**  **

**Longford County Council Café Lates Application Form**

**1. Applicant Details:**

|  |
| --- |
| Name of Applicant: |
| Name of Café: |
| Name and Title of Contact Person (for payment purposes): |
| Tel: |
| Email: |
| Website: |
| Social media: |
| Address: |
| Standard business closing hours:  |

**2. Event/Initiative Details:**

|  |
| --- |
| Title of event: (this will be used for advertising): |
| Summary of your project proposal, including proposed creatives involved (max 300 words): |
| Type of Activity (e.g., Live Music, comedy etc.) |
| Target Audience: (Families, Young Adults, Older Audience, General public, etc.) |
| Proposed time of each event? Please note we encourage events that go into the later evening.  |
| Venue (full address, including Eircode): |

**3. Project Merit (30%):**

|  |
| --- |
| How does the proposal address the intended objectives of the funding scheme (fostering a late-night café culture to support the growth and diversification of the night-time economy in Longford Town)? Max word count 200.  |

**4. Overall Impact (30%):**

|  |
| --- |
| Estimated Economic Impact for Longford Town: (based on realistic estimates/previous measurement) |
| Estimated audience figures and how this is concluded: (based on realistic estimates/previous measurement/venue capacity) |
| How will you monitor and evaluate your project? (e.g., sales, feedback forms, footfall, social media engagement, etc.) Please note a survey will be provided.  |

**5. Viability (25%):**

|  |
| --- |
| Please provide details of your experience in delivering events of this nature: |
| Will a booking link be provided to monitor attendance? |
| How will you advertise & promote your project? Please include links to your business website/social media. |
| Please outline the longer-term potential for this event/activity. If your event(s) is deemed a success, will you consider hosting future events and extending opening hours?  |

**6. Sustainability & Accessibility Focus (15%):**

|  |
| --- |
| How will your project contribute to Longford Town’s vision for a diverse, sustainable and accessible nightlife? (Consider the environmental impact, inclusivity, accessibility for people with disabilities, age-friendly including youth, and so on.) |
| How will you ensure your event is sustainable? (Waste reduction, energy conservation, etc.) |
| What steps will you take to ensure your event is accessible to people with disabilities? |

**7. Funding:**

|  |
| --- |
| What is the estimated overall cost of the event/project? € |
| How much are you requesting from Longford County Council? € |
| Are you applying for funding from any other sources? Yes/No  |
| If yes, please provide details: |
| If no, please indicate how you intend to fund the balance of your costs: |

**8. Income (if applicable):**

Please provide a detailed breakdown of all income sources:

|  |  |
| --- | --- |
| Item of income | Amount (€) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**9. Project Costs/Expenditure: (Please note that a minimum of 10% of your funding award must be attributed to marketing/promotion)**

Please provide a detailed breakdown of costs to be funded under this scheme:

|  |  |
| --- | --- |
| Element of Work/Programme/Item | Cost (€): |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

10. **ACKNOWLEDGEMENT**

Recognition must be given to Longford County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media in all promotional material associated with the project/event. Relevant logos will be provided to projects which are awarded grants.

Please state how your organisation proposes to publicly acknowledge these contributions to your project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11.DISCLAIMER**

Longford County Council will not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Longford County Council County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I/we have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation’s position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. DATA PROTECTION**

Longford County Council collects some personal data during the application and processing of this grant scheme, particularly, names, addresses and contact details (emails and telephone numbers). These details are necessary for the consideration and adjudication on the grants scheme. The grant applications are sometimes shared between relevant County Council Departments for the purpose of supporting the application and also to ensure that similar events are not double funded, to process payments and in relation to other festival/events funded by the Council. At all stages the personal data is handled in full accordance with the Data Protection Legislation.

Your express consent is required, acknowledging that you understand that you may be submitting personal data. Please sign here by way of agreement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_