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Longford Town Night-Time Economy Grant scheme Call 2 2025

**Guidance Note**

**Opening Date: Monday 28 July**

**Closing Date: Friday 15 August 4pm**

Return completed applications to:

## kreilly@longfordcoco.ie

Queries to Karen Reilly, Night-Time Economy Advisor,

Longford County Council

Telephone: 086 3535175 or Email: kreilly@longfordcoco.ie

An independent assessment panel will award funding on a competitive basis; therefore, all applications submitted must be submitted in advance of the deadline and accompanied by comprehensive supporting information. If you do not provide the relevant documentation, we will consider your application ineligible.

Longford Town Night-Time Economy Grant Scheme (Call 2) Longford County Council is seeking proposals from local businesses, community groups, event organisers, collaborators and individuals to develop projects that will support the growth and diversity of the night time economy in Longford town. This fund will support applicants who wish to try new and exciting concepts after 6pm between Sunday and Thursday that can support the diversification of our night-time economy. Call 2 will support events that take place between Sunday 7th September and Sunday 23rd November.

***Note: If you have been a successful recipient of funding under Call 1, your proposal for Call 2 must be new and distinct from previous application (s)***

**Overview:** The Night-Time Economy (NTE) refers to the wide range of social, cultural, and economic activities that take place during designated evening and night-time hours. It aims to balance the needs of the various communities that contribute to its vibrancy, encouraging a shared sense of place and identity. Longford town has been selected as one of nine pilot towns and cities to develop a tailored action plan. This plan outlines a series of coordinated interventions designed to support and enhance the development of our night-time economy, ensuring it is inclusive, sustainable, and reflective of local character. A key action under the Longford Town Night-Time Economy Action Plan is the establishment of a grant funding scheme to support night time activities and events. The purpose of this funding scheme is to encourage collaboration and facilitate a greater variety of offerings and experiences at night for residents, workers, and visitors.

**Features of the scheme:**

* A minimum grant of €500 and a maximum grant of €2,000 will be available to successful applicants. This is a competitive funding call with a limited budget. It may not be possible to offer funding to all applicants and it may also not be possible to offer the full amount requested to any individual applicant.
* Please note that if you have been a successful recipient of funding under Call 1, your proposal for Call 2 must be new and distinct from previous application (s)
* The proposed event/initiative must take place on a minimum of 2 different dates between Sunday and Thursday after 6pm in Longford Town during the period Sunday 7th September to Sunday 23rd November.
* Events which can be funded include but not limited to, late evening or night tours, live music, live DJ, dancing (performative or participatory!), exhibitions, poetry readings, comedy shows (Stand up, sketch or improvisation), theatre, film, live podcasts, storytelling, classes, wellbeing initiatives, light shows and historical themed events.

*Working with new partners is encouraged to attract new audiences and inspire new uses of existing spaces in the community for late night artists and cultural communities.*

* Applications for amounts greater than €2,000 will be considered if a multi partner application is proposed that demonstrates a unique and collaborative approach that wishes to roll out a prolonged and/or more ambitious programme of events. These will be assessed on a case by case basis in the context of available funding; additional funding is not guaranteed and the above principles apply
* Please note that a minimum of 10% and a maximum of 30% of funding awarded must be utilised for marketing/promotion
* Grant payments will be made on the basis of paid invoices and proof of payment from your bank account and only for the proposed expenditure submitted on the original application form. Cash payments to suppliers are not permitted to be claimed under this scheme.
* All successful Grantees are also required to carry out a participant/ visitor survey. This data will help Longford County Council evaluate the success of the pilot and will assist in gaining valuable insights into who is attending the late night events, the number of attendees and their overall experience of the events/initiative.
* All successful Grantees will be required to fill out an evaluation questionnaire in relation to this scheme when drawing down funds. This will allow the Longford County Council to evaluate the effectiveness of the funding and also to gain learnings from the pilot.
* Programmes must be advertised locally through various channels to ensure maximum visibility. Longford County Council and the Department of Culture, Communications and Sport’s support must be acknowledged in public advertising. Logos will be provided to successful applicants.

Timeline of the scheme: Call opened on Monday 28 July and the closing date for applications is 5pm on Friday 15th August. Successful applicants will be notified within two weeks of the closing date. All funds must be drawn down within two weeks of the event completion.

Who can apply? Under Call 2, funding is being awarded under distinct categories. You must apply for the category that is most relevant to your proposal.

**Category A: A business, community, tourism, cultural, or heritage organisation**. This includes licensed premises (pubs, restaurants and wine bars, nightclubs and other suitable licensed premises that operate in the Evening and Night-Time Economy) who want to trial an event or series of events/cultural activities during off peak times from Sunday to Thursday from 6pm onwards.

**Category B: Unlicensed premises – cafés**, including cafés that may have their premises in a retail outlet, dry bars, local galleries and visitor attractions and other suitable non-licensed premises, who want to trial an event or series of events/cultural activities during off peak times from Sunday to Thursday from 6pm onwards.

**Category C:** An individual artist, band, producer, or promoter. Category D: Sporting, Recreational, Youth & Age Friendly groups

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**Eligible Funding**:

* Venue hire (in instances where the applicant doesn’t have the use or ownership of their own venue)
* Artist’s, performers, guides fees/costs etc. (artists/performers must be paid)
* Security Costs
* Event insurance
* Set up/staging costs
* AV Costs and equipment hire
* Photography, Marketing and Advertising Costs
* Costs related to carrying out a visitor survey/exhibition survey (See Appendix B Form)
* Subsidised entrance fee or ticket fee (up to 50%) for the event or initiative (if the activity is of a commercial nature)

**Ineligible funding:**

* Cost incurred before the awarding of the grant
* Capital or construction costs
* Purchase of equipment/materials
* Purchase of musical instruments
* Local authority rates
* Staff costs or additional staffing costs for later openings
* Accommodation
* Legal and accountancy fees
* Annual insurance costs (except for per event insurance)
* Food and beverages

**Amount of Grant Available**: The scheme will provide 100% of funding for the event(s) or initiative. The minimum grant award is €500, and the maximum grant award is €2,000. How will the decision on funding be made? Grant applications will be assessed using the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Merit & Promotion** | **Innovation & Economic Impact** | **Viability** | **Sustainability & Accessibility focus** |
| How the proposal addresses the intended objectives of the funding scheme. Applicants should demonstrate how their proposed projects will support the growth and diversification of the night time economy. Applicants should also demonstrate how they will market their event/initiative to a new audience | The applicant should indicate how the proposed project is innovative and will address a compelling need, opportunity or demand in the local night time economy. Applicants should also indicate the potential economic benefits of their proposed project, for example – impact on business turnover, the number of new customers/visitors create | The applicant should indicate their experience and capacity to undertake the project and the extent to which the proposed budgets and project plans are cost effective and realistic for the delivery of the intended project outcomes The applicant should also outline the longer term potential for their event/project or initiative. | The applicant should indicate how support for their project will contribute to Longford towns vision for a diverse, sustainable and accessible night life |
| 30% | 30% | 25% | 15% |

**Funding Conditions:**

1. Grant payments will be made on the basis of paid invoices paid and proof of

payment from your bank account and only for the proposed expenditure submitted

on the original application form. Cash payments to suppliers are not permitted to be

claimed under this scheme.

2. Only one application for this Scheme per individual/venue/business will be

considered and the event must take place in Longford Town

3. Grant funding should not be used as top-up or substitute funding for existing events.

Groups & Organisations already in receipt of funding from Longford County Council

or other funding agencies will need to declare this and demonstrate that the activity

proposed under this scheme is separate and distinct. Proposals that include activities

that have already started or are completed outside of the timeframes specified are

not eligible for funding.

4. Please note your project or event cannot commence until you have been notified as

to whether you are successful. This should be factored into the timeline for your

event(s). Longford County Council will not retrospectively fund and take no

responsibility for proposed projects that have not been awarded funding by due

process.

5. The grant award must be drawn down no later than two weeks after the event has

completed. The funding will only be paid to the applicant body (not a subcontractor(s) of the applicant)

6. Where a grant is allocated for a specific event / project Longford County Council will

not be responsible for the insurance of that event / project. The organisers must

ensure that adequate insurance is in place prior to the commencement of any event

/ project.

7. It is the responsibility of the applicant to ensure that all permissions, approvals,

licences or consents needed for your project are secured before the event (s) takes

place.

8. If your application is successful, evidence of appropriate public liability must be

provided. Organisers will also be asked to indemnify Longford County Council on their

public liability insurance.

9. If applicants intend to work with children and young people, evidence will be

requested if successful of having an up to date child protection policy or the child

protection policy of your partner organisation.

10. If the event or project is altered, postponed or cancelled – in whole or in part – the

Longford County Councils Night-Time Economy Advisor, Karen Reilly, must be

contacted in order to discuss the matter.

11. Longford County Council and the Department of Culture, Communications and Sport

must be acknowledged on all publicity, press and marketing material, websites and

social media outlets produced in connection with the undertaking or event. Logos

will be sent to all successful applicants.

12. Copies of all such material produced must be sent to the Night-Time Economy

Advisor in advance of the event and included as part of the Evaluation Report

13. Selection of projects/events will be made through the appointment of an

independent assessment panel and scored on the criteria outlined in the guidance

note

### Appeals:

An appeal may be made by an applicant to [kreilly@longfordcoco.ie](mailto:kreilly@longfordcoco.ie) if they are not satisfied with the outcome of their application. An appeal must be made within 5 working days of the date of the decision letter/email. The appeal will be reviewed independently and on completion of the review, a decision will issue to the applicant.

### Payment Conditions:

Successful applicants will receive a Letter of Offer along with an acceptance slip. This will form the contract between Longford County Council and the organiser/lead applicant and will detail all conditions and requirements which will include all health and safety requirements by you if appropriate, guidance on GDPR imagery that identifies a person in your images and correct consent forms returned. Full details of all conditions will be emailed to successful applicants.

To receive payment, the successful applicant must provide the following:

* + A completed Longford County Council “supplier set up form” with tax registration certification and

copy of your bank statement header.

* + Evidence that project/initiative/event has taken place (e.g. photographic evidence, MAX 5, high quality jpeg images must be supplied, copies of press features and evidence that on ALL publicity material about your project acknowledge Longford County Council and Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media with the logos clearly visible, appear and are acknowledged on all print materials, interviews, films produced and social media postings – (Logos will be supplied to you if successful).
  + Receipts and evidence of payment to supplier for ALL PAYMENTS applicable to the funding approved in the letter of offer. Cash payments to suppliers are not permitted.
  + Payment will be made by Electronic Fund Transfer (EFT) only.
  + Failure to return the required report and related receipts will forfeit the grant.

### How will the decision on funding be made?

Grant applications will be assessed using the following criteria:

### Completed applications must be submitted by email to [kreilly@longfordcoco.ie](mailto:kreilly@longfordcoco.ie) with the subject title NTE Grant Scheme Call 2 before the deadline of 4pm on Friday 15th Aug

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