**Bike Week 2017 Funding Application**

The key objective of this fund is to provide support to clubs or communities who wish to deliver events in 2017 which support the aims of Bike Week.

The goal of bike week is to encourage more people to consider getting on a bike for the first time or taking out their old bike to cycle to work, school, to the shops or just for leisure.Bike Week celebrates cycling and getting more people cycling – so events can be aimed at families, amateur sports cyclists, regular commuter cyclists and in particular lapsed cyclists. Bike week is all about people getting involved and cycling. Events can be targeted at the whole community or at specific target groups e.g. over 50s, try outs for teenagers or women-only leisure cycles.

**Who is eligible to apply?**

It is open to communities and sports clubs who are organising events which promote cycling. **The event must take place during Bike Week which is 10th – 18th June 2017.**

**Who is ineligible to apply?**

* Private organisations
* Statutory agencies

**To be eligible for funding, you must:**

* Use the funding support for the purpose outlined.
* The event must be not for profit.
* Provide feedback to CSP in terms of objectives achieved and numbers of participants with evidence (photos, press release) that the event has taken place. Provide invoices/receipts showing expenditure\*.
* Ensure CSP and Bike Week are branded on all promotional materials and on the day of the event. Promotional CSP and Bike Week banners are available for groups.
* Events should place emphasis on participation rather than competition.
* Events must ensure that there is medical cover at all times and all events are covered by their insurance (a copy of which must be supplied when recouping funding).
* Have capability to promote the event.
* Upload the event on Cavan Sports Partnership website: [www.cavansportspartnership.ie](http://www.cavansportspartnership.ie)

*\* Funding will only be made available to successful applicants after receipt of invoices*

**For the purposes of this grant, eligible expenditure will include:**

* Costs involved (either directly or through partners) in organising one or more local fun cycling events for public participation.
* Cost involved in organising public information events on cycling.
* Costs of purchase of items such as lights, locks, bells etc. to raffle or give as prizes for participants in events.
* Costs incurred in provision of cycling training\*\*.
* Costs of complementary activities for event days e.g. entertainment, face painting.
* Costs relating to publicity for events.

*\*\* Please note this is to a maximum of €200 and clubs who apply jointly will be awarded more marks.*

**Funding is available to a maximum of €500**

There is no guarantee of funding for events which achieve the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis against the criteria being applied.

**What items and expenses are excluded?**

* Spend on alcoholic beverages*,*fines, penalty payments, legal cost, audit fees, financial consultancy fees and wages and salaries of consultants.
* In general capital costs and the cost of items for resale are ineligible.

**APPLICATION FORM**

|  |  |
| --- | --- |
| **APPLICANT DETAILS** | |
| **Name of Applicant Groups/Organisation** |  |
| **NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION** | |
| **Name & Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Bank Details: (please note all monies will be paid directly to bank accounts only)** | Bank Name:  Address:  Bank Account No:  Sort Code: |
| **Event Description** | |
| **Name of event:** |  |
| **Dates** |  |
| **Location** |  |
|  | |
| **Who is your event aimed towards?** |  |
| **If applicable:Please outline how you will manage the event (volunteers, refreshments, health and safety etc)** |  |
| **Does your event offer participation to any of the following?** | **Older Adults**  **Women**  **People with Disabilities**  **Communities**  **Children** |
| **BRIEFLY DESCRIBE YOUR EVENT**  ***Explain the rationale for its existence and how it will support the objectives of CSP & National Bike Week.(Keep to a maximum of 100 words max)*** | |
|  | |

**Event Costings**

|  |  |
| --- | --- |
| *Area(s) of Expenditure* | *Cost €* |
|  |  |
|  |  |
|  |  |
|  |  |
| *Total* |  |

**Incomplete forms will NOT be considered**

**Late applications will NOT be considered**

**Closing Date for Applications is Friday 5th May 2017**

**Disclaimer – please read carefully**

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

1. Cavan Sports Partnership or Cavan 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:
   1. The application or the subject matter of the application.
   2. The rejection for any reason of any application.
2. Cavan Sports Partnership 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.

**Declaration of Applicant(s)**

We have read and understood the information and criteria applicable to the Fund and agree to comply in full therewith. 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.

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

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All applications to be signed and returned to**

**Siobhan Mulligan, Cavan Sports Partnership, Community & Enterprise, Cavan County Council, Farnham Centre, Farnham Street, Cavan**

**Or scanned and emailed to: info@cavansportspartnership.ie**