



13<sup>th</sup> – 21<sup>st</sup> May 2023

**National Bike Week:**  
**Event Funding Application Pack**

## National Bike Week – Event Funding

Limerick City and County Council have secured funding to support a limited number of participatory cycling events during National Bike Week which runs from 13<sup>th</sup> – 21<sup>st</sup> May 2023. The purpose of this funding is to support individuals and groups who want to run their own cycling inspired event during National Bike Week 2023.

The theme for Bike Week 2023 is ‘**Communities Cycling Together**’. The aim is to reach a diverse range of people with inclusive events encouraging cycling for all in the community. Clubs, Groups, Communities, Schools & Workplaces are invited to apply for funding to organise their own FREE Bike Week event during Bike Week 2023. This is an ideal opportunity to promote cycling and to help support and encourage a cycling culture in Limerick.

The scale and scope of your National Bike Week event is up to each applicant. However, applications that focus on the following event criteria will be more positively received and prioritised:

- The event MUST take place during Bike Week (13<sup>th</sup> – 21<sup>st</sup> May 2023).
- The event must be FREE to take part in.
- Recreational / Leisure Cycling events focusing on including non-club members, the lapsed cyclist, families, beginners, etc.
- Focus of inclusion, non-competitive, community focus, family, local school participation.

### **Funding Availability:**

The maximum amount of funding available per organisation is €500. Organisations should not feel that they have to apply for the full amount, as all applications will be considered. As a guide, the grant shall not exceed €10 to €15 per participant.

### **Application:**

The Application Form and the Terms and Conditions are attached. Ideas for your event are also included. Please attach any additional information which may support your application and event, including proposed route information, maps, photos, social media and/or website links etc.

Completed applications can be submitted electronically or by post using the details below.

**Closing Date:**

Closing date for receipt of applications is **12 noon on Monday 3<sup>rd</sup> April 2023.**

**Please Note:**

All Bike Week events must adhere to COVID-19 government guidelines and with the public health advice that is in effect at the time of the event.

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 by email at [bikeweek@limerick.ie](mailto:bikeweek@limerick.ie).

Further Bike Week details and updates will be posted to the Limerick City and County Council website and social media. The National Bike Week website also contains information on events taking place across the country.

**Completed applications should be submitted by email to:**

[bikeweek@limerick.ie](mailto:bikeweek@limerick.ie)

**or posted to:**

FAO: Limerick Bike Week  
Travel & Transport Strategy  
Limerick City and County Council  
Corporate Headquarters  
Merchants Quay  
Limerick  
V94 EH90





## 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:	



## 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 the Minister for Transport and his Department, Limerick City and County Council and the National Transport Authority from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Minister for Transport and his Department, Limerick City and County Council, the National Transport Authority 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:

### Data Protection Privacy Statement

To review our privacy statement please go to <https://www.limerick.ie/privacy-statements>



## 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:

- Family Fun Cycles (5k, 10k, 20k, etc)
- Dawn Cycle / Darkness to Light cycle
- Bicycle Repair / Maintenance Workshops
- Safe Cycling Workshops / Events
- Online Webinars / Events
- Cycle to school / work event
- Cycling window display competition in local shops
- Bicycle Themed Event
- Bicycle Rider Picnic
- Cycle Fashion Show
- Bicycle Art Exhibition
- Electric Bike Race
- Guided Cycle Tours of city/town/village (Themed: Heritage, Gardens, Storytelling or Food)
- Cyclists meet up (coffee morning etc.)
- Lunchtime Cycle
- Heritage Cycle
- Fancy dress bike parade
- Greenway Cycle
- History Tour
- School Cycling Event - Cycle from your school to a local amenity for bike-based games e.g., treasure hunts / slow bicycle races
- School Bike Art Competition, Quiz or Drama
- Sustainable Cycling Initiatives

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

## Terms and Conditions Sheet

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

1. The closing date for applications is **12noon on Monday 3<sup>rd</sup> April 2023**. Applications should be emailed to [bikeweek@limerick.ie](mailto:bikeweek@limerick.ie)  
or posted to: Travel & Transport Strategy, Limerick City and County Council, Corporate Headquarters, Merchant's Quay, Limerick, V94 EH90.
2. There is no limit to the number of applications which can be submitted by an individual or group.
3. Any individual or group can apply for this grant 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.**
4. Cycling inspired events must be held during National Bike Week which runs from the **13<sup>th</sup> – 21<sup>st</sup> May 2023**.
5. All events must be **free of charge to the public and or participants**.
6. 'Limerick Bike Week' and 'National Bike Week' must be accredited in all promotional materials including funder's logos (Bike Week, Limerick City & County Council).
7. Only events based in **Limerick City and County** are eligible for this funding.
8. Where events are taking place on the public road the Gardaí and Local Authority must be notified in writing of your intention to organise the event. Permission must be received prior to the event.
9. 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 on the cycling Ireland website: [www.cyclingireland.ie](http://www.cyclingireland.ie)
10. 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.
11. A **pre-event meeting** between Limerick City & County Council and the successful applicant may take place before the event if required by either party; Limerick City & County Council will assist the successful applicant with planning of the event in question if required.
12. All applications will be assessed for suitability by Limerick City & County Council. Successful applicants will be informed via email as soon as possible after the closing date. If your group is successful, you may be asked to take part in publicity (including but not limited to online, social and print media) for promotional purposes.

13. For the purposes of this funding, 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 repair events in public areas;
  - Costs of purchase of items such as lights, locks, bells etc. to raffle or give as prizes for participants of event;
  - Costs incurred in provision of cycling training – **PLEASE NOTE:** Funding can only be provided for cycle training provided by CYCLERIGHT trainers and approved by Cycling Ireland.
  - 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.

14. 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.

Please note, if the organising group has not previously received payments from Limerick City and County Council, they will need to be set up as a new supplier. The following information is required to set up a new supplier and must be submitted with the claim and report:

- Full name of company/club/foundation/individual
- Address of same
- Tax Reference No: VAT, PPS or Charity Number
- Email Address
- Telephone number
- Bank Details: In the form of a Bank Statement Header.

Limerick City and County Council have strict anti-fraud measures in place in the interest of all Suppliers and one of these is a requirement for a bank statement header showing bank logo, account name, IBAN number and BIC as proof of bank details. An e statement header is also acceptable.

Please appreciate that such strict measures are now in place in order to prevent fraudulent attempts to amend/set up eft details in error.

15. Before **12noon on Friday 2<sup>nd</sup> of June 2023** to be in compliance with the terms and conditions of receiving support for your event, the attached Bike Week report must be completed and submitted to Limerick City & County Council:
- 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, Twitter, Instagram with a picture and some or all of the following tags: #BikeWeek #BikeWeekLimerick @LimerickCouncil
  - Copies of any media coverage that the event received.

Preferably received by e-mail (posting a hard copy of these items is also permitted).

16. Event insurance: Limerick City and County Council, the National Transport Authority, the Minister for Transport and his Department 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.**
17. 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 grants budget.
18. 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.



# **BikeWeek**

**13<sup>th</sup> – 21<sup>st</sup> May 2023**



Comhairle Cathrach  
& Contae **Luimnigh**

**Limerick** City  
& County Council

## Post Bike Week Report 2023

Please complete all sections and return before **12noon on Friday 2<sup>nd</sup> of June 2023** to be in compliance with the terms and conditions of receiving support for your event. Please use additional pages if necessary.

Event Details:	
Event Title:	
Event Date:	
Event Location:	
Brief account of the event (less than 500 words):	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>
Number of participants, include details of age profile:	

## Event Photographs

Please insert at least two photographs of the event in the space below (event organisers to seek approval from people featuring in photos for the photos to be shared).

## Social Media Posts

Please insert a copy of at least one social media post on Facebook, Twitter, Instagram with a picture and some or all of the following tags: #BikeWeek #BikeWeekLimerick @LimerickCouncil



## Media Coverage

Please insert copies of any media coverage that the event received.

## Event Claim

Please outline event expenditure below and add additional lines where necessary.

Event Expenditure	
Outline detail of Receipt / Invoice 1	€XXX
Outline detail of Receipt / Invoice 2	€XXX
Outline detail of Receipt / Invoice 3	€XXX
Outline detail of Receipt / Invoice 4	€XXX
Outline detail of Receipt / Invoice 5	€XXX
Total	€XXX

## Receipts and Invoices

Please insert copies of receipts and invoices for the event in the space below.