# Cavan County Council

### Festival & Events Grant Scheme 2020

## Application Form

Cavan County Council has provided funding for festival and event organisers to aid with the development and promotion of Festivals and Events in County Cavan and to assist those that have a tourism or community focus.

Please read the guidelines for this scheme before completing an application. Cavan County Council will only consider projects that meet the criteria of the scheme. Incomplete applications will not be considered.

We will not fund applicants who have received a grant for their festival for the previous three years in succession.

We will pay the grant when the work is completed upon receipt of invoices, bank statements/receipts and evidence of festival having taken place such as photos/ brochures.

1. **Name and address of group/organisation:**
2. **Name & address of contact person:**
3. **Telephone number & email address**

**of contact person**

1. **Name of the Event**
2. **Was the Event held previously, when?**
3. Briefly describe your Event

1. How will you promote the event? Give details of Social Media Platforms if applicable

1. **Date(s) of the Event:**
2. **Is planning permission required Yes No**

**(depending on size of event)**

€

1. **Total estimated cost of Event**

Provide estimated breakdown

Quotes should be submitted if available

1. **What numbers do you expect will attend:**
2. **Details of any other grants applied for or approved for this event:**
3. Has you been funded by Cavan County Council within the last 3 years?

Yes No No

If yes, amount received: Years:

1. **Present financial situation of Organisation/Group:**

**(Enclose up to date bank/credit union Statement)**

1. Details of Bank or Financial Institution where grant will be paid:

**(*Enclose up to date bank/credit union Statement)***

Name and Address of Bank/Financial Institution\*

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Account Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Grants will only be paid into a Bank, Credit Union or Post Office Account

1. **Details of insurance policies held by the group/organisation:**

(It is a condition of the scheme that specific indemnity is provided to Cavan County Council on your public liability policy, copy of Insurance Policy **must be submitted** with application)

The application form **must** be accompanied by the following:

* A copy of minutes of a meeting held by the applicant body within the past six months (A committee/group must be formally constituted).
* A current bank/post office statement

DECLARATION

**I agree to the following statement:**

*In accordance with current data protection legislation the personal data supplied by me/us to Cavan County Council shall only be used for the purpose of application for Community and Voluntary Grant Scheme. I understand that the data shall be stored securely for only as long as is necessary & will not be shared with any third parties without my consent.*

*Queries relating to your personal data in this form can be forwarded to* ***dpo@cavancoco.ie******.”***

**I have read the terms and conditions and I certify that the information supplied here is accurate and true to the best of my knowledge.**

Signed:

Position

(Chairperson, Secretary, etc)

DATE:

Send your completed application form together with required documentation to:

Mr John Donohoe,

Senior Executive Officer,

Community, Enterprise & Tourism

Farnham Centre,

Farnham Street,

Cavan

or

by email to ttierney@cavancoco.ie

For queries please telephone (049) 437 8587

The closing date for completed applications is Friday 13th March 2020

(Updated Jan 2020)