

Application Pack



National Bike Week: Event Funding

8 April 2019

National Bike Week – Event Funding

Dear Applicant,

The purpose of this funding is to support individuals and groups who want to run their own cycling inspired event during National Bike Week 2019, helping to support and encourage a cycling culture in Limerick. By completing this application you are in with a chance to receive a limited amount in vouchers (or a direct supplier payment) to help you run your unique event.

Please find enclosed the following:

- **Ideas for your event**
- **The terms and conditions sheet**
- **The application form**

Further details and updates can be found on the Limerick City and County Council website: <https://www.limerick.ie/council/services/community-and-leisure/sports-and-fitness/limerick-smarter-travel> Share your experience: @LKSmarterTravel @LimerickCouncil #Limerick

It may be useful to know that there is a National Bike Week website: www.bikeweek.ie containing information on events taking place across the country. Share your story: @bikeweekie #BikeWeekie

We will be looking for inspirational event ideas to help encourage a cycling culture in your community, therefore don't be afraid to think outside the box. If you have any questions, do get in touch.

Thank you for your time and interest.

Sincerely,

Limerick Smarter Travel Team

Call: 061 557 453

Email: smartertravel@limerick.ie

Visit: Limerick City and County Council, Merchant's Quay, Limerick, V94 EH90

Ideas for your event

Below is a list of events which have been run in connection with National Bike Week in the past. Interested applicants can choose an event from those listed below or propose a new one, whichever suits best. Examples are listed as follows:

- Bicycle Repair Event,
- Bicycle Themed Event,
- Bicycle Rider Picnic,
- Bicycle Rider Speed Dating,
- Cycle Fashion Show,
- Bicycle Art Exhibition,
- Electric Bike Race,
- Guided Cycle Tours (Themed: Heritage, Storytelling or Food),
- A Midsummer Night Cycle,
- Cyclists meet up (coffee morning etc.)
- Lunchtime Cycle,
- Coke Bike, Cycle In The City,
- Heritage Cycle,
- School Cycling Event,
- Family Fun Cycle,
- School Bike Art Competition, Quiz Or Drama,

We will be looking for simple yet creative applications, which will help to encourage a cycling culture in Limerick. Good Luck!

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Terms and Conditions Sheet (1 of 2)

Please familiarise yourself with the terms and conditions before completing and submitting your application

1. The closing date for applications is **1 pm on Friday 10th May 2019**.
2. There is no limit to the number of applications which can be submitted by an individual or group.
3. Winning entries will receive aid in the form of **vouchers** (from suppliers of your choice) to help you run your unique event.
4. Any individual or group can apply for this funding as long as they plan to run a cycling inspired event, in Limerick, on a 'not for profit' basis. Examples include, but are not limited to the following:
 - **Individuals;**
 - **Community Groups, Sports Clubs;**
 - **Voluntary Organisations;**
 - **Active Retirement Groups;**
 - **Childcare Service Providers.**
5. Cycling inspired events must be held during National Bike Week which runs from the **22nd – 30th June 2019**.
6. All events must be **free of charge to the public and or participant**.
7. I agree on behalf of the organisers to accredit 'Limerick Bike Week' and 'National Bike Week' in all promotional materials including funder's logos (Bike Week, Limerick Council, and Limerick Smarter Travel)
8. Only events based in **Limerick City and County** are eligible for this funding.
9. Where events are taking place on the public road the Gardaí and relevant Local Authority must be notified in writing of your intention to organise the event. Permission must be received prior to the event.
10. 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 Practice and Safeguarding Procedures for Young and Vulnerable Cyclists' which can be found on the cycling Ireland website: www.cyclingireland.ie
11. 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.
12. A **pre event meeting** between Limerick Smarter Travel and the successful applicant may take place before the event if required by either party; Limerick Smarter Travel will assist the successful applicant with planning of the event in question if required.



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Terms and Conditions Sheet (2of2)

13. All applications will be assessed for suitability by the Limerick Smarter Travel office
14. Successful applicants will be informed via email before **6pm on Friday 17th of May 2019**.
15. For the purposes of this funding, eligible expenditure will include:
 - Costs involved in organising local fun cycling events for public participation;
 - Cost of free bike repair events in public areas;
 - Costs of purchase of items to give to participants of events;
 - Costs incurred in provision of cycling training;
 - Costs of complementary activities for event days, e.g. musical entertainment, face painting, novelty bike displays;
 - Costs relating to publicity for events;
 - Costs related to insurance for events.
16. Before **Friday 19th of July 2019** to be in compliance with the terms and conditions of receiving support for your event, the following must be submitted to Limerick Smarter Travel:
 - Copies of receipts relating to expenditure on the event itself.
 - A brief account of the event (less than 500 words).
 - At least two photographs of the event (event organisers to seek approval from people featuring in photos for the photos to be shared).
 - A copy of at least one social media post on Facebook or Twitter with a picture and some or all of the following tags: #Limerick #bikeweekie @LKSmarterTravel @LimerickCouncil @bikeweekie

Preferably received by e-mail (posting a hard copy of these items is also permitted).
17. The application form must be completed and submitted before the deadline for applications. Emailed to: smartertravel@limerick.ie or delivered to:
Limerick Smarter Travel Office, Limerick City and County Council, Merchant's Quay, Limerick, V94 EH90
18. Event insurance: Limerick City and County Council shall not be liable for any claims arising from events. The applicant (If appropriate) shall indemnify the Council for and in respect of all and any losses, claims, demands, damages, or expenses arising from any event related cause whatsoever. NB: A letter from your insurance company indemnifying the above and giving details regarding insurance cover of the proposed event must accompany this application. The insurance cover cost can be included in the application. Failure to do so may mean that funding will not be made available. We advise all applicants to contact their insurers prior to making any application for funding.
19. As funding is limited you may be offered only a portion of the requested amount if the number of applicants and requested amounts are in excess of the community grants budget.

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The Application Form (3of5)

Event Details:	
Target Audience:	
Participant numbers:	
Proposed Date	
Proposed Start Time:	
Proposed End Time:	

Applicant Contact Details:	
Individual or group name:	
Contact phone number:	
Email address:	
Social Media Addresses	

Applicant Insurance Details:		
Company:		
Type of cover applicable to this event	(e.g. public liability, personal accident):	
Have you submitted a letter from your insurance company with this application?	Yes	No
	If 'No' please give reason:	



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The Application Form (5of5)**Declaration by main contact person:**

I certify that all the details supplied in this application form are true and correct to the best of my knowledge and that the application has been submitted with full knowledge and agreement of the management of the applicant organisation.

I agree to indemnify and to keep indemnified and to hold harmless Limerick City and County, the Minister and Department of Transport, Tourism and Sport its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Councils, the Minister and Department of Transport, Tourism and Sport arising out of or in relation to the holding of the above mentioned event. I agree on behalf of the organisers to accredit 'Limerick Bike Week' and 'National Bike Week' in all promotional materials.

I also declare that I have read and understood the terms and conditions attached to this application:

Signature of Contact Person:

Date:

Name of Contact Person:

The details given here in relation to your organisation may be shared with other Departments within Limerick City and County Council. It will not be made available to other agencies. If you do not wish to have your contact details shared please tick here:

