

The Leitrim Gathering Community Events Grant 2025

Guidelines for Applicants

Purpose of the Programme

This programme aims to support community events in County Leitrim during the weekend of “The Leitrim Gathering” (23rd – 25th of May 2025). The supported events must help meet the objectives of The Leitrim Gathering (i.e. engaging the diaspora, increasing visitor numbers to County Leitrim, and welcoming all those who have made Leitrim their home).

Qualifying Conditions & Minimum Eligibility Thresholds:

- The event should assist **in attracting** domestic and international visitor arrivals to County Leitrim.
- The event must:
 - take place during 23rd to the 25th of May 2025.
 - take place in County Leitrim.
 - include high-quality content and design.
 - have appropriate insurance cover.
 - have an online presence with up-to-date information available.
 - acknowledge any contribution of Leitrim County Council throughout the event.
 - if successful, feature Leitrim County Council’s branding on all promotional material while having regard to data protection legislation.
 - provide photographs of the event to Leitrim County Council post event.
 - be fully compliant with current regulations and requirements for holding such an event.

Who can apply?

Community and Voluntary Organisations based in and undertaking community events in the administrative area of Leitrim County Council (The Council) are eligible to apply for funding under this Scheme. Proposals from individuals will not qualify.

Eligible Expenses:

The following costs are eligible expenses under this fund:

- Programme content – activities and events included in the Event Programme.
- Marketing – local and national marketing and promotional activity, including online marketing, and public relations costs.

Ineligible Expenses:

Expenses not covered by the fund include:

- Advertising
- The cost of items for resale.
- Unpaid expenditure.
- Fines, penalty payments, legal costs, audit fees, and financial consultancy fees.
- Un-vouched expenditure
- Staff Costs including stewarding.

Evaluation:

The application will be assessed only on the information submitted along with the completed application form. Relevant additional documentation should be included with the application to support any information given.

An internal Evaluation Group within the Council will assess the application and make a recommendation.

Data Protection:

The Council (the Council) are the Data Controller, and the lawful basis for processing is the basis of the individual Applicant's consent which is consistent with Section 71.2 (b) of the General Data Protection Regulation, 2016. Applications are submitted to The Council for the Leitrim Gathering Community Events Fund. The Council will use the information on this Application Form to process the application. The Council may seek further information to clarify aspects of the application. The Council may draw on broader, more specialist expertise where required, and such information as considered necessary to complete an assessment of the application may be shared with those experts. The Applicant, the Council and the Third-party are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation ("GDPR"). Any personal information provided as part of the application process will be obtained and processed in compliance with Data Protection legislation.

The Council may, at times, have to cross-check with other departments regarding other funding schemes applied for by this Group, and details of the same may be shared.

The Council will use the data obtained solely to process the application and in compliance with the requirements of data protection legislation. The Council retains the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with the funded event any information supplied by the Applicant to the Council,

- any relevant data gathered by The Council in administering grant aid to the Applicant, except where the information is considered to be personal or commercially sensitive.

Supporting Documents:

The following documents must be available on request: -

- Vision and Mission Statement.
- Child Protection Policies and Procedures.
- Health and Safety Plan.
- Environmental Management Plan.
- Copy of current Insurance cover.

Acceptance of Offer:

Following the approval of grants at the internal evaluation, Leitrim County Council will formally write to the Applicant, advising if the application has been successful. This letter will indicate the level of funding support on offer. The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer. The relevant persons must sign the Funding Agreement, and a signed copy must be returned to the Economic Development department of Leitrim County Council within seven days of receipt of the letter of offer. Offers will lapse in the event of the non-return of a signed Funding Agreement by the specified date.

How do I draw down the grant?

Prior to the event taking place, successful applicants must forward draft copies of all marketing material to Sarah Duffy in Leitrim County Council prior to being printed.

Once the event has been completed, successful applicants can submit a **claim**.

The Successful Applicants will be required to:

- Complete and submit a comprehensive post-event report. This is a summary report on the funded event. The report must be accompanied by the following:
 - Invoices and original receipts detailing expenditure – Invoices and Receipts must be made out specifically to the relevant organising committee and must be dated between 23rd – 25th of May 2025.
 - Each transaction being claimed for must be highlighted on bank statements.
 - Photographic evidence of the event having been held together with promotional materials containing the relevant logos.
- Funding will only be granted on the elements specified in the application form.
- Funding not claimed by the agreed deadline will be withdrawn.
- The Applicant must comply with Tax Clearance procedures.
- Funding will only be paid to the organising committee's official bank account and not to any third party or personal account.
- Any changes in date or event elements must be approved in advance by The Council.
- Funding drawdown is to be submitted no later than Friday, 12th July 2025t.

The Closing Date for submission of applications is **4pm Friday 25th October 2024.**

Note: There is no funding guarantee for applications that achieve the minimum eligibility requirements. The fund is limited, and all eligible applications will be evaluated competitively against the criteria set out.

Note: If funding is approved, the applicant must guarantee that the event will go ahead. By applying for this funding, the applicant gives Leitrim County Council permission to advertise this event on The Leitrim Gathering website www.leitrimgathering.com.

Contact:

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