RE: BIKE WEEK 2017 GRANTS FOR COMMUNITY / SPORTS GROUPS

A Chara,

Building on the fantastic enthusiasm and participation of groups around the county in Bike Week 2017, Mayo Sports Partnership / Mayo County Council in conjunction with the local Bike Week Steering Committee is now inviting applications for funding from interested community groups / sports clubs for Bike Week 2017 (10th – 18th June) events.

If your group is interested in promoting cycling as part of a fun, national programme, this is an ideal opportunity to apply for funding to help deliver your event.

Key information points:

• Grants for Community Groups are available up to a potential maximum of €300 per successful community group (depending on the scale of the event). An overall allocation of €3,000 is available towards these community events.

• Events that will be eligible for grant assistance in 2017 must be fun / novel, target outreach to non-cyclists or aspiring cyclists. They can be targeted at the whole community such as a town centre cycle festival with events for the whole family or can be aimed at specific groups such as BMX tryouts for teenagers, women only leisure cycles etc.

• All events should have a minimum of 10 people attending, should be free, open to the public and accessible to all.

• Bike Week is particularly interested in working with young people this year and we would ask that you include them in planning your event.

• Note that successful events to receive funding will need to be located at a venue which is visible to passers by / general public.

• For the purposes of these grants, eligible expenditure will include:
  ➢ Costs involved (either directly or through partners) in organising one or more local fun cycling events for public participation e.g. mass cycle, slow bike race, cycling obstacle course, road race, forest cycle, fancy dress parade, bike test etc.
  ➢ Costs involved in organising public information events on cycling.
  ➢ Costs of purchase of items etc to raffle or give as prizes for participants in events.
Costs of complementary activities for event days, e.g. musical entertainment, face painting, novelty bike displays (unicycles, tricycles), electric bike display

Costs relating to publicity for events

Please note that expenditure will not be allocated for sweets / fizzy drinks etc.

For more ideas, see the 2016 photo galleries and event information on www.bikeweek.ie

- Application is by providing information as requested in the attached form. A list of costed activities or events must be supplied with the application.

- Applications should be emailed to msp@mayococo.ie or, alternatively, application forms can be posted to Mayo Sports Partnership, Mayo County Council, Castlebar, Co. Mayo

- The closing date for applications to Mayo Sports Partnership is Friday 19th May 2017.

Funding is at the discretion of Mayo Sports Partnership / Mayo County Council and as such applicants may receive all/some/or no funding applied for.

- The dedicated contact person will be informed of the proposed amount to be granted by Friday, 26th May 2017.

- Successful community groups / clubs will be allocated grant amount following confirmation by the dedicated contact person of acceptance of the grant amount. Where a grant is in respect of a local community group, the contact person will be deemed responsible for handling the application, expenditure of grant and return of vouched expenses.

- The dedicated contact person will be required to submit a brief report on the success or otherwise of the Bike week events and activities. The report should be a brief summary of the event of no more than two A4 pages or maximum of 500 words (bullet points suffice) and should be accompanied by a short video clip and some photographs of the event. This information will be used to help plan future Bike Week events. Photographs of the event may be uploaded to the Bike Week website.

- After receipt of event report the full grant will be posted to the contact person.

If you have any questions, you can contact me by email at clambert@mayococo.ie or phone at 094-9047025

Best regards,

Charlie Lambert
Sports Co-ordinator
Mayo Sports Partnership
On behalf of Bike Week Steering Committee 2017
# Bike Week 2017 – Mayo Sports Partnership / Mayo County Council Grants

## APPLICATION FORM

**N.B.** Please Write in Block Capitals; Please keep details short and specific; where applicable, please use bullet points. Thanks!

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<tr>
<th>1) Group Name</th>
<th>Club Name</th>
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<th>2) Contact details</th>
<th>Main contact person’s name &amp; title</th>
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3) Past cycling events

If your organisation has been involved in previous cycling events, please outline them here (include dates & approximate numbers involved), for example:

- Participation in Bike Week previously – 40 people involved in group cycle
- Annual European Mobility Week displays and draw for all members
- Cycle training offered to senior classes every year
- Cycle maintenance classes run on annual basis, every September, for approx 10 people every time

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**Planned Bike Week 2017 event**

4) Include an outline of the event & dates for Bike Week 2017 events.

Include information on who each event is aimed at e.g. school children, aspiring cyclists, non-cyclists etc; partners involved; measure of success (numbers expected to benefit / attend etc.); for example

1. Event: Family Leisure Cycle  
   Date: Saturday 17th June  
   Time: 2pm  
   Venue: The Square, Claremorris, Co Mayo

   Target Group: Families, Aspiring cyclists plus children

   Some Further Information on Event: Maybe some details on route, distance, entertainment / refreshments if providing.

   Partners Involved: Local cycling club plus Mayo Sports Partnership

   Numbers Expected: 100 people expected
5) **Who is the group / club planning to work with to deliver this event?**
E.g. is the application solely on behalf of the group or are there other organisations in the area you will work with.

6) **What are the aims of your event(s)?**

7) **Outline how you plan to make your event(s)/ activity as inclusive as possible:**
8) The applicant must meet best practice in child protection policies and procedures – please give information on how your planned event/ activities meets same. Please detail for each of the events applied for. Where an event is organised by a Community Group etc, please outline the organisation’s Child Protection Policy (if any), list members of the organisation who have attended Child Protection Courses and have been certified and state the name of the certifying body(s). If you need help on this please contact the office at 094-9047025

9) Details of insurance requirements if any:
It is a condition of this application that the organiser ensures that appropriate insurance cover for the event is in place eg through community council or register with Cycling Ireland. If you have any issue with this please contact us.

10) Breakdown of funding sought – include detailed breakdown of funding sought for the event as per following template:

Event – Organiser: ______________________
Title and Purpose of Event: ______________________

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<th>Area(s) of Expenditure</th>
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Total: _______
etc.

please use additional sheet if necessary

11) Any other relevant information


12) Conditions - Successful applicants will be required to:

➢ Organise events to coincide with Bike Week 2017 as per their application outline.
➢ Use Bike Week and Mayo Sports Partnership logos on all materials (these will be provided after successful grant application).
➢ Vouch for all expenses.
➢ Provide a Feedback report including short video on events and activities. (Report should typically consist of no more than 500 words/ two A4 pages with a brief outline of events organised (bullet points suffice), attendance and success of event).
➢ Ensure that, where appropriate, child protection policies are in place and insurance cover is provided.

13) Declaration by main contact person

I have read and understood all the criteria and have answered all the questions in the Grant Application Form to the best of my knowledge. I, the undersigned, apply for a once-off grant for the purpose stated above and declare that the information given in this application is true and complete to the best of my knowledge. I acknowledge that any funds awarded must be used for the purpose stated.

___________________________
Signed

____________________________
(Name in Capitals and Title)

Date:______________________