



Festival and Events Grant Scheme 2021 Round 2

What is the Westmeath Festival and Event Grants Scheme?

Westmeath County Council recognises the contribution that Festivals and Events make to the lives of the people of the county and the benefits in terms of increased local economic and community activity. In recognition of these benefits and the extent of the voluntary effort involved in the organising of festivals and events, the Council has put a grant fund in place for 2021.

What is the purpose of the Festival and Events Grant Scheme?

The purpose of the scheme is to encourage and promote local events particularly events that involve significant voluntary input and that such community initiative will attract increased visitor numbers and generate increased economic activity for the local area. The Council propose to provide grant support to festivals and events that contribute to a 2021 Westmeath Calendar of Events.

What type of Support is provided?

The Council will provide grant finance to qualifying festival and events. It should be noted that there is limited funding available under this scheme and the majority of grants approved will be small scale. Funding support will not exceed verified costs incurred. For major regional or national festivals or events other grant funding sources may be available.

What is the Grant funding process?

Applications received by Westmeath County Council will be assessed based on selection and evaluation criteria and a letter of offer will issue to successful applicants. **Payment of the grant will be made after the event has been held and a post event report submitted.**

Who is eligible to apply?

The grant scheme is primarily intended to support community and voluntary groups who are organising community events. Consideration may also be given to business groupings with the objective of generating increased economic activity in a town or village. Events being organised by individual businesses or commercial enterprises will not qualify. To be eligible for funding, the festival or event must take place in County Westmeath.

PLEASE NOTE:

IT IS THE RESPONSIBILITY OF EVENT ORGANISERS TO ENSURE THAT ORGANISING, MANAGING AND HOLDING THE EVENT IS IN COMPLIANCE WITH ALL COVID-19 GOVERNMENT, PUBLIC HEALTH AND HSE GUIDELINES IN OPERATION AT THE TIME OF THE EVENT.

When should I apply?

The application process for 2021 is now open online at www.westmeathcoco.ie The closing date for this application is Monday 18th October 2021. In special circumstances an offline form will be accepted up to **2pm Friday 15th October 2021** by email in order to be uploaded to the online system by a member of staff.

How do I apply?

You should apply using the online application form available at www.westmeathcoco.ie

Only completed submissions received via the online application form will be considered. In special circumstances an offline form will be accepted where a member of staff will upload the form on the group's behalf.

You may also submit additional documentation by email to communitygrants@westmeathcoco.ie stating clearly the name of the group and the contact name and phone number in the email.

Selection Criteria for Grant Support

Each application submitted will be evaluated and a decision in relation to an offer of grant funding will be based on the following:

1. The benefit of the event to the area from an economic and tourism perspective.
2. The extent to which proposed initiatives maximise community participation in terms of the number organising and attending the event.
3. The extent to which the proposed initiative contributes to Westmeath Calendar of Events from a community, social, and cultural perspective.
4. The extent to which the event is unique, innovative, creative, interesting and likely to have future potential.
5. The cost and feasibility of delivery of the event and match funding available from other sources.

How will I know if my application has been successful?

Successful applicants will receive a **Letter of Offer** from Westmeath County Council. Westmeath County Council should be acknowledged in any publicity relating to the event and the Council will be indemnified against any loss or claim associated with the event.

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

Payment will generally be made after the event has taken place. In order to receive the payment, the successful applicant must complete a short **Post Event Form** (supplied by Westmeath County Council) and provide the following:

- Evidence that the event has taken place (e.g. photographic evidence).
- Copy of event promotional literature demonstrating that Westmeath Co. Council's support has been acknowledged.
- Post Event Report.
- Statement of Income and Expenditure associated with the event.
- Receipts for the full costs incurred.
- Confirmation of Tax Clearance.
- Details of nominated bank account for grant payment.

The grant funding may only be used to support the festival or event approved and may not be used for any other purpose. Funding not claimed by the agreed deadline will be cancelled.