

**Comhairle Contae
Fhine Gall**
Fingal County
Council



EVENTS AND FESTIVALS 2021

**APPLICATION FOR FINANCIAL
ASSISTANCE**

**ELIGIBILITY CRITERIA &
APPLICATION FORM**

INTRODUCTION

Fingal County Council's Events Unit was established in 2010 to organise and support events happening within the County. Since the formation of the unit the number of events being held and supported annually has increased year on year. The programme is a combination of Fingal County Council's own events, events in partnership with other bodies that have similar objectives, and events run by external organisers who receive direct funding contributions from Fingal County Council through a financial assistance programme.

Fingal has a population of 296,214 (Census 2016) making it the third most populous local authority area in the country. The population increased by 77% between 1996 and 2011. The County also has the youngest population in the country. There is an emphasis on the growth of both tourism and industry to sustain and develop the economy. The Events Unit supports tourism through the Fingal Statement of Tourism Strategy 2017 - 2022 and businesses in our towns through a wide-ranging programme of events.

WHO IS ELIGIBLE TO APPLY?

The scheme is open to groups or organisations that are organising Events and Festivals in 2021. To be eligible for funding the event must:

- Have a general audience appeal and be socially inclusive.
- Clearly demonstrate potential to generate economic, social and/or cultural benefits.
- Is focused on developing demonstrable, measurable tourism impacts in the County.
- Complement the County's calendar of events in relation to attracting overseas' visitors.
- Meet the Events Unit's objective of compiling a varied programme of events throughout the year including content, seasonal and geographical spread.
- Animate public spaces in creative and innovative ways within the County.
- Demonstrate financial sustainability and the capacity to develop the event.
- Have a clear PR and marketing plan including a social media strategy to actively promote the event.

Applicants must also be in a position to confirm the following where applicable:

- A bank account in its own name and is in a position to supply evidence of adequate insurance cover for all aspects of their activities.
- Be fully compliant with financial regulations including an up to date Tax Clearance Certificate.
- Be fully aware of event management requirements and all relevant legislation.
- Be in a position to provide a Child Safeguarding Statement in line with the Children First Act 2015
- Be fully compliant with GDPR and its requirements.
- Submit details of any applications made, intend to be made or awards of funding given by other departments within the Council or any other body
- Supply a projected budget sheet
- Provide post event P&L accounts
- All applications should include a Covid compliance plan in adherence with current government guidelines.

Only one application per event will be considered. **Statutory agencies ARE NOT ELIGIBLE to apply.**

HOW DO I APPLY?

Please submit your application via email to events@fingal.ie with "Application for Financial Assistance for Festivals and Events 2021" in the subject line.

All applications must include:

- Completed application form
- Evidence that adequate insurance cover will be provided/obtained for all aspects of the event, if successful
- Evidence of compliance with current financial regulations including an up to date Tax Clearance Certificate, if successful
- Evidence of having a Child Safeguarding policy in place in line with Children First Act 2015

HOW WILL I KNOW IF MY APPLICATION HAS BEEN SUCCESSFUL?

All successful and unsuccessful applicants will be notified in writing by **4th February 2021**.

IF I AM SUCCESSFUL, HOW DO I DRAW DOWN THE FUND?

In order to draw down the fund, applicants will be required to submit the following to Fingal County Council:

- Completed Post Event Report (template which will be supplied with letter of offer)
- P&L accounts
- Evidence that the event has taken place (e.g. photographic evidence) with particular regard that Council logo has been utilised.

REQUIREMENTS:

- Successful applicants must abide by Fingal County Council's brand guidelines. In this regard, draft brochure/ information leaflet for the event to be submitted to the Council for approval.
- Successful applicants **must** complete and return
 - Form SAG002 – Event Outline, Form SAG003 –
 - Event Management Safety Plan (which will be supplied with letter of offer) and
 - Fingal County Council Event Insurance Form **at least 6 weeks in advance** of your event to your relevant Fingal County Council Operation Teams, in order to satisfy our Insurer.
 - Applicants must include their Covid compliance plan accompanying their event safety plans **6 weeks** from their event start.
- Successful applicants **must** also attend Fingal County Council's Festival and Events training module (to be held in February 2021) which will include topics such as COVID-19 advice and insurance, Fingal County Council brand guidelines, operations and health and safety.

Failure to comply with any of the above requirements may result in funding being withdrawn.

NOTE:

- Funding is limited and there is no guarantee of funding for events which achieve the minimum eligibility criteria.
- An award of funding in 2021 will not be an indication that funding will be awarded in future years.

The closing date for applications for funding is **on Tuesday 15th December 2020 @ 3pm** for events taking place in 2021.

Applications received after this date and time will **NOT** be considered for financial assistance. **Incomplete forms will also NOT be considered.**

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APPLICATION FOR FINANCIAL ASSISTANCE

Name of organisation: _____

Proposed event: _____

Proposed date & location: _____

Amount Requested: _____

For office use only

Amount awarded: _____

Signed: _____

Date: _____

Section 1: Applicant

| Lead contact details | |
|-------------------------------|--|
| Name of Applicant : | |
| Address of Applicant : | |
| Contact Person: | |
| Role with group: | |
| Email: | |
| Telephone: | |

| GROUP / ORGANISATION DETAILS (Where applicable) | |
|--|--|
| Name of Group/Organisation: | |
| State nature/primary activity of organisation: | |
| Is your group/organisation affiliated to any relevant local, regional or national body? | |
| Company Registration No. | |
| Does your company have Charitable Status? If so please state Charity No. | |

Have you or your group had previous experience of staging festivals/events in the public arena?
If, so describe briefly and attach event programmes to your application (max. 200 words)

Section 2: The Festival/Event

| Details of Proposed Festival/Event | |
|---|--|
| Name of festival/event: | |
| Dates of festival/event: | |
| Location of the festival/event: | |
| Is the festival new or existing: | |
| Estimated audience attendance: | |
| Audience profile: | |
| Frequency of festival/event: | |
| Festival/event operating since (year): | |
| Festival/event office address (if different from above): | |
| Will you be applying for a liquor licence for your event? | |

Provide details of proposed festival/event, ensuring to outline how it will achieve the objectives of Fingal County Council as outlined in the criteria. Please outline all elements of the festival/event programme. Attach extra sheets if required.

If this is an existing event, please outline the highlights of the previous festival/event including audience numbers, media reach, final financial position (max. 200 words)

| |
|--|
| |
|--|

Section 3: Management and Staffing

Festival Staffing

| | |
|---|--|
| Number of Board Members: | |
| Number of Voluntary Committee Members: | |
| Number of Full time paid staff: | |
| Number of Part time paid staff: | |
| Number of Volunteers/interns: | |

Key Staff: Please provide details of the background and experience of key staff/personnel:

| |
|--|
| |
|--|

Committee/Board Members: Please provide details of the background and experience of the principal members of the organising committee/board

| |
|--|
| |
|--|

Other Staff/Contractors: Please list companies hired to supply/provide goods and/or services to the festival/event:

Section 4: Sales & Marketing Strategy

**How will you promote the festival / event? Please outline your strategy.
If you have prepared a marketing plan please provide a copy in support of this section.**

Section 5: Projected Income and Expenditure

Note: The purpose of this section is to estimate the actual cost involved in delivering the festival/event. You may be requested to submit a copy of your company's audited most up to-date accounts or recent bank statement.

| INCOME | € |
|---|----------|
| Ticket Sales | |
| Festival/Event Merchandise | |
| Sponsorship | |
| FLAG Funding | |
| LEADER Funding | |
| Arts Council | |
| Local Authority Grant Funding (including Fingal County Council and other Local Authorities) | |

| | |
|---------------------------------|--|
| Fáilte Ireland | |
| Grants (Other, please specify) | |
| Borrowing | |
| Fundraising | |
| Other (<i>please specify</i>) | |
| Other (<i>please specify</i>) | |
| Other (<i>please specify</i>) | |
| TOTAL INCOME | |

| EXPENDITURE | € |
|---|----------|
| Artist/Performers fees | |
| PA/AV Equipment Costs | |
| Infrastructure Costs | |
| Technical costs and fees | |
| Security Costs | |
| Garda Costs | |
| Marketing Costs (including PR, social media, leafleting etc.) | |
| Site branding and signage | |
| Operational Costs (including staff salaries & costs, office rental & rates, heat & light, phone & internet, postage, office supplies & stationary, IT Support, accountancy & legal fees, insurance, IT costs including hosting & maintenance) | |
| Other (<i>please specify</i>) | |
| Other (<i>please specify</i>) | |
| Other (<i>please specify</i>) | |
| Other (<i>please specify</i>) | |
| TOTAL EXPENDITURE | |
| | |
| TOTAL INCOME LESS EXPENDITURE | |

| | |
|--|--|
| | |
| In-kind support/income | |
| Please list approximate value of items and services provided free of charge to the event (e.g. accommodation, stewarding, advertising, transport etc.) | |
| | |
| | |
| | |
| | |
| Total value of in-kind support | |

| |
|---|
| Financial Sustainability Strategy |
| The nature of public funds is not always certain. Please provide details of your strategy towards financial sustainability (max 200 words) |
| |

Disclaimer – please read carefully

It will be a condition of any application for funding under the Financial Scheme for Assistance 2021 that the applicant has read, understood and accepted the following:

1. Fingal County Council 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:
 - a. The application or the subject matter of the application
 - b. The rejection for any reason of any application

2. Fingal County Council 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.

Section 6: Declaration

Declaration by Applicant(s)

I/We apply for funding of €_____ towards the total cost of the festival/event.

I/we have read and understood the information and criteria for financial assistance for Festivals and Events 2021 as set out by Fingal County Council.

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.

I/We confirm compliance with GDPR and all its requirements.

I/we acknowledge that any personal information submitted to Fingal County Council will be obtained and processed in line with the Data Protection Acts 1998, 2003 and GDPR.

By submitting an application, applicants agree to the processing and disclosure of the applicant's information by the Council, 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 Fingal County Council in connection with the marketing or promotion of the scheme and event.

Signed: _____ Date: _____

Name (in block capitals): _____

On behalf of (organisation's name): _____

FINGAL COUNTY COUNCIL DATA PROTECTION NOTICE

Fingal County Council is committed to protecting and respecting your privacy. This Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us.

Information we may collect from you

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect and process any type of personal data you provide to us in the course of your interactions with us.

How we use personal data we collect

We will only use your personal data for the purposes and legal bases set out in the table below.

| Purpose(s) for Processing | Legal Basis for Processing |
|--|---|
| <ul style="list-style-type: none">• To process application in respect of fund administration• Request insurance documentation and other such documents• Evaluation of application• Audit purposes | <ul style="list-style-type: none">• Eligibility Criteria under the Scheme for Financial Assistance 2021 |

Records Retention Policy

Fingal County Council has a Record Retention Policy which sets out the time period for which your personal data will be retained by Fingal County Council and what will happen to it after the required retention period has expired.

Your personal data will only be held for as long as necessary for the purpose(s) for which it was obtained. The criteria used to determine our retention periods include (i) the length of time we have an ongoing relationship and/or provide our services; (ii) whether there is a legal requirement to which we are subject; and (iii) whether the retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation or regulatory investigations).

Please contact us if you wish to obtain further information concerning our retention periods or visit our website at www.fingal.ie

Security and where we store your personal data

We are committed to protecting the security of your personal data. We use a variety of security technologies and procedures to help protect your personal data from unauthorised access and use. As effective as modern security practices are, no physical or electronic security system is entirely secure. We cannot guarantee the complete security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us over the Internet. We have implemented strict internal guidelines to ensure that your privacy is safeguarded at every level of our organisation. We will continue to revise policies and implement additional security features as new technologies become available.

Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the

content and source of the data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of personal data held by Fingal County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. To exercise these rights you should take the following steps,

All requests for personal data held by Fingal County Council must be made in writing by post or email to:

Information & Data Management Officer

Corporate Affairs & Governance Department,
Fingal County Council, Civic Offices, Blanchardstown
Email: data.officer@fingal.ie

Right of Complaint to the Office of the Data Protection Commissioner

If you feel the Council is not respecting your data protection rights, please contact us. If you are not satisfied with our response, you may contact the Office of the Data Protection Commissioner as follows:

The Office of the Data Protection Commissioner
Canal House, Station Road, Portarlinton, Co. Laois
LoCall: 1890 252 231, Telephone: 057 8684800, Fax: 057 8384757
Email: info@dataprotection.ie
Website: <http://www.dataprotection.ie>