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**Kilkenny County Council**

**Festival Supports Grant Scheme 2024**

**Application Form & Guidance Notes**

**Closing date: Friday 31st January, 2024 at 5.00pm.**

Return completed applications to: [festivals@kilkennycoco.ie](mailto:festivals@kilkennycoco.ie)

Queries to Tourism Section, Kilkenny County Council

Telephone: 056-7794011 or Email: [martina.comerford@kilkennycoco.ie](mailto:martina.comerford@kilkennycoco.ie)

An internal assessment panel will award funding on a competitive basis; therefore, all applications submitted must be accompanied by comprehensive supporting information. If you do not provide the relevant documentation we will consider your application ineligible.

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**Purpose of the Scheme:**

Kilkenny County Councils, Festival Supports Grant Scheme provides funding for festival organisers to aid with the development and promotion of events in Kilkenny during 2024. This grant scheme aims to assist those events that can illustrate delivery of a significant **positive impact on the tourism industry** here in Kilkenny.

The main purpose of the Festival Support Grants scheme is to support festivals and participative events which drive tourism in Kilkenny, underpinning the Council’s Tourism strategy and improve the visitor experience in Kilkenny city and county.

The scheme also supports the delivery of Kilkenny County Councils Tourism Strategy 2023-2028.

To be considered for funding, applicants are asked to provide details demonstrating the following:-

1. Tourism Impact on Kilkenny
2. Visitor numbers / participation and increase in Visitor dwell time
3. Contribution towards the local economy with emphasis on the Night Time Economy
4. Addition of variety and diversity to Kilkenny as a visitor destination

**Eligibility criteria for applicants:**

* To be eligible for funding, the festival or event must take place in Kilkenny
* The festival or event must take place during 2024.
* Funding is limited and eligible applications will be evaluated on a competitive basis.
* If applicants intend to work with children and young people, evidence will be requested if successful of having an up to date child protection policy or the child protection policy of your partner organisation.
* It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your project are secured.
* If your application is successful, evidence of appropriate public liability must be provided. Organisers will also be asked to indemnify Kilkenny County Council on their public liability insurance.
* If your application is successful you will be required to submit an events marketing and promotional plan to ensure the Festival is being promoted outside of County Kilkenny to attract visitors to the county.
* For cashflow purposes Festivals are funded in advance of the event. A condition of the award of grant will request the return of funding should the Festival not take place.
* Before grant payment, Kilkenny County Council will request the event plan for the Festival to ensure appropriate event management procedures are in place.
* The funding will only be paid to the applicant body ~~-~~ not sub-contractor(s) of the applicant.
* Funding of commercial private entities running ‘for profit’ events are asked to provide financial accounts and demonstrate funding need. These should accompany the application.
* Kilkenny County Council logos should appear on all printed material ad be acknowledged on event websites and social media.
* Successful candidates are required to provide a post event report within 6 weeks of event completion.
* Eligible applicants will have fully read, understood and complied with the eligibility criteria of the Kilkenny County Council Grant Scheme as provided.

**How will the decision on funding be made?**

Grant applications will be assessed using the following criteria:

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| **Seasonality** | **Enhances Kilkenny’s Tourism Experience** | **Sustainability & Accessibility focus** | **Contribution to the**  **local economy** |
|  | *Increased awareness of Kilkenny as destination*  *Increase in Dwell time in the local areas*  *Adds Variety and diversity to Kilkennys Tourism Offering*  *Animates Kilkenny* |  | *Note NTE activity*  *Taking into account review of previous post event report (as applicable)* |
| 20 | 60 | 10 | 10 |

**FestivalSupports Grant Scheme 2024 - APPLICATION FORM**

**Closing date Friday 31st January at 5.00pm**

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| 1. **APPLICANT DETAILS** |

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of contact person (for payment purposes):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social media: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you a members of Kilkenny Tourism: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are membership fess for 2023 paid in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **2. Festival/Event Name and Type** |
| **Title of project:** (the name that your project will be advertised by) |
| Summary of your project proposal Please summarise in no more than three short points what you intend to do, how and why (max. 300 characters/approx. 50 words).  **Note:** should your application be successful, this summary will be used in reports regarding Who & what we have funded in 2024 |
| **Type of Initiative:** (e.g. Festival, Event etc) |
| **Genre:** (visual arts, literature, film, food, comedy, art, music etc) |
| **Target Audience:** (Artists, Creatives, Children, Young Adults, Disability Groups, Older Audience, General public etc) |
| **What is the confirmed date for your festival in 2024:** |
| **Please confirm that you have submitted a post event report for 2023 festival/event:** |

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| **3. Project Description** |
| **Please give a brief description of the project, addressing each of the following:**   1. An outline of your festival programme. 2. Demonstrate how the project enhances Kilkennys Tourism offering for Visitors, increases dwell time of visitors to the county and develops Kilkennys Tourism experience. 3. Demonstrate how your festival/event addresses Kilkenny County Councils Climate Action objectives aswell as its Disability Inclusion Strategy. Please refer to [www.greenyourfestival.ie](https://greenyourfestival.ie/wp-content/uploads/2012/11/guide.pdf) and www.failteireland.ie/Product-development/Festival-and-events.aspx 4. Outline how your festival or event contributes to the Night Time Economy 5. Outline how your festival or event will be delivered sustainability or address or promote sustainability |

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| 1. **Project Team, Audience and Outcomes** |
| **Who is the project lead?** |
| **Who else will be involved in organising the project/event?** (other team members, or partners) |
| **Please provide details of your experience in delivering projects of this nature** |
| **Estimated Economic Impact for Kilkenny:** (based on realistic estimates/previous measurement) |
| **Estimated audience figures and how this is concluded:** (based on realistic estimates/previous measurement) |
| **How will you monitor and evaluate your project?** |

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| 1. **Promotion, Dates and Venue**   **Note: Marketing plan will be requested prior to event** |
| **How will you advertise & promote your project?** |
| **How will participants get involved?** (e.g. How do they sign up?) |
| **Will participants be able to access the project online projects?** (YouTube, Zoom etc.) |
| **What equipment do participants need?** (if any) |
| **Please include links to project website Facebook page / Instagram etc if relevant** |
| **Start date** |
| **End date:** (Note: projects must be completed by & recouped by Friday 14th October 2023) |
| **Start & End Time** (if relevant) |
| **Total running time** (hrs/mins/ days as appropriate) |
| **Venue** (full address, including Eircode) |

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| 1. **Funding** | |
| What is the estimated overall cost of the event/project? € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How much are you requesting from the Kilkenny County Council? €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you applying for funding from any other sources? Yes­­­­­­­ ­­­­­­­­­\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_  If YES, please give detail  Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_  **Is this ‘other’ funding confirmed? if yes please include the letter / email confirming the funding**  If NO, please indicate how you intend to fund the balance of your costs?  Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **INCOME** Please provide a detailed breakdown of all income sources, if any: | |
| **ITEM** (e.g. sponsorship, own resources, other funding sources) | **ESTIMATED INCOME (€)** |
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| **Total Estimated Income €** |  |

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| **PROJECT COSTS / EXPENDITURE** | |
| Please provide a detailed breakdown of costs. Where relevant, supply quotes or tenders if available.  Please note that receipts (marked paid) are required on completion of the project. | |
| **Element of Work /Programme/ Item** | **Cost €** |
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| **Total Estimated Income from Festival €** |  |

* **Note:** Funding of commercial private entities running ‘for profit’ events are asked to provide financial accounts and demonstrate funding need.

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| 1. **ACKNOWLEDGEMENT** |
| Recognition must be given to Kilkenny County Council and Creative Ireland in all promotional material associated with the project/event. Relevant logos will be provided to projects which are awarded grants.  **Please state how your organisation proposes to publicly acknowledge Kilkenny County Council’s contribution to your project?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **DISCLAIMER** |
| **Kilkenny County Council will 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. Copy of PL Insurance noting Kilkenny County Councils indemnity is attached herein.**  **I/we 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: -**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **DATA PROTECTION** |
| **Kilkenny County Council collects some personal data during the application and processing of this grant scheme, particularly, names, addresses and contact details (emails and telephone numbers). These details are necessary for the consideration and adjudication on the grants scheme. The grant applications are sometimes shared between relevant County Council Departments for the purpose of supporting the application and also to ensure that similar events are not double funded, to process payments and in relation to other festival/events funded by the Council. At all stages the personal data is handled in full accordance with the Data Protection Legislation.**  **Your express consent is required, acknowledging that you understand that you may be submitting personal data. Please sign here by way of agreement.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |