



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



Oifig Fiontair Áitiúil
Local Enterprise Office

Oifig Fiontair Áitiúil Chathair Bhaile Átha Cliath Local Enterprise Office Dublin City

Dublin City Council

Economic Development & Enterprise

Sponsorship Application Form 2021

Economic Development Office & Local Enterprise Office

Block 4, Floor 1 | Civic Offices | Wood Quay | Dublin 8 | D08 RF3F

Ph: 01 222 5611

economicdevelopment@dublincity.ie

info@leo.dublincity.ie

Section A – Event Organiser / Applicant Details

Name of applicant / organisation

Address of applicant / organisation

Contact details for applicant

Name	
Position	
Email	
Telephone	

Organisation details

Nature of organisation (commercial, not-for-profit, etc.)	
Affiliation to a relevant local, regional or national body	
Company registration number	
Charitable status Y/N	
Charity number	
Website	

Please confirm that you observe good employment practices, and that you have measures in place which ensure compliance with health and safety, appropriate pay rates and dignity at work requirements

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Are you seeking support from: (Please tick)

Dublin City Council: Economic Development Office	<input type="checkbox"/>
Local Enterprise Office Dublin City	<input type="checkbox"/>

Section B – Event Details

Name of event / festival

Proposed date(s)

Location

Previous dates and locations for this event

Has your Event required diversification as a result of COVID19? Please provide details

Full post event report for previous years, including attendance, highlights, results and economic benefit (You may submit reports on previous events etc. in addition to this application form).

Overall goal and associated objectives of the event

Event - Key Performance Indicators

Full event proposal (Including theme(s), tagline, overview of content etc.)

Section C – Event Benefits

Estimated attendance for proposed event

Audience profile for proposed event

Anticipated local benefit that proposed event will deliver

Please identify which of the following economic pillars (as highlighted in Dublin City – Economic Development Strategy 2018-2021) this event corresponds to and why:



Estimated economic and other benefits that proposed event will deliver with rationale

Estimated international attendees and details in relation to how this will be achieved

Marketing plan for this event (This can submitted separately)

Details of how Dublin City Council sponsorship will be recognised across event related media

Details of all partnership and sponsorship arrangements for the event

Details in relation to future sustainability for the event and opportunities for growth

Details of sustainability measures in the planning and delivery of the event (i.e. use of recycled materials / biodegradable cups / waste reduction etc)

Dublin's place brand, which includes Dublin.ie, is used to showcase Dublin City and county. Dublin.ie can be a potential media sponsor for the event and can promote the event through: online, social media and E-zine activity.

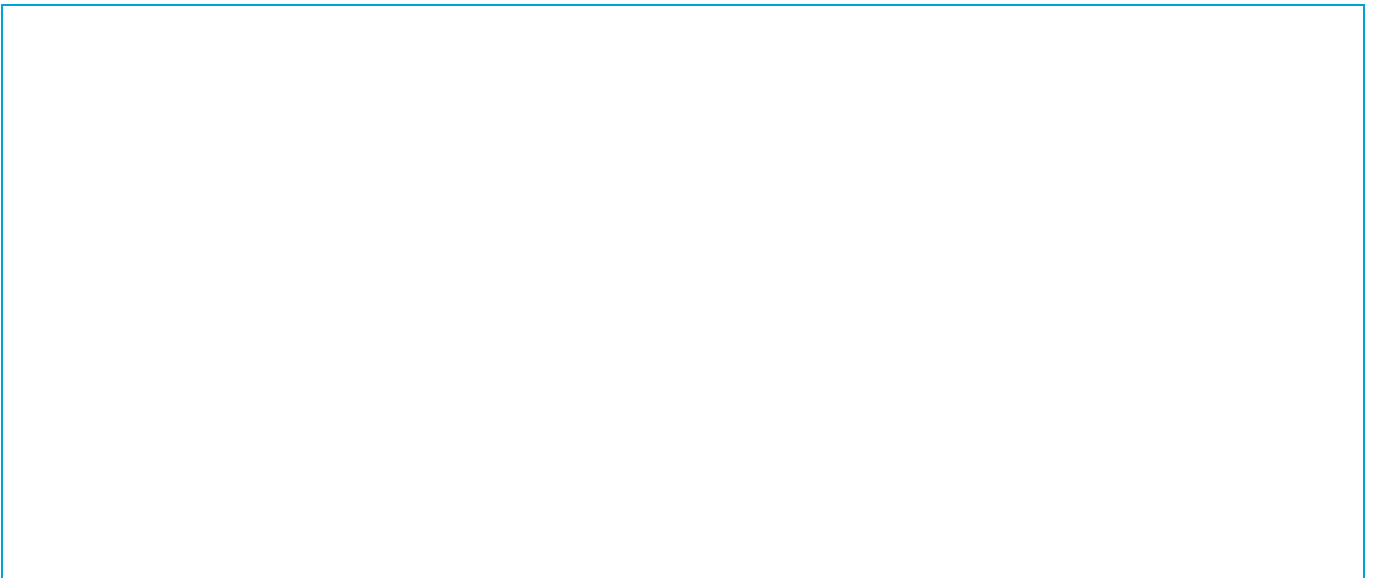
(Please note, if Dublin.ie is an event media sponsor, Dublin.ie must be referenced as such on event promotional and associated material). Please state if you wish to apply for Dublin.ie to be a media sponsor.

Section C – Event Staffing

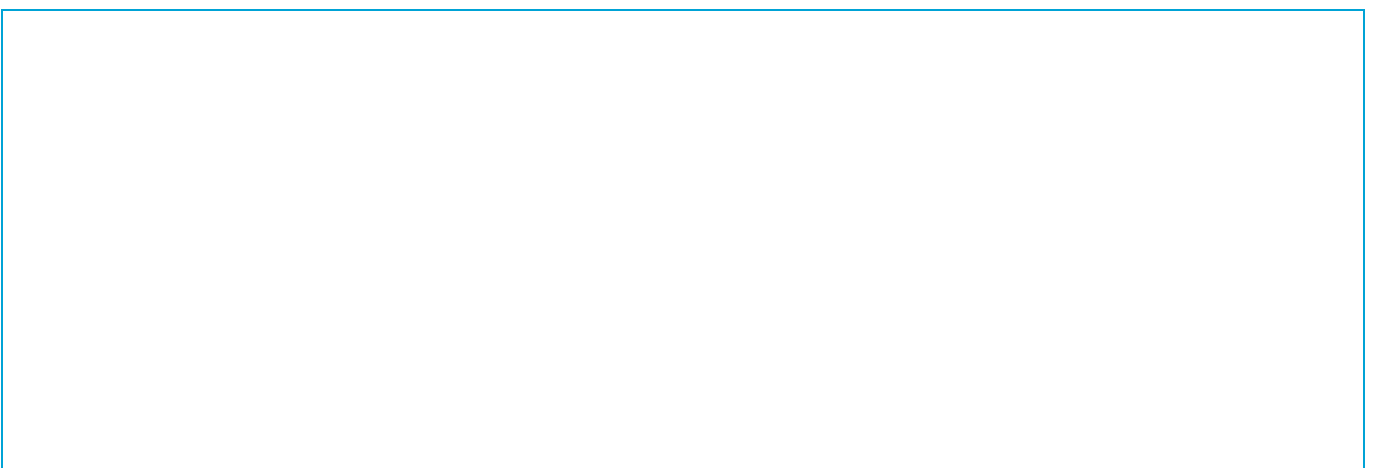
Full outline of event team structure

A large, empty rectangular box with a thin blue border, intended for providing a full outline of the event team structure.

Background and previous event experience of key personnel

A large, empty rectangular box with a thin blue border, intended for detailing the background and previous event experience of key personnel.

Details in relation to proposed security measures and staffing for event

A large, empty rectangular box with a thin blue border, intended for providing details on proposed security measures and staffing for the event.

Section D – Event Budget

If you have previously received financial sponsorship for this event / similar event in 2020 but it did not proceed as a result of COVID19, please provide details of same:

Please provide a full list of costs associated with the delivery of this event

Expense description	Amount

Please provide a full list of the income amounts expected to be generated by this event, including other state agencies and Dublin City Council

Income description	Amount

Please provide details in relation to all expected benefit in kind support

Sponsorship (**non financial**) being applied for:

Sponsorship (**financial**) being applied for: (Please state the amount of financial funding sought)

Please state what this financial funding amount would be used for

This declaration, duly completed, must be submitted by all applicants

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

The Applicant is bankrupt or is being wound up or its affairs are being administered by the court or are entered into an arrangement with creditors or have suspended business activities or are in any analogous situation arising from a similar procedure under national laws and regulations.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant, a Director, or Partner has been convicted of an offence concerning their professional conduct by a judgement, which has the force of res judicata, or been guilty of grave professional misconduct in the course of that business.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the event is located.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant, a Director, or Partner has been found guilty of fraud.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant, a Director, or Partner has been found guilty of money laundering.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant, a Director, or Partner has been found guilty of corruption.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant, a Director, or Partner has been convicted of being a member of a criminal organisation.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant has been guilty of serious misrepresentation in providing information to a public buying agency.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

The Applicant has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE APPLICANT.

Please review the 'Terms and conditions of Sponsorship' before signing and returning this form.

By signing this form, you the undersigned:

- **Certify that the information provided within is accurate and complete to the best of my knowledge and belief.**
- **Understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from future financial sponsorship.**
- **Agree to adhere to the 'Terms and conditions of Sponsorship' as laid out below.**

Signature	Date
<input type="text"/>	<input type="text"/>

Name
<input type="text"/>



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



Oifig Fiontair Áitiúil
Local Enterprise Office

Oifig Fiontair Áitiúil Chathair Bhaile Átha Cliath Local Enterprise Office Dublin City

Dublin City Council

Economic Development & Enterprise

Terms and Conditions of Sponsorship

If a decision is made to sponsor an event, the following terms and conditions apply:

1. The award of financial or other sponsorship from Dublin City Council or the Local Enterprise Office Dublin City is subject to acceptance of, and adherence to, the terms and conditions outlined below.
2. An offer of funding from Dublin City Council / Local Enterprise Office Dublin City does not imply approval for the event to take place in the public domain. (It is mandatory that you comply with all requirements of the Dublin City Council Event Application process in order to obtain permission to hold an event in the public domain.) Failure to do so may result in the refusal of permission to hold the event and the withdrawal of funding. Accordingly, the Dublin City Council, Guidelines for Event Organisers must be adhered to – these can be download via this link:
<http://dublincity.ie/sites/default/files/content/RecreationandCulture/Events/Documents/DCCEventOrganiserGuidance.pdf>
3. Any award of funding/sponsorship does not guarantee support in future years.
4. All funding is dependent on the financial position of Dublin City Council, should that change, funding may no longer be available.
5. Dublin City Council bears no liability for any losses incurred by the event organiser.
6. Sponsorship is provided based on the event and associated event details as submitted in this, the original proposal and application form from the event organiser. Any material changes to those specified in these forms may result in a reduction, re-negotiation or withdrawal of financial or other sponsor supports. Should the event details change in any way, Dublin City Council - Economic Development Office / Local Enterprise Office Dublin City must be informed immediately, specifying any changes and reasons for same. Formal agreement of proposed changes must be reached in order to ensure that the sponsorship proposal remains secured.
7. Awarding of funding/sponsorship does not negate the necessity for Event Organisers to comply with all the requirements of Dublin City Council and its Statutory Partners. The onus is on Event Organisers to familiarise themselves with all statutory and other requirements. Failure to comply with such requirements may result in the withholding of permission to hold the event and the withdrawal of funding. Dublin City Council does not bear any responsibility, financial or otherwise, for losses incurred due to failure to meet these requirements.
8. Dublin City Council will provide branding/promotional material, which must be displayed prominently at the event.

9. **Dublin City Council's commitment of sponsorship for this event is on the basis that Dublin City Council: Economic Development Office/Local Enterprise Office - Dublin City is recognised as a sponsor and acknowledged as such on the organisers/events website and on all promotional material, including broadcast, digital and social media etc.**
10. Where requested, full access is given to photographer/videographer engaged by Dublin City Council to record the event
11. If approved for financial sponsorship, please see the transfer of funding arrangements below:

Up to 70% of the financial contribution may be made available for payment in advance, contingent on the submission of the following information: (please note that Dublin City Council reserves the right to withhold this payment should it deem any of the information submitted to be incomplete.)

- a) Signed '**Sponsorship Application Form**'
- b) Acceptance of '**Terms and Conditions of Sponsorship**'
- c) Valid tax clearance certificate (TCAN)
- d) Completed electronic fund transfer form (this will be sent to you separately)
- e) Request from the Economic Development Office/Local Enterprise Office Dublin City for a Purchase Order Number (PO). This number will be assigned to the event and assist with the payments of invoices.
- f) **Where necessary**, a copy of full public liability insurance policy indemnifying Dublin City Council to the sum of €6.4m and employers liability in the sum of €13m. If the policy is not in force or unavailable at this time an explanation and / or confirmation of insurance being available for the event to the limits specified must be submitted for the consideration.
- g) **Where necessary** a draft Event Management Plan, which must be submitted at least **4** weeks in advance of the event.
- h) A copy of the PR and Marketing Plan
- i) An invoice for payment of contribution

The balance of the financial contribution will be made available for payment post event, contingent on the following:

- a) Submission of a comprehensive post event report detailing – attendance numbers, impact etc. Please use the form: DCC EDO/LEO Post Sponsorship Event Report
- b) Confirmation that any outstanding monies owing to other Dublin City Council Departments for the event have been paid
- c) **Where requested**, submission of Statement of Income & Expenditure for the event, certified by accountant / auditor (copies of invoices, certified as paid by accountant, may also be requested).
- d) Provision of evidence of acknowledgement of support from Dublin City Council at the event and copies of marketing material displaying Dublin City Council logo.
- e) Attendance at post event meeting with Dublin City Council and relevant stakeholders.
- f) An invoice for payment of remaining contribution

Breaches:

If any of the above Terms and Conditions are breached by the event organiser, Dublin City Council: Economic Development Office / Local Enterprise Office - Dublin City reserve the right to withdraw funding / sponsorship or part thereof for the event.

Dublin City Council should be notified immediately if the event is changed or cancelled. If the event does not take place, or breaches the terms and conditions, all monies paid by Dublin City Council to the event organiser shall be repaid to the City Council within 7 days of the cancellation of the event.

Failure to adhere to these Terms and Conditions may seriously impact on any applications for sponsorship assistance for events in the future.

Economic Development & **Local Enterprise Office Dublin City** | Dublin City Council

Culture, Recreation and Economic Services | Block 4, Floor 1 | Civic Offices | Wood Quay | Dublin 8
| D08 RF3F