

Waterways Ireland Events Programme 2019

Guidelines for Applicants

If you would like this information in large print or other formats, please contact:

Marketing & Communications Division
Waterways Ireland
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Carrick-on-Shannon
Co Leitrim

Tel: +353 (0)71 96 50787

Email: events@waterwaysireland.org

This document contains guidance on

1. The Event Programme
2. The Application Process
3. The Evaluation Process
4. How to accept the Offer
5. How to claim the support after the event

For the purposes of the support material and Event application form, **Event** is used to describe any water-based or waterside event, competition, etc.

Section 1 The Event Programme

The Waterways Ireland Events Programme aims to promote the sustained use of the waterways under our remit by supporting events on the basis of:

- Potential of the Event to introduce new users to the waterways in an active capacity, i.e. not just as spectators;
- Encouraging cross-border participation;
- The event Location and the nature of the Event;
- An even distribution of Events across all activities and all waterways;

- Applications are particularly welcome which include participants from some of the groups listed; people of different ages, political opinion, race, religious belief, gender, marital status, sexual orientation, people with dependents, people with a disability, and members of the traveller community.

Our Corporate Goals focus on growing activity along the waterway corridors. The theme of the 2019 Events Programme is to fulfil that goal and will support activity on our waterways that is ongoing in nature. That is events with sustainable participation that lead to people engaging in water-based activity in the longer term.

New criteria have been introduced to assess how events can grow sustainable or ongoing participation:

- Greater consideration will be given to events that demonstrate how they would increase participation in long term sustainable waterway related activities;
- Events must demonstrate how they will promote Waterways Ireland;
- Applicants applying for the same type of event (or where there is limited change in the event programme) over a period of years should note that any funding awarded, will be on a reducing scale.

In addition

- Applications will be accepted from individuals, public, private or voluntary sector organisations/businesses or legally constituted clubs/associations. (That is; a group that has a legal structure). For some groups this means they will require a constitution and officers (who make the application) and have a bank account into which any funds awarded will be paid. If setting up an association or club and unsure of what format to adopt, please contact the following bodies...
Northern Ireland: <http://www.nicva.org/resource/setting-association>
Republic of Ireland: http://www.citizensinformation.ie/en/travel_and_recreation/recreational_activities_in_ireland/setting_up_a_new_club.html
- This Programme supports activity on waterways under the remit of Waterways Ireland. These are:

Barrow Navigation	Royal Canal
Erne System	Shannon Navigation
Lower Bann Navigation	Shannon-Erne Waterway
Grand Canal	

- Event organisers should follow the guidance in relation to dealing with children and vulnerable adults provided by various state departments in the appropriate jurisdictions for example, “*Protection of Children and Vulnerable Adults (NI) Order (2003)*”, available from the Department of Health, Social

Services and Public Safety in Northern Ireland; or “*Children First - National Guidelines for the Protection and Welfare of Children*” and “*Our Duty to Care – the Principles of Good Practice for the Protection of Children and Young People*” available from the Office of the Minister for Children and Youth Affairs in the Republic of Ireland.

Photography

Any photographs taken at the Event by or on behalf of Waterways Ireland or provided by the Event Organisers may be used in Waterways Ireland publications, website or social media. Events which include people aged under 16 must seek the written permission of parents/guardians to take photographs.

Equality of Access

Waterways Ireland Equality Scheme provides equality of access to the waterways. There should be equal access for people to participate in the Event regardless of their:

- Age
- Dependents
- Disability
- Gender
- Marital Status
- Political Opinion
- Race
- Religious Belief
- Sexual Orientation
- Member of the Traveller Community

The application form should show how the organisers intend to ensure that no groups are excluded.

Cross Border Participation

Waterways Ireland promotes cross-border participation in events on the waterways i.e. involvement of competitors/spectators from Northern Ireland and the Republic of Ireland at the same Event.

Marketing Plan

Applicants must provide details of how the event will be promoted, how the event will showcase the inland waterways as a recreational amenity and evidence of how Waterways Ireland will be promoted as part of the event.

Section 2: Application Process

The Application Form is designed to ensure that Waterways Ireland has the necessary information to evaluate the application.

- Go to <https://eventsprogramme.waterwaysireland.org>
- If you applied in 2018 the same log in details are valid. You can request a password reset if needed at the log in screen. Please contact us at events@waterwaysireland.org or +353 (0)71 96 50787 if you need help logging in. Otherwise please register.

- Complete the seven stages in the application process. Use the online tutorial (video) to assist you if needed. It is possible to save and return to the application with further information if you need to do so. Submit the form before the deadline. You will receive a confirmation email when you have successfully submitted your application. If you do not receive this please check your junk mail. Please get in touch if the email is still not received.
Please note that incomplete applications cannot be submitted for evaluation.
- Applicants who are unable to complete the online process due to disability or other impairment can seek advice from Waterways Ireland Events Team +44 (0)28 66346218 (Northern Ireland) or +353(0)719650787 (Ireland). Please note that Waterways Ireland staff are unable to complete the application form on behalf of applicants.
- The Application must be submitted online on or before the **16th January 2019 by hitting the submit button.**
- Applications will not be assessed until AFTER the closing date of **16th January 2019**. It is the responsibility of the person/organisation seeking funding to ensure the application is received before deadline. The system will not accept late or incomplete forms.

Section 3 Evaluation Process

There is no automatic entitlement to financial and/or other assistance from Waterways Ireland. Waterways Ireland's decision is final.

Waterways Ireland will evaluate all the submissions after the closing date and advise the applicants of the outcome.

Waterways Ireland will not support :

- The provision of hospitality, where the hospitality is the central or core aspect to the support sought from Waterways Ireland;
- Events where the primary function of the Event is fund-raising;
- Events, which in the view of Waterways Ireland, are economically viable without financial support from Waterways Ireland;
- Capital projects such as acquiring or developing new or existing buildings, infrastructure development or acquiring/maintaining equipment.
- Companies for whom the event activity is a core business activity on which they profit,
- Events where the activity is for a closed/pre selected group and not open to the public;

- Events where the waterway activity is limited or an add-on to a differently focused event. Priority will be given to events where the waterway activity is an integral part of the theme and programme.

Evaluation Criteria

Applications will be assessed against how well they fulfil the following criteria:

1. Be water-based or a waterside activity on one or more of the seven waterways under the remit of Waterways Ireland;
2. Attract new waterway users in an ongoing and sustainable active capacity and not just as spectators;
3. Give due regard for the environment, ecology, natural and built heritage and biodiversity of the waterways;
4. A developmental element that enables us to grow events with key partners
5. A focus on underutilised areas of our navigation,
6. Enabling communities to run their own events
7. Promote Waterways Ireland
8. If a previous applicant, show how this event is different, improves or enhances the previous event.

Change of Dates

Waterways Ireland may require event organisers to change the event dates where congestion occurs or to provide for better clustering of complimentary activities i.e. dates of events changed to maximise spread of waterway activity or partnership with other organisations.

Notification

If the Event is approved, the applicant will be sent an email to their registered email address advising them to log into their online account to view their Letter of Offer (funding and/or other support) containing the conditions of support. If the Offer and conditions are accepted, the applicant must click to confirm their acceptance within 30 days. Offers not accepted within 30 days will be withdrawn and may be offered to other applicants.

If an Event is not approved, the applicant will be advised and the reason/s given as to why the event is not offered support.

Applicants who wish to make a complaint about the programme or process are advised to do so in writing to the Customer Service Co-ordinator, Waterways Ireland, Somerview House, Old Dublin Rd, Carrick-on-Shannon, Co Leitrim N41 K5X7. A

written response will be provided within 20 working days. If unhappy with the response received Applicants can contact the Ombudsman Office for Ireland or Northern Ireland. Further information is provided here:
<http://www.waterwaysireland.org/Pages/Corporate/CustomerService.aspx>

Section 4 How to Accept the Offer

Applicants must confirm that they accept the Offer and agree to the conditions of the Offer by logging into their online account, reading the letter and clicking to confirm their acceptance within 30 days. If the conditions of Offer are not adhered to, Waterways Ireland has the right to withhold or seek to recover all or part of the support provided.

Conditions of Support

The conditions of support in the Letter of Offer may include some of the following:

- (i) Waterways Ireland must be acknowledged in all promotional material;
- (ii) that all material associated with the Event display the Waterways Ireland corporate identity in a prominent position;
- (iii) Waterways Ireland may use photographs taken at the Event or supplied by the Event Organisers, in printed materials and on the Waterways Ireland website or social media;
- (iv) Waterways Ireland approve all related designs and layouts;
- (v) where Waterways Ireland is the title sponsor the Event must be titled the “Waterways Ireland (*Event Name*)” and that it be referred to as such in all promotional material;
- (vi) the Event must receive approval from the Inspector of Navigation;
- (vii) an invoice which references a Waterways Ireland purchase order number must be supplied **within 30 days of the event taking place**;
- (viii) An event expenditure report detailing costs associated with elements of the event supported by Waterways Ireland is submitted;
- (ix) that a Tax Clearance Certificate or letter from the relevant Tax Authority is submitted;
- (x) Any change in event format must be agreed in advance and in writing with Waterways Ireland.

Section 5 How to Claim the Funding

Post Event Evaluation

Within 30 days of the event taking place, the organisers of the Event are required to log in to their online account and submit an online post event evaluation report. Supporting documentation such as press cuttings, photographs, details of participation and attendance as well as invoices and receipts as required should be uploaded during this online process.

Payment of Funding

The payment of Events Funding will be paid post-event on receipt of the following within 30 days of the event taking place:

- Post-Event Evaluation form completed and submitted online as well as press cuttings, photographs, details of participation and attendance uploaded along with;
 - An official invoice on headed paper quoting the Purchase Order number.
 - An event expenditure report detailing costs associated with elements of the event supported by Waterways Ireland may be required.
 - Receipts supporting the expenditure report/invoice
 - As one of the conditions of Events, the Event organisers may be required to submit a Tax Clearance Certificate or letter from the relevant Tax Authority, for the Event. This will be outlined in the Events offer letter.

NOTE: Non compliance with the above could result in loss of funding