

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR BIKE WEEK FUNDING 2025

Overview of Bike Week Funding:

The overall aim of Bike Week fund is to provide support to cycling clubs/groups, schools and/or agencies who wish to deliver events during Bike Week 2025. The goal of bike week is to encourage more people to get out on a bike. Bike week celebrates cycling – events can include families, leisure cyclists/groups or specific population types (older people; people with disabilities; women only cycles etc).

Criteria:

1. Events must be held during Bike Week 2025: **10th – 18th May**
2. All events must be **FREE** to the public/participant.
3. Meath LSP & Bike Week logo must be used on all materials (both logos will be provided to you on approval of application)
4. Only Meath based applications will be considered eligible for funding.
5. **Event insurance:** The applicant group is solely responsible for ensuring adequate insurance cover is in place. You may be required to submit evidence of insurance cover. ***We advise all groups to contact their insurers prior to applying.***
6. Adherence to Child Protection Guidelines: where children or young people are participating in a bike week event, organisers should familiarise themselves with Cycling Ireland's 'Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists' which can be found at <http://www.cyclingireland.ie/downloads/ci%20code%20of%20conduct.pdf>. Events for children and young people should ensure a ratio of at least 1 adult to 6 children with a minimum of 2 adults per group.
7. Bike Week funding is awarded towards the organisation and running of events and not for capital investment projects, such as the purchase of bike stands or the purchase of bicycles etc.
8. Funding will not be provided for regular club activities i.e., weekly cycle spins/competitions or sports.
9. A dedicated contact person from your organisation should be appointed. Full details must be submitted as part of this application process.
10. Meath Local Sports Partnership (LSP) maintains the right to contact applicants at any stage in the application process by way of seeking further information or clarity.

To be eligible for funding, you must:

- **Use the funding provided for the purpose outlined in your application**
- **Provide feedback by way of a report to Meath LSP detailing your event activities, numbers attending – photos, press release, promotional flyers etc will all form part of the report process.**
- **You must provide invoices/receipts showing expenditure. Only expenditure which has been approved as part of the application will be deemed eligible.**
- **Applicant must ensure that there is appropriate medical cover in place at all times during the activity.**
- **Have capability to promote the activity publicly.**

For the purposes of the funding, eligible expenditure will include:

- Costs involved in organising local fun cycling events for public participation
- Costs involved in organising public participation for bicycle maintenance workshops/ skill development or information workshop on bicycle handling/road awareness training etc
- Costs of purchase of non-capital items such as lights, locks, bells etc
- Costs relating to publicity/ promotion of event/activity

Funding is available to a maximum of €500

You will need to ensure that your organisation has the capacity to absorb the costs of this event (paying invoices to suppliers etc.) as the grant is awarded retrospectively.

The fund is limited, and eligible applications will be evaluated on a competitive basis against the grant criteria. Grant committee's decision is final.

Considerations:

**INCOMPLETE FORMS WILL NOT BE CONSIDERED
LATE APPLICATIONS WILL NOT BE CONSIDERED**

CLOSING DATE FOR APPLICATIONS IS FRIDAY 28th March @ 4PM

To Submit: Once this form is completed it will automatically be submitted to Meath Local Sports Partnership

Should you have any queries please contact Paula Cunningham at pcunningham@meathcoco.ie

DISCLAIMER – Please read carefully

It is a condition of any application under the terms & conditions of this fund that the applicant has read, understood & accepted the following:

1. Meath Local Sports Partnership shall not be liable to the applicant or any other party, in respect of loss, damage or costs of any nature arising directly or indirectly from:
 - The application or the subject matter of the application
 - The rejection for any reason of the application
2. Meath Local Sports Partnership shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities supported under Bike Week.