## **FUNDING CRITERIA**

Donegal Sports Partnership through Donegal County Council have secured funding from the Department of Transport, Sport & Tourism to support a limited number of participatory cycling events during National Bike Week. The main objective of Bike Week is to provide support to clubs and organisations who are interested in hosting events that encourage people of all ages to cycle.

**Who is eligible to apply?**

The fund is open to sports clubs, community organisations, schools & workplace organisations.

**Eligible expenditure includes;**

Hosting of cycling related events that may incur costs such as refreshments (non-alcoholic), venue hire, bike hire, raffle prizes (i.e water bottles, bike locks, lights etc.), transporting of bikes, promotional posters & signage, bike maintenance. **Ineligible expenditure;** Capital costs i.e purchasing of bicycles, construction of bike stands. Fizzy drinks, sweets crisps,

**Terms & conditions of Bike week funding**

* The event must take place during National Bike Week (22nd – 30th June 2019)
* The event must be FREE to participate in, not for profit and accessible to all.
* Events eligible for grant assistance must emphasise participation, be non-competitive, fun, inclusive and should also appeal to the beginner cyclist. Competitive sportives, time-trials and lengthy tours will not be eligible for expenditure under Bike Week 2019
* When planning your event, we might ask you to consider targeting audiences that are particularly hard to engage i.e women & teenagers
* Successful applicants will be required to acknowledge and include the Donegal Sports Partnership, Donegal County Council and Bike Week logos on any promotional material and social media posts (logo’s supplied on receipt of successful application).
* Original receipts/invoices must be retained as proof of expenditure, and submitted within two weeks of the event. **Note:** expenses cannot be claimed for without corresponding receipts
* The dedicated contact person will be deemed responsible for handling the application, expenditure of grant and return of vouched expenses.
* Detailed event reports for each event must also be submitted, along with photographic evidence within two weeks of your event. **Note**: Hosting organisations will only be reimbursed for costs incurred after they have submitted the relevant event documentation.
* Please ensure photographic evidence is of high quality resolution and appropriate for including in the Donegal Bike Week report returned to the Department of Transport, Tourism & Sport.
* Deadline for submission of applications is **Wednesday 29th May 2019 @ 5pm**. Applications should be emailed to karen@activedonegal.com or posted to Donegal Sports Partnership, Riverfront House, Pearse Road, Letterkenny, Co. Donegal.
* The dedicated contact person will be informed of the allocated amount to be granted by **Friday 31st May 2019**

**BIKE WEEK 2019 - APPLICATION FORM**

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| 1. **Contact details**
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| 1. **Name of Organisation**
 |  |
| 1. **Location / Town**
 |  |
| 1. **Contact Name**
 |  |
| 1. **Position in Club / Organisation**
 |  |
| 1. **Contact details - Mobile**
 |  |
|  **Email** |  |

**NOTE: Section B & C must be completed for each event your club plans to run.**

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| 1. **Bike Week**
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| 1. **Event Name**
 |  |
| 1. **Event Location**
 |  |
| 1. **Event Date(s)**
 |  |
| 1. **Start time (approx.)**
 | 1. **Finish time (approx.)**
 |
| 1. **Estimated no. of participants**
 |  |
| 1. **Expected target groups** (please tick)
 |  Children Men |
|  |  Older People Women  |
|  | People with disabilities Youth |
| 1. **Is your event fully accessible?**
 | Yes No |
| 1. **Has your organisation been involved in Bike Week before?**
 | If yes, please give details; |

**BIKE WEEK 2018 - APPLICATION FORM**

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| 1. **Event Details**
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| 1. **Please give an outline of your planned event for Bike Week 2018?** *i.e aims of your event, who the event is targeting, route information,**partners involved etc.*
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| 1. **Breakdown of Funding sought**
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| **Area(s) of expenditure** | **Cost €** |
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|  |  |
|  |  |
|  |  |
| **Total**: |  |

Signed: …………………………………………………………………….. Date: ……………………………..

*All scheduled events will be displayed on the Bike Week web site* [*www.bikeweek.ie*](http://www.bikeweek.ie) *and also on the Donegal Sports Partnership website* [*www.activedonegal.com*](http://www.activedonegal.com)*.*

**THANK YOU FOR REGISTERING YOUR 2019 BIKE WEEK EVENT**

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| 1. **Risk Assessment**
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| **Sports Club / Organisation** |  |
| **Event Name** |  |
| **Location** |  |
| **Date** |  |
| **Time** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score**  | **Location** | **Group** | **Leader(s)** | **Equipment** | **Transport** | **First Aid\*** | **Weather** | **Activity** |
| **1** | A managed and staffed centre catering specifically for your activity | Whole group with appropriate competency at and above level of activity | Leaders qualified at or above appropriate level for activity | No equipment or protective clothing required | Activity on site or local, no transport requirements for participants | First Aid available. Access to Emergency support. Persons qualified at appropriate level. | Change in weather will have no adverse effect on group | No physical or strenuous activity (e.g. meal) |
| **2** | A managed and staffed centre that is suitable for your activity | Majority of group with appropriate competency at or above level of activity | Leaders experienced in leadership role at or above level of activity | Minimal equipment or protective clothing required to undertake activity. Required for comfort or peace of mind | Use of hired coach or public transport | First Aid not available. Access to Emergency support. Persons qualified at appropriate level. | Change in weather will have minimal effect of activity | Light physical activity no body contact |
| **3** | A managed but unstaffed centre or site suitable for your activity | Majority of group with appropriate competency for level of activity with suitable leadership or supervision | Leaders experienced and competent as a participant at level of activity. No leadership experience at this level | Some equipment or protective clothing required by participants. No training required for use, equipment failure may cause minor injury | Local or regional movement of participants or large/heavy items, using self driven vehicles | First Aid available. Access to Emergency Support. No, or insufficient Persons qualified at appropriate level | Change in weather could cause problems if the group is not adequately prepared with training or equipment | Moderate physical activity with medium body contact |
| **4** | Unmanaged and unstaffed site or centre suitable for your activity | Group with some competency in activity. Some awareness of risks involved | Leaders with some experience of activity but not at this level. No leadership experience | Complex, delicate or extensive equipment or protective clothing required for some or all participants. Training on use of equipment required. Some reliance on equipment where failure may cause some injury | National movement of participants using self drive vehicles or including over night stay | First Aid not available. No access to Emergency support. Persons qualified at appropriate level | Change in weather could rapidly lead to serious problems if the group is not adequately experienced or equipped | Strenuous physical activity high contact sport |
| **5** | A remote location. Unmanaged and unstaffed site | Large proportion of absolute Novices with no or little experience of the activity at any level | No experience of activity as a participant or leader | Complex, delicate or extensive equipment and/or protective clothing required for all participants. Extensive training on use of equipment required. Direct reliance on equipment, failure is likely cause serious injury | Transportation of heavy or large items and many people, use of minibuses and trailers or travelling abroad | First Aid not available. Persons not qualified at appropriate level. With or without access to Emergency support | Change in weather could have very serious repercussions for the group | Involves participants being in or around water or 2m or more off the ground |
| **Score** |  |  |  |  |  |  |  |  |

**Score each category:** e.g. Location, Group etc., in the box at the bottom of each column of the table below according to:

**First Aid** - Where a third party is qualified in first aid at an appropriate level, but not a member of an emergency service or your club. e.g. Instructor, attendant at sports facility.

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| --- | --- | --- | --- | --- |
| **7-11** | **12 - 18** | **19 - 24** | **25 - 29** | **30 - 35** |
| **Low Risk** | **Medium Risk** | **High Risk** | **Extreme Risk** | **Unacceptable****Risk** |

**Access to Emergency Support** - Where trained professionals would be able to be called to an incident within 45 minutes of an incident. e.g:. Ambulance, Mountain Rescue, Coast Guard.

**Persons Qualified** - Club members with First Aid Qualification a minimum of 6-hour First Aid Certificate for Societies, Pitch and Racket Sports.