



Comhairle Contae Lú
Louth County Council

Louth County Council Festival Grants Initiative 2025

Application Form & Guidelines



GUIDELINES:

What is the purpose of this initiative?

The key objective of the Fund is to provide support to organisers of local and community events which will benefit local economy and tourism in the County. The Fund is a Louth County Council Initiative and will be administered by Louth County Council. Funding, up to a maximum grant of €8,000, can be applied for.

This will be the only funding scheme available for tourism events occurring in 2025.

Who is eligible to apply?

It is open to groups or organisations that are organising festivals / events / activities in County Louth in 2025. To be eligible for funding, the event should:

- Deliver a number of local, regional and/or overseas visitors
- Contribute at a local level to the County's calendar of events in relation to attracting visitors
- Demonstrate a capacity to deliver i.e. the Event Organiser(s) must provide a clear plan for producing and promoting the event.
- Have the capability to promote the event and provide a potential for media coverage
- Your event can be either a new event which will take place in 2025 or an addition to an existing event which is being expanded

There is no guarantee of funding for events even if you achieve the minimum eligibility criteria. The fund is limited, and eligible applications will be evaluated on a competitive basis.

What types of Events will be funded?

Various types of Festivals & Events will be considered for funding. However, funding for St. Patrick's Day Events and the turning on of Christmas Lights Events are not eligible. Festivals and events must have a strong focus on attracting visitors to County Louth and should have the potential to be repeated.

What items and expenses are excluded from the fund?

- Infrastructural / tourism development projects / capital costs for the County
- Spend on alcoholic beverages, fines, penalty payments, legal costs, audit fees, financial consultancy fees and wages & salaries of consultants
- In general, the cost of items for re-sale are ineligible
- Items including, but not limited to, expenses incurred on behalf of event / festival organisers such as mileage / phone bills / subsistence, etc.

How do I apply?

You should apply directly to Louth County Council. Only completed applications received via the approved application form will be considered. The completed form must be sent to:

'Festival Grants Initiative 2025', Susan L Murphy, Louth County Council, Economic Development & Tourism Section, Town Hall, Crowe Street, Dundalk, Co Louth, A91 W20C.

Or submitted by email to: tourism@louthcoco.ie with 'Festival Grants Initiative 2025' in the subject line.

Closing Date: 5pm on Friday, 10th January 2025

You may also submit accompanying additional documentation with your completed application form if you feel this is appropriate.

How will I know if my application has been successful?

Successful applicants will receive a Letter of Offer. This letter will form the contract between Louth County Council and the organiser and will detail all conditions and requirements.

The Letter of Offer will outline an offer of assistance up to a maximum grant amount – this amount, or the shortfall outlined on the Income & Expenditure Statement, whichever is the lesser, will be the amount payable.

Successful events will be published on the Visit Louth website on the understanding that appropriate logos have been used on the event's posters & promotional materials.

If I am successful, how do I draw down the Fund?

Payment will only be made **after** the event has taken place. In order to receive the grant payment, the successful applicant must complete a **Post Event Report** which will be provided by Louth County Council. The Post Event Report must include Invoices, Receipts/Proof of Payment and a full 'Income & Expenditure Statement' (including all other sponsorship).

You must provide evidence that that the event has taken place (e.g. photographic evidence, press coverage, flyers, etc.). **You must include the Louth County Council, Visit Louth and Ireland's Ancient East Logos in all materials, publications & programmes and on all social media platforms.** Your event / festival must run in accordance with Louth County Council's Event Management Guidelines. Details will be included in your Letter of Offer.

Submission of incomplete documentation or failure to comply with any of the requirements such as the use of logos may result in funding being reduced or withdrawn. False or misleading information may mean that you will not be considered for future funding.

Funding not claimed by the agreed deadline will be cancelled.

Acknowledgement

Once you have been notified that you have been successful in receiving funding, ***you must ensure that your event is promoted as part of this initiative and appropriate guidelines to support this will be included with the Letter of Offer which must be adhered to.***

2025 Louth County Council Festival Grants Initiative

APPLICATION FORM

APPLICANT DETAILS	
Name of Community Group / Organisation	
Address of Community Group / Organisation	
NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION	
Name:	
Telephone:	
Email:	
DETAILS OF PROPOSED COMMUNITY / TOURISM EVENT	
Name of Event:	
Dates:	
Location(s):	
Briefly Describe Your Event:	
Was the event held in previous years? If so, what years?	
Who are your target audience? (e.g. families, foodies, music, etc.)	

<p>How will you promote the event? (newspaper, website, social media, etc.)</p> <p>If using social media platforms, please indicate your Profile/Account name(s)?</p>	
<p>How many visitors do you expect to attend?</p>	
<p>Capacity to deliver:</p> <ul style="list-style-type: none"> • Do you have contacts & connections that will facilitate this event occurring? (If so, please detail). • What structures are in place, who will oversee it, etc.? 	

Please state grant amount being applied for with this application	€
--	----------

Please detail below any grants/sponsorship applied for or received for this event:

Grants / Funding Applied for:	Yes / No	Amount
• Louth County Council Arts Section Grants		
• Louth County Council Community Section Grants		
• Louth County Council Councillor Allocations		
• Any other Louth County Council Grants		
• Any other Local Authority Grants		
• Arts Council		
• Leader / Local Development Companies		
• Údarás na Gaeltachta		
• Fáilte Ireland		
• Other (please specify)		

Disclaimer – please read carefully

It will be a condition of any application for funding under the terms and conditions of the Louth County Council Festival Grants Initiative that the applicant has read, understood and accepted the following:

1. Louth 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. Louth 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.
3. Freedom of Information - Louth County Council wishes to advise applicants that, under the Freedom of Information Acts the information supplied in the application form may be made available on request, subject to Louth County Council's obligations under law. Louth County Council agrees to employ appropriate measures to keep applicants' data safe and secure; to prevent its unauthorised 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. (GDPR).

You are asked to consider if any of the information supplied by you in this application should not be disclosed because of sensitivity. If this is the case you should, when providing the information, identify same and specify the reasons for its sensitivity. Louth County Council will consult with you about sensitive information before making a decision on any Freedom of Information request received. However, if you consider that none of the information supplied by you is sensitive, please complete the statement below to that effect. Such information may be released in response to a Freedom of Information request.

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

I consent to Louth County Council using the photo(s) provided by me for publicity of the scheme in publications and/or website & social media.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Signature:	
Dated:	

Declaration of Applicant(s)

I / 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 and that I have not applied to any other city / county council for funding for this Event.

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

I / We acknowledge that any personal information submitted to Louth County Council will be obtained and processed in line with the Data Protection Acts 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 Louth County Council in connection with the marketing or promotion of the scheme and event.

All events must adhere to any Government and Health and Safety guidelines in place at the time of the event.

More than one group member must sign the application.

Signed: _____ **Date:** _____

Name: (in block capitals):

Signed: _____ **Date:** _____

Name: (in block capitals):

On behalf of: (organisation's name)
