

TERMS & CONDITIONS

BIKE WEEK APPLICATION



PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR BIKE WEEK FUNDING 2026

Overview of Bike Week Funding:

The overall aim of Bike Week fund is to provide support to clubs, schools, voluntary groups or communities who wish to deliver events during Bike Week 2026. The goal of bike week is to encourage more people to get out on a bike. Bike week celebrates cycling – events can be aimed at families, leisure cyclists, communities or specific population types (older people; people with disabilities; women only cycles etc).

Criteria:

1. Events must be held during Bike Week 2026: **9th to 17th May**
2. All events must be **FREE** to the public/participant.
3. Only clubs/schools/ community groups/ organisations based in Meath are eligible to apply for funding under this scheme.
4. **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 submitting an application.**
5. **Adherence to Child Protection Guidelines:** Where young people or vulnerable adults are participating in an event, organisers should familiarise themselves with Cycling Ireland's 'Code of Practise and Safeguarding Procedures for Young and Vulnerable Cyclists' which can be found [HERE](#)

Application process is:

1. This application process requires submission of an outline proposal (see application) to Meath LSP/Bike Week Steering Committee for approval.
2. A dedicated contact person from your organisation should be appointed. Full details for that contact person (email address and telephone number) must be submitted as part of this application process.
3. If required, a member of staff from Meath Local Sports Partnership may have a pre-event meeting with this contact person to assist with planning of the event in question.

For the purposes of the funding, eligible costs may include:

- Costs involved in organising local fun cycling events for public participation
- Costs of purchase of items such as lights, locks, bells etc for participants in events
- Costs relating to advertising/publicity of events.
- Costs incurred in provision of cycling training *

**Please note this is to a maximum of €500 – clubs who apply will be awarded more marks.*

Funding is available to a maximum of €500

You will need to ensure that your organisation has the capacity to absorb the costs of organising this event (paying invoices to suppliers etc.) until such time that the post event report is submitted & approved and payment of the funding support is completed.

There is no guarantee of funding for events which achieve the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis against the criteria being applied.

Costs which are not eligible:

- Capital infrastructure, , such as the construction of bike stands, purchase of bicycles, balance bikes or other
- Cycle Right Training
- Existing club events (this is not a source of funding for clubs or organisations; funding for their own events, club rides, sportives etc.)

Successful applicants 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 attended – photos, press release, promotional flyers etc will all form part of the report process.**
- **Must provide invoices/receipts showing expenditure. Only expenditure which has been agreed as part of the application will be deemed eligible**
- **Must ensure that there is appropriate medical cover in place at all times during the event**
- **Promote the event as per funding criteria**
- **On grant award, you will receive the logo of Meath Local Sports Partnership & Bike Week. The logo may not, under any circumstances, be altered, doctored, cropped, or distorted (i.e. stretched/compressed) per Meath Local Sports Partnership’s brand guidelines. You can request a copy of the brand guidelines if necessary. Failure to comply may result in funding being withdrawn.**

