**FESTIVAL & PARTICIPATIVE EVENTS FUND FOR COUNTY WEXFORD 2019**

**APPLICATION FORM**

 **Please Note: Closing Date for completed applications is 5pm on 26th April 2019**

Before completing this form please refer to the Application Guidelines

**SECTION 1: APPLICANT & FESTIVAL DETAILS:**

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| 1. **Applicant Details**
 |
| Name of Applicant/Organisation: |  |
| Address of Applicant/Organisation: |  |
| Eircode |  |
| Applicant’s legal status:(e.g. limited company, charity) |  |
| 1. **Contact Person’s Details**
 |
| Name: |  |
| Title: |  |
| Email address: |  |
| Telephone number: |  |
| 1. **Festival/Event Details**
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| Name of festival/event: |  |
| Dates of festival/event: |  |
| Location of festival/event – Town/Village/Region |  |
| Is the festival new or existing? |  |
| Frequency of festival/event: |  |
| Festival/event operating since (year): |  |
| Name of company / organisation in ownership: |  |

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| 1. **Festival/Event**

**Which category below best fits your festival/event (Tick ONE only)** |
| General  | Literary |  |
| Historic |  |
| Family |  |
| Traditional Culture |  |
| Arts, Music & Theatre | Arts |  |
| Dance |  |
| Music |  |
| Theatre |  |
| Film  |  |
| Comedy |  |
| Food & Drink |  |
| Sports & Outdoors | Walking |  |
| Running |  |
| Cycling |  |
| Water-based Activities |  |
| Triathlon/Adventure Race |  |
| Angling |  |
| Equine |  |
| Golf |  |
| Motor Sport |  |
| Team Sports  |  |
| Business & Education | Summer School |  |
| Conference/Exhibition |  |
| Seminar – one day only |  |
| Seminar–more than one day |  |
| Other(specify the type of festival or event) |  |

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| 1. **Describe the nature of the festival/event, unique selling points and vision for its future (Maximum of 200 words)**
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| 1. **Funding**
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| Amount being applied for under the Festival & Participative funds events. | € |
| Is the amount partial or total festival cost  |  **P Partial Total** |
| If partial, give estimated total festival cost. | **€** |

**SECTION 2: PROGRAMME AREA FIT:**

The purpose of this section is to give Wexford County Council an understanding of how your festival/events draw tourists to the locality.

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| 1. **How does the festival or event help to entertain and/or draw visitors to the locality? If relevant, you may wish to highlight how it showcases the locality’s culture, heritage or landscape (Maximum of 200 words)**
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**SECTION 3: MARKETING AND DIGITAL CAPABILITY:**

The purpose of this section is to give details of your marketing strategy. If you have prepared a marketing plan please provide a copy of it in support of your funding application.

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| 1. **How will you promote the festival/event to tourists? In addressing this question, please detail (a) the target markets and (b) why these activities were chosen. (Maximum of 200 words)**
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| **9. How does the festival/event’s on-line presence, particularly its website, generate interest among tourists? Where possible provide links to relevant digital content. (Maximum of 200 words)** ***The purpose of this question is to give details of your plans to make tourists aware of the festival/event digitally and to build an active on-line community.*** |
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| **10. How does the festival/event utilise social media channels to generate interest among tourists. Relevant social media channels may include Facebook, Twitter, YouTube, Instagram, Snapchat, Pinterest and other platforms. (Maximum of 200 words)** |
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**SECTION 4: TOURISM IMPACT**

The details provided in this section will be used to establish the scale of the festival/event in terms of the likely number of tourists attending and bed nights arising.

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| **11.Performance Metrics** |
| Audience/Participant Statistics | Results for 2018 or Most Recent Year | Projections 2019 | How was data collected\*\* |
| A | Attendance:  | Ticketed |  |  |  |
| Non Ticketed |  |  |
| Total Attendance |  |  |
| B | Taking the total attendance figure above, please provide the following breakdown | % Local\* |  |  |  |
| % Domestic\* |  |  |
| % Overseas\* |  |  |
| Must add to 100% | 100% |  |  |
| C | How many events, on average, did/will each individual attend? |  |  |  |
| D | Of those who overnight in the area, what is the average number of nights spent locally? |  |  |  |
| *Notes:**\*Local- Those living within a 65km/40 mile radius within the county.**\*Domestic- Those living beyond a 65km/ 40 mile radius outside the county.**\*Overseas – Those living outside the Republic of Ireland.**\*\*Please explain how the figures were estimated including what research, if any has been carried out in the compilation of the above figures.* |

**SECTION 5: DELIVERY TEAM**

**The purpose of this section is to give Wexford County Council details of those who will be involved in setting up and delivering the festival/event.**

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| **12.Team & Staffing**  |
| Number of Committee/Board Members: |  |
| Number of Voluntary Members: |  |
| Number of Full-Time Paid Staff: |  |
| Number of Part-Time Paid Staff: |  |
| How many volunteers will be engaged during the planning and operation of the festival/event: |  |
| What was the total salary cost for your most recent event: |  |

**SECTION 6: FINANCIAL DETAILS & FUNDING REQUESTED**

The purpose of this section is to establish the actual cost involved in delivering the festival/event in 2018 and the projected cost of delivering it in 2019

In providing details:

* Enter only actual or invoiced expenditure.
* Where the applicant is in a position to recover VAT, costs should be expressed net of recoverable VAT.
* See the guidelines for details as to which costs are eligible for grant funding.
* If available, the detailed working and assumptions supporting the figures stated below should accompany this form.

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| **13.EXPENDITURE** | **Actual Spend 2018** | **Projected Spend 2019** |
| Marketing Costs |  |  |
| Development Costs |  |  |
| Programme & Event Production Costs |  |  |
| Other (please specify) |  |  |
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| **Overall Total Expenditure**  |  |  |

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| **14.INCOME** | **Actual Income 2018** | **Projected Income 2019** |
| Earned Income |  |  |
| Sponsorship (please specify who is funding) |  |  |
| Grants From: |  |  |
| Fáilte Ireland |  |  |
| Arts Council |  |  |
| Wexford County Council or other Local Authority ( please specify the source and amount of funding) |  |  |
| Leader/ Local Development Companies |  |  |
| Údarás na Gaeltachta |  |  |
| Irish Film Board/Bord Scannán na hÉireann |  |  |
| Heritage Council |  |  |
| Culture Ireland |  |  |
| Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs |  |  |
| Department of Tourism, Transport and Sport |  |  |
| Other (please specify) |  |  |
| Fundraising |  |  |
| Borrowing |  |  |
| Other (please specify) |  |  |
| **Total Income**  |  |  |

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| **15.Financial Sustainability Strategy**Provide details of the strategy to increase (a) total funding and (b) other sources of funding.  |
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| **16.Are there any further comments you wish to make about your application?** |
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**SECTION 7: DECLARATIONS, DISCLOSURES & SIGNATURES**

**Freedom of Information**

I/We understand the implications of Wexford County Council’s responsibilities in reference to the Freedom of Information Act 2014, details of which are contained in the Guidelines for the Festivals & Participative Events Programme. I/we agree that none of the information supplied is sensitive, and any, or all, of the information supplied, may be released in response to a Freedom of Information request.

**Data Protection Acts, 2018 & GDPR Regulations**

**Paper and Computerised Records**

Wexford County Council is responsible for delivering the Festival & Participative Events Fund for County Wexford and is required to collect information from individuals and community groups who it assists with grant aid under this Scheme.

Some of the information sought is personal data and sensitive personal data which will be processed and securely stored by Wexford County Council in paper and electronic form in compliance with the above Acts and GDPR Legislation.

Information subsequently received may be added to such records. You, as a Data Subject, have a number of rights under the Acts, including access to your information.

Requests should be addressed to: Freedom of Information Office, Wexford County Council, County Hall, Carricklawn, Wexford Town, Y35 WY93.

The information we record will be used only for the following purposes:

* Processing applications
* Compiling statistical information
* Analysing information about applicants for other bodies such as Government Departments e.g. The Department of Rural and Community Development.
* Publication of applicant and project details (including photography) for publicity and promotional purposes.

Personal data will be disclosed only in accordance with Wexford County Council’s duties under the Data Protection Acts. For further information on our privacy policy see our website.

**DECLARATION**

I have read and understand the above statement and give consent to Wexford County Council for the use and disclosure of data and information as outlined above.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Tick as appropriate****YES NO** |
| **Understanding the Guidelines** I/we have read and understood the guidelines and criteria applicable to the Wexford County Council Festivals and Participative Events Programme and agree to comply in full therewith. | **Yes** | **No** |
| **A Competitive Grant Process**I/we understand that the Festivals and Participative Events Programme is a competitive grant process and know that there is no guarantee of funding for festivals or events which achieve the minimum eligibility conditions. | **Yes** | **No** |
| **Accuracy of Information Provided** I/we certify that all information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate.  | **Yes** | **No** |
| **Legal Obligations** I/we have taken steps to ensure that all legal obligations associated with operating the festival/event, including appropriate insurances, have been defined and will be addressed before its commencement.  | **Yes** | **No** |
| **Environmental Considerations**I/We have taken steps to ensure an environmental management policy and plan will be prepared for the festival/event which identifies and addresses all environmental issues and concerns. | **Yes** | **No** |
| **Freedom of Information**I/We understand the implications of Wexford County Council’s responsibilities in reference to the Freedom of Information Act 2014, details of which are contained in the Guidelines for the Festivals & Participative Events Programme 2019. | **Yes** | **No** |
|  |
| I/we agree that none of the information supplied is sensitive, and any, or all, of the information supplied, may be released in response to a Freedom of Information request. | **Yes** | **No** |

**Disclaimer – please read carefully**

It will be a condition of any application for funding under the terms and conditions of the Festivals and Participative Events Programme that the applicant has read, understood and accepted the following:

1. Wexford County Council and Fáilte Ireland shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
	1. The application or the subject matter of the application.
	2. The rejection for any reason of any application.
2. Wexford County Council or Fáilte Ireland shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant’s information by Wexford County Council and Fáilte Ireland, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund.  Wexford County Council and Fáilte Ireland will employ appropriate measures to keep applicants’ data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation and the GDPR.

**PLEASE ENSURE THAT THIS FORM IS SIGNED BY**

**TWO APPROPRIATE MEMBERS OF YOUR GROUP.**

In signing this declaration we agree that:

1. The information provided in this application is correct.
2. We have read, understood and accept the Terms & Conditions of Funding.
3. We have adequate and appropriate insurance cover for our activities.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in the Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in the Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of: (organisation's name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incomplete forms will NOT be considered**

**CHECKLIST**

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| **Checklist of documents to be attached with your application if available**  |
|  | Copy of business plan including marketing plan if available. |
|  | Samples of promotional material from previous year (max five samples). |
|  | Any further details available on the 2019 programme content. |
|  | Copies of any relevant research undertaken. |
|  | Copies of signed most recent accounts/income and expenditure.  |

**Please return completed application forms to:**

**Community Development Section**

**Wexford County Council**

**Carricklawn**

**Wexford**

**Or by email to:** **community@wexfordcoco.ie**

**Before 5pm 26th April 2019.**

Wexford County Council requires the procurement of goods and services, in a manner, to ensure at all stages of the development and / or retrofit of publically funded facilities that accessibility and equality (access and equality for end user) is accounted for, In line with Disability and Equality Legislation.