate payment of grant support.**
- Any organisation assisted under the Scheme must indemnify and continue to indemnify Kilkenny County Council against any claim
 - On receipt of both the **Festival & Events Assistance Scheme Application Form** and the **Signed Grant Agreement**, the **full** amount allocated under the Festival & Events Assistance will be paid;
 - On completion of the project, recipients must provide a **full project report**;
 - A **statement of income & expenditure** (Statement of Accounts) must be submitted on completion of the project
- Any unspent grant monies **must** be returned to Kilkenny County Council.
- **Groups must have a bank account into which the grant will be paid;**
- No double-funding from Kilkenny County or County Council sources will be allowed
 - Groups may choose to combine this scheme with other sources of grant aid. However, the scheme will not become a substitute for existing funding;
 - Assistance is provided on a once-off basis. Organisations may apply for and receive assistance each year.
 - Receipt of a grant in one year does not automatically guarantee grant-aid during the following year
 - All funded activities must be located within the County of Kilkenny.
 - **Explicit recognition must be given to Kilkenny County Council in any promotional material associated with the Project – copy of documentation depicting recognition – must be submitted with the final project report.**

All applications must be made on the official application form and submitted to the Council **before 5.00pm on Wednesday, 3rd February, 2016.**

Failure to comply with these criteria will also be taken into account when adjudicating on a subsequent application for grant aid from your group / organisation the following year.

Completed application form, together with relevant documentation, to be returned no later than Wednesday, 3rd February, 2016 at 5.00 p.m. to:

Brian Tyrrell
Senior Executive Officer,
Kilkenny County Council,
City Hall,
High Street,
Kilkenny.

Please mark your envelope clearly as ‘Festival Grant 2016’