



## **Community Tourism Diaspora Initiative**

### **Public Forms**

## Guidelines

### What is the purpose of the Community Tourism Diaspora Initiative?

The key objective of the Fund is to provide support to local and community event organisers and activities / projects that will harness diaspora links for the benefit of local and community tourism. The Fund is being administered by your local city / county council.

### What Fund amounts are available?

Fund amounts will be for a minimum of €500 and a maximum of €3,000 and will be directly related to the number of overseas visitors that will be delivered. Overseas visitors are those who travel from outside of the island of Ireland.

The Fund awards will be guided by the following scale with other relevant information provided in your application:

<b>Fund Amount €</b>	<b>Minimum Number of Overseas Visitors Required</b>
€500	10
€1000	20
€1500	30
€2000	40
€2500	50
€3000	60

### Who is eligible to apply?

It is open to groups or organisations that are organising community events / activities in 2016. To be eligible for funding, the event / project must:

- Deliver a number of incremental overseas visitors as per the above table (where incremental overseas visitors are those additional visitors over and beyond those which would normally visit the county).
- Be focused on developing strong diaspora links with the community.
- Demonstrate a capacity to deliver i.e. the Community event Organiser(s) must provide evidence of and have a clear plan for tapping into international networks
- Have the capability to promote the event and provide a potential for media coverage
- Contribute at a local level to the city's / county's calendar of events in relation to attracting overseas visitors
- Be either a new event which will take place in 2016 or an addition to an existing event which is being expanded to specifically deliver incremental overseas visitors

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.

### What types of Events will be funded?

Various types of Community Events will be considered for funding – however they must have a strong focus on the Diaspora and therefore attract overseas visitors to the county / locality. They also must have the potential to be repeated. It can include school

reunions, sports clubs hosting overseas teams, music, cultural or business events involving overseas visitors.

### **What items and expenses are excluded from the fund?**

- Infrastructural / tourism development projects / capital costs for the county
- Festivals which have already received funding under the Fáilte Ireland National or Regional Festivals Fund
- Spend on alcoholic beverages, fines, penalty payments, legal cost, audit fees, financial consultancy fees and wages and salaries of consultants
- In general the cost of items for resale are ineligible

### **How do I apply?**

You should apply directly to your Local County or City Council. Only completed submissions received via the approved application form will be considered. The completed form must be sent to **Louth County Council, Town Hall, Crowe Street, Dundalk, Co Louth.**

A signed version of the application must be scanned in and then emailed (with the appropriate signature(s) of the organiser). You may also submit accompanying additional documentation with your completed application form as appropriate.

Applications must be received in your local county / city offices by **11<sup>th</sup> March 2016.**

### **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 payment, the successful applicant must complete a short **Post Event Report Form** (to be supplied by the county / city council) and provide the following:

- Visitor Book or Listing of overseas attendees and their country of origin
- Evidence that the event has taken place (e.g. photographic evidence)
- Receipts for the full costs

Funding not claimed by the agreed deadline will be cancelled.

### **How will I know if my group has been successful?**

Successful applicants will receive a Letter of offer. This letter will form the contract between the county / city council and the organiser and will detail all conditions and requirements.

A list of successful Fundees will be published on the city/county council website stating the name and date of the event taking place.

### **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 then letter of offer.



2016

## COMMUNITY TOURISM DIASPORA INITIATIVE

## APPLICATION FORM

County / City Council you are applying for funding to **Louth County Council**

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 EVENT	
Name of Event:	
Dates:	
Location(s):	
Was the event held in 2013 as part of the Gathering or in 2014 / 15 as part of the Community Tourism Diaspora Initiative?	
TARGET AUDIENCE	
Who are you inviting to your Event?  <i>Please list groups, clubs, and associations as appropriate. (If you have a listing please attach and include in your application).</i>	
How have you identified the target group?	
How will you promote the event?	
How many overseas visitors <u>are you inviting?</u> (please insert a number)	
How many overseas visitors do you estimate <u>will attend?</u> (please insert a number)	
What country/countries of origin will your target group come from?	

<b>Capacity to deliver</b> <b>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.?</b>		
<b>BRIEFLY DESCRIBE YOUR EVENT</b> <b><i>Explain the rationale for its existence and how it will support the Community Tourism Diaspora Initiative.</i></b> <b><i>(Keep to a maximum of 100 words max)</i></b>		
<b>Please give a breakdown of the events expenditure</b>	<b>Description</b>	<b>Expenditure</b>
<b>Have you received or applied for other sources of public funding? (if so, please tick the appropriate box )</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes, please state the source and amount of funding.</b>		

**Please note that applicants who have received funding from Fáilte Ireland's Regional Festival Fund 2016 will not be eligible to apply for funding.**

**Incomplete forms will NOT be considered**

**Disclaimer – please read carefully**

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

1. Fáilte Ireland, IPB Insurance or the County / City 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. Fáilte Ireland, IPB Insurance or the County / City 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. By submitting an application, applicants agree to the processing and disclosure of the applicant's information by the County/City Council, Fáilte Ireland and IPB Insurance, 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. The County/City Council, Fáilte Ireland and IPB Insurance are parties to a Memorandum of Understanding which reflects the terms of the arrangement between the parties and all such parties agree to 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.

**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 and that I have not applied to any other city / county council for funding for this Event. *More than 1 group member must sign the application.*

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

**You should apply directly to your local County or City Council**