



## Heritage Week Event Community Assistance Guidance 2019

**Aim:** The aim of this Scheme is to encourage and support Community and Voluntary Organisations to organise and host Heritage Week events, which will increase awareness of the Cultural, Natural and Built Heritage of County Leitrim.

This scheme will fund the following:

- Heritage Expert to assist the group in the delivery of their Heritage Week event
- Venue Hire to host Heritage Week Event

This scheme will **not** fund the following:

- Travel and transport cost
- Equipment
- Ongoing running costs and administration

**Levels of Assistance:** The maximum assistance payment per event will be €250 and is inclusive of VAT. Only one application per group will be considered.

**Eligibility:** Community and Voluntary Organisations based in and undertaking projects in the administrative area of Leitrim County Council are eligible to apply for event assistance. Proposals from individuals or for events outside the County will not qualify.

**Payment:**

- Payment will be paid directly to the Community Group after the Heritage Week event has taken place.
- Invoices should include VAT, if applicable, and should not exceed €250.
- All invoices and details of expenditure must be submitted no later than 15<sup>th</sup> September 2019.



**Comhairle Chontae Liatroma**  
**Leitrim County Council**

**Requirements:**

- Groups must register their heritage event at [www.heritageweek.ie](http://www.heritageweek.ie) before **31 May 2019**. This will ensure that your event is included in the printed brochure. Online registration opens on 01 May 2019.
- Events will be Free to attend.
- Events will have appropriate public liability insurance cover.
- If your event is aimed at children, please include a copy of your Child Protection Policy with your application.

**Conditions:**

- Organisations and Groups should be broadly constituted and have an acceptable constitution or set of rules which govern its membership, operations, and management.
- All event organisers must ensure that they have adequate insurance cover for their event, including public liability insurance.
- Applicants must ensure that all necessary consents are in place and that the event and associated activities undertaken comply with Safety and Health at Work 2005, heritage and any subsequent legislation that may apply to such activities.
- Allocation by this Council of a grant for any particular event will not and should not be construed as authorising the provision of the event, or the carrying out of works.
- The Leitrim Heritage logo must be placed on all promotional material and acknowledgement of support given.
- Leitrim County Council reserves the right to revise or withdraw the offer of Heritage Week Event Assistance if the above requirements and conditions are not met.

**Selection:** If this scheme is over-subscribed, successful applications will be selected on a prioritised basis. Consideration will be given to geographical spread of events across the county; to supporting a mix of natural, cultural and built heritage events; and to the particulars of the proposed event.

Please visit [www.heritageweek.ie](http://www.heritageweek.ie) for Heritage Week event advice, guidance and inspiration.

**Closing date:** Applications should be submitted by email or hard copy no later than **12 noon on Thursday 25<sup>th</sup> April 2019**.

Email submissions should be sent to [smalone@leitrimcoco.ie](mailto:smalone@leitrimcoco.ie) and titled **Heritage Week Event Assistance**. Email submissions should be signed and scanned.

Hard copy: please mark the envelope **Heritage Week Event Assistance**, submissions should be sent to: Sarah Malone, Heritage Officer, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim.

Applications received after the above closing date will not be eligible. All applications will be acknowledged. Successful applicants will be informed by email.



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