



Comhairle Contae Chorcaí

Cork County Council

Festivals / Events

Guidelines and Policies for Cork County



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Foreword from the Mayor of the County of Cork

Cork County Council continues to be a leader in the development of Cork's tourism product and in marketing Cork abroad as a must see visitor destination as well as being a significant financial contributor to many festivals held throughout Cork County each year, many of which are renowned worldwide.

Festivals and events deliver a range of economic, social, and cultural benefits. They entertain, they celebrate our communities, they showcase our villages and towns, and are often an expression of identity and place. They help to stimulate local economic activity and enhance the visitor experience. Cork County Council will continue to promote and support festivals throughout the County.

The development of '*Festival / Events Guidelines and Policies*' for Cork County will assist in understanding and maximising the funding support opportunities currently available from all agencies and outlining the licences / permissions which may be required.

Cllr. Patrick Gerard Murphy, Mayor of the County of Cork



Foreword from Chief Executive

Festivals are an ideal platform to showcase the unique culture and heritage of Cork County which stimulate growth of visitors to our towns and villages. A well-marketed festival can generate a significant economic return via bednights generated and increased spending in local communities.

Cork County Council recognises the economic value of festivals and we are proud to support over 100 festivals countywide on an annual basis. In 2018, in excess of €500,000 was funded to festivals and events by Cork County Council.

We will continue to prioritise the support of festivals, in order to strive towards a successful Cork region.

Tim Lucey, Chief Executive, Cork County Council



Introduction

Cork County is the largest county in the island of Ireland. With over 7,500 km² of land, 1,100 km of coastline and 1,200 km of rivers, it has much to attract visitors. Tourism is noted as a major economic activity across the county. Festivals form a key part of the tourism economy if they are marketed well to visitors and used as a means of attracting people into a destination.

Investment in festivals can have a significant economic return for business, can assist in raising the profile of a town or region and can also provide local employment.

There are a number of Agencies, as listed hereunder, within Cork County which provides funding to festivals and these Agencies recognise the need to further increase integration and co-ordination between them in order to maximise the benefit of existing resources which each Agency has to offer festivals.

Agencies:-

- Cork County Council
- Fáilte Ireland
- Local Development Agencies
 - Avondu Blackwater Partnership CLG
 - Ballyhoura Development Ltd
 - Comhar na nOileán Teo
 - IRD Duhallow Ltd
 - SECAD Partnership CLG
 - Údarás na Gaeltachta
- Arts Council of Ireland

In addition to the above list of Agencies which provide support and funding to festivals in the County of Cork, there is also an Association of Irish Festival Events (AOIFE) which is an all island voluntary network organisation that brings together organisers of festivals and events in Ireland. Further details on what supports AOIFE offers to festivals is set out under “Other Supports for Festivals” hereunder.

Festivals/Events should not consider these financial supports to be an ongoing or permanent resource but rather use supports to enable them to become self sustainable. Supports are intended to be available for a period of time to assist the growth, development and sustainability of the festival/event. It is not intended to replace commercial sponsorship, local fundraising or voluntary community effort.

Over recent years, a number of Cork County festivals have increased capacity and become recognised for the excellence of their programming nationally and internationally.

Examples of such festivals which have been supported to date include:

- A Taste of West Cork Food Festival
- West Cork Music Festival
- Cork International Choral Festival
- Cork Racing Home for Easter Festival
- Fastnet Film Festival
- Clonakilty International Guitar Festival

Festival/Events Guidelines & Policies for Cork County has been developed in order to assist Festival/Events Organisers in understanding and maximising the funding/support opportunities currently available and to outline the various licences/permissions which may be required.

While the funding Agencies Cork County Council, Fáilte Ireland and the Local Development Agencies work in collaboration with each other, the criteria for festival funding varies between each Agency.

The main criteria of each Agency's Policy/Guidelines are as set out hereunder. In addition, the Appendices attached to this Policy show the Festival Policy/Guidelines for each Agency.



Before you go any further you should consider the following:

- Adequate and timely preparation to plan and market your proposed event.
- Have you considered the formation of a Working Group to organise your event.
- Do you have a name/theme and a list of objectives set out for your event

Have you considered?

- How you will fund your event
- How you will market your event
- The PR of your event
- Ensure that you make an informal approach as soon as possible to your Local Development Agency/Cork County Council/Fáilte Ireland /The Arts Council to discuss your proposed event further.

Note: Generally Festivals/Events cannot avail of multiple sources of funding.

Agencies

Cork County Council

Cork County Council provides funding to Festivals under the following:

1. Arts Grants Scheme

This Scheme is operated by Cork County Council and is for the purpose of providing financial or other assistance to individuals and organisations engaged in the promotion of Arts Activities or Events in the Cork County administrative area. The Scheme invites applications from a broad spectrum of arts activity. The scheme provides support for Festivals which have a proven track record in the management of their artistic programme as well as support for newer festivals which aim to have strong artistic content.

Under this Scheme, consideration is given to the potential cultural, social or economic benefits to the community from Cork County Council's support for the proposed festival. Consideration will be given to supporting new festivals in locations where current festival activity is limited.

The Arts Grant Scheme is administered by Cork County Council's Arts Office through Cork County Council's online application portal Yourcouncil.ie

For any queries on this Scheme, please contact the Arts Office at email: arts@corkcoco.ie. Telephone: 021/4346210.

[Appendix 1](#) is Cork County Council's Arts Grant – Guidelines for applicants – page 29

2. Economic Development Fund – Promotion of Festivals and Conferences

The aim of this fund is to fill the gaps that are in existing funding mechanisms and not to duplicate in terms of funding or bureaucracy. It seeks to assist the development of new festivals or the growth of existing festivals.

The Economic Development Fund is administered by Cork County Council's Economic Development, Enterprise and Tourism Directorate.

For any queries on this Scheme, please contact John Forde, Senior Engineer at email: JohnForde@corkcoco.ie. Telephone: 021/4285046 or 021/4285397

[Appendix 2](#) is Cork County Council's Economic Development Fund – Promotion of Festivals and Conferences Policy – page 31

3. Local Festival Fund (Formerly Fáilte Ireland Regional Festival Fund)

This fund is aimed at supporting festivals which drive domestic tourism and help to improve the visitor experience. The maximum available funding is €6,000.

Criteria such as minimum bednights of 450, minimum expenditure of €7,500 and quality of programme content are considered in judging applications.

Please note there is no guarantee of funding for applications which achieve the minimum eligibility requirements. The fund is limited and all eligible applications will be evaluated on a competitive basis against the criteria set out.

The Local Festival Fund is administered by Cork County Council's Economic Development, Enterprise and Tourism Directorate through Cork County Council's online application portal Yourcouncil.ie

For any queries on this Scheme, please contact Sharon Conroy, Staff Officer, email: sharon.conroy@corkcoco.ie Telephone: 021/4285613.

[Appendix 3](#) is Cork County Council's Local Festival Fund – Local Festival Funding Criteria – page 32

4. The Creative Ireland County Cork Grant Scheme

The Creative Ireland Programme is an ambitious one – it is ‘an invitation to the entire country to get involved in something truly inspirational. At its heart is collaboration - between central and local government, between culture and industry, between artists and policy makers - to facilitate an ecosystem of creativity’.

The Programme has five key strands, which are:

- 1: Enabling the Creative Potential of Every Child
- 2: Enabling Creativity in Every Community
- 3: Investing in our Creative and Cultural Infrastructure
- 4: The Creative Industries including Media Production
- 5: Unifying our Global Reputation

The Community Participation Strand (Strand 2) is being led by local authorities across the country. As part of the Creative Ireland Programme, each City and County will publish a 5-year Culture and Creativity Strategy. The County Cork Strategy has benefited greatly from the numerous workshops held and submissions received, and it will be available at www.corkcoco.ie/arts-heritage/creative-ireland.

[Appendix 4](#) is The Creative Ireland County Cork Grant Scheme – Funding Eligibility Criteria – page 33

5. Municipal District Funding

The 8 Municipal District offices throughout Cork County are responsible for managing the annual Community Fund Scheme, which comprises of 3 community schemes, including the Amenity Fund - a potential funding source for community-hosted festivals. Festivals / Events that are considered to benefit the local community are welcome to apply for funding through the Amenity Fund under the Community Fund Scheme. In 2018, the Amenity Fund contributed to in excess of 35 festivals throughout Cork County, amounting to a total of €74,200.

Further details on the Community Fund Scheme / Amenity Fund Scheme are available [here](#)

For any queries on this scheme, please contact your local Municipal District Office. See contact details on page 16.

Fáilte Ireland

Fáilte Ireland, the National Tourism Development Authority, was established under the National Tourism Development Authority Act, 2003. They provide strategic and practical support to develop and sustain Ireland as a high-quality and competitive tourist destination.

Fáilte Ireland provides a series of supports including funding, training and developments supports for a range of festivals and events in Cork.

Fáilte Ireland's role is in supporting the development of key festivals and events which can demonstrate abilities and have the potential to attract tourists, primarily overseas tourists.

In the grant application process, festivals and events are requested to demonstrate the value of the festivals/event to the destinations economy in terms of:

- Tourism
- Tourism appeal
- Visitor numbers
- Impact
- Revenue

Approved funding will be towards programming and marketing. Marketing should primarily target overseas visitors or domestic holiday makers (outside of Cork) where there is an opportunity to increase tourism traffic and overnight stays (bednights) in the County. Marketing to local catchment area is not eligible in the evaluation criteria.

NATIONAL FESTIVALS AND PARTICIPATIVE EVENTS:

This fund is aimed at supporting larger festivals and events which attract significant numbers of international and domestic visitors to Cork. See appendix 3 for eligibility thresholds and evaluation criteria

For any queries on these Schemes please contact Colin Hindle regarding the Urban Animation Scheme colin.hindle@failteireland.ie or Rose Green Rose.Green@failteireland.ie. Telephone: 021-4233217

For those festivals that do not meet the criteria set out in the guidelines, Fáilte Ireland can offer practical business supports and run training programmes/workshops in areas such as social media, branding, marketing, budgeting, sponsorship, using volunteers, PR and promotions.

[Appendix 5 is Fáilte Ireland's National Events Program – minimum eligibility thresholds and evaluation criteria. Page 34](#)

Local Development Agencies

Local Development Agencies operating in Cork County are integrated development companies that successfully deliver rural development and social inclusion programmes and community initiatives throughout the county on behalf of the European Union and the Irish Government through the National Development Plan.

Common supports across each Agency are as follows:

Each of these Local Development Agencies provides supports for Festivals and Events in each of their geographical areas across a range of headings such as:

- Mentoring
- Training
- Feasibility
- Capital & marketing
- Networking
- Networking/Initiatives

Festivals and Events can cover a wide variety of themes such as:

- Culture
- Heritage
- Food
- Arts
- Family Orientated Events
- Genealogy

The geographic area covered by each Local Development Agency is set out in the attached map on page 14.

The contact details for each Local Development Agency are as follows:

Local Development Companies (North Cork)		
Ms Valerie Murphy, Avondhu Blackwater Partnership CLG, The Mill, Castletownroche, Co. Cork.	Avondhu Blackwater Partnership CLG	Tel: 022-46580 Email: valerie@avondublackwater.com
Ms. Maura Walsh, IRD Duhallow CLG James O'Keeffe Institute Demesne Newmarket Co. Cork	IRD Duhallow CLG	Tel: 029-60633 Email: maura.walsh@irdduhallow.com
Mr Padraig Casey Main Street, Kilfinane, Co. Limerick.	Ballyhoura Development CLG	Tel: 063 91300 Email: pcasey@ballyhoura.org

Local Development Companies (South Cork)		
Mr. Ryan Howard, Chief Executive Officer, South and East Cork Area Development CLG, Owennacurra Business Park, Knockgriffin, Midleton, Co Cork.	SECAD Partnership CLG	Tel: 021 4613432 Email: rhoward@secad.ie
Ms Valerie Murphy, Avondhu Blackwater Partnership GLC, The Mill, Castletownroche, Co. Cork.	Avondhu Blackwater Partnership CLG	Tel: 022-46580 Email: valerie@avondublackwater.com
Mr Dónal Ó Liatháin Feidhmeannach Forbartha Réigiúnach Rannóg Fiontraíochta & Fostaíochta Údarás na Gaeltachta Páirc Gnó an Daingin Daingean Uí Chúis Co. Chiarraí.	Údarás na Gaeltachta	Tel: 066 9150100 Email: d.oliathain@udaras.ie

Local Development Companies (West Cork)		
Mr. Ryan Howard, Chief Executive Officer, South and East Cork Area Development CLG, Owennacurra Business Park, Knockgriffin, Midleton, Co Cork.	SECAD Partnership CLG	Tel: 021 4613432 Email: rhoward@secad.ie
Ms Valerie Murphy, Avondhu Blackwater Partnership CLG, The Mill, Castletownroche, Co. Cork.	Avondhu Blackwater Partnership CLG	Tel: 022-46580 Email: valerie@avonhublackwater.com
Mr. John Walsh Community Centre, Bere Island, Co. Cork.	Comhar na Oileain	Tel No: 027-75099 Mobile: 086-3877943 Email: johnbipg@gmail.com

Appendix 6 is Avondhu Blackwater Partnership CLG – Festival Criteria- page 35

Appendix 7 is Ballyhoura Development CLG Festival Policy – page 36

Appendix 8 is Comhar na nOileán Teo Festival Policy-page 37

Appendix 9 is IRD Duhallow CLG Festival Strategy - page 38-39

Appendix 10 is SECAD Partnership CLG - Festival Support Policy - page 40

Appendix 11 is Udarás na Gaeltachta - Page 41

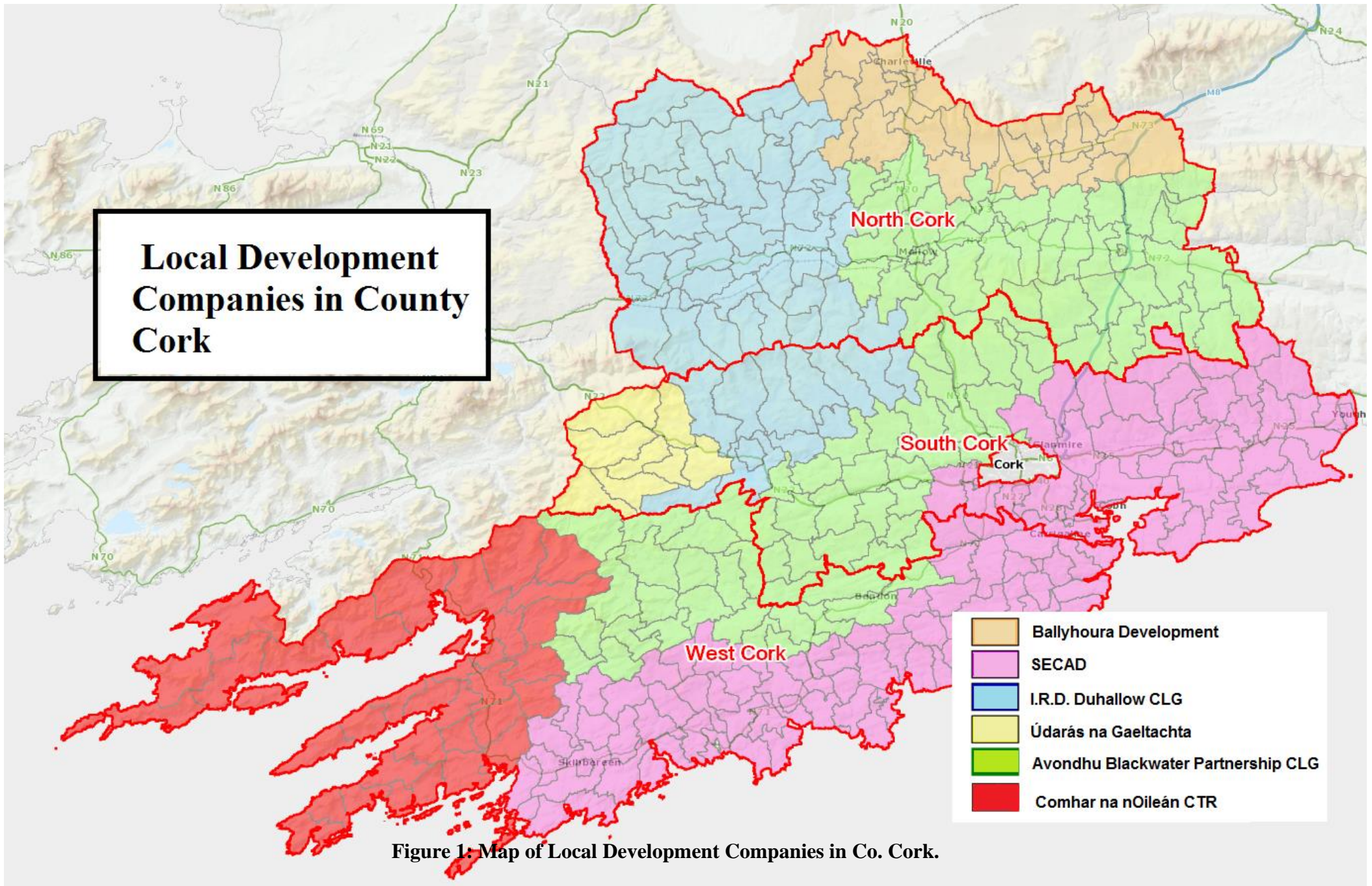


Figure 1: Map of Local Development Companies in Co. Cork.

The Arts Council

Overview

Festivals are key producers and presenters of the arts and are critical to engaging large and diverse audiences.

The Arts Council acknowledges the rich variety of artform practice areas presented by festivals and their critical role in broadening public access to the arts. Festivals are often central to a community expressing and exploring its local identity, providing access to the arts in areas of low engagement and providing significant opportunities for artists to develop their practice.

The strategic context for the Arts Council's support of festivals and events and all other artforms and areas of arts practice is set out in *Making Great Art Work: Arts Council Strategy (2016 –2025)*.

It describes how we will lead the development of the arts in Ireland over the next decade. Our strategy has five priority areas: the artist; public engagement; investment strategy; spatial and demographic planning; and developing capacity.

Provides a suite of financial supports to different festival models

The Arts Council's role is to advocate for a diverse and varied arts festival ecology and to provide a chain of funding supports that encourage: models of national and international significance and best practice, models that increase opportunities for public engagement or develop the work of an artist/artform, support for small festivals to deliver quality arts experiences for audiences and festival programmes engaged with, and relevant to the local community.

Often festivals are the highlights on cultural calendars in communities large and small all around Ireland. The Arts Council provides financial support to a number of single artform festivals (e.g. theatre, dance, film) and such festivals are supported within the policy context of those artforms. We also support many multidisciplinary arts festivals, meaning those festivals that programme across different artforms, including literature, music, street arts, theatre, visual arts and different areas of arts practice.

Details of the published policy for festivals can be found at http://www.artscouncil.ie/uploadedFiles/Festivals_Policy_2018.pdf

Further information on festivals supports and funding from the Arts Council can be found at <http://www.artscouncil.ie/Arts-in-Ireland/Festivals/>

[Appendix 12 is The Arts Council's Supports Available – Page 42](#)

Licences & Permissions

During the advance planning stage you should determine if you or your suppliers require a particular licence or statutory agency approval to conduct the event and/or a specific aspect of the event. As the event organiser, it is your responsibility to ensure that (where required) you are in possession of the appropriate licence or approval on the day of the event. To this end you should seek information from the relevant agencies and apply well in advance of committing to an event activity.

Preparation and /or Sale of Food & Drink

The relevant Health Service Executive, South Environmental Health Dept must be contacted prior to the preparation/sale of food and drink at any festival/event.

Contact details as follows:

Name	Contact Number
Health Service Executive South (North Cork), Blackwater House, Mallow Business Point Park, Mallow, Co Cork.	022/58705
Health Service Executive South, (South Lee, South Cork), Environmental Health Dept, Impact Building, Fr Matthew Quay, Cork	021/4927703
Health Service Executive South, (West Cork), Environmental Health Dept, Elmwood House, Lurriga, Skibbereen	028/51456
Health Service Executive South, (North Lee), Environmental Health Dept, 26. South Mall, Cork	021/4921801

Intention to sell Alcohol

If it is intended to sell alcohol in temporary facilities during a festival/event, an Occasional Liquor Licence is required.

Contact your local Garda Station for further details.

Food Waste

The Waste Management (Food Waste) Regulations 2009 are designed to promote segregation and recovery of food waste arising in the commercial sector and reduce disposal to landfill. These regulations place the following obligations on the Organisers of Trade Shows, Exhibitions and Events where food is supplied:

- Must ensure that any producer supplying food is compliant with the appropriate provisions of the Regulations
- Must prepare and submit a Food Waste Management Plan to the relevant local authority
- Must prepare and submit a Food Waste Management Implementation Report within 28 days of the conclusion of the trade show, exhibition or event.

To clarify if the above applies to your festival/event, contact the Regulation Team, Environment Directorate, Cork County Council at wastepermits@corkcoco.ie

Portaloos

If it is intended to have portaloos on site during your festival/event, portaloos waste requires a waste collection permit. All contents have to be disposed of in accordance with all relevant national legislative requirements or directions pertaining at the time.

To clarify if the above applies to your festival/event, contact the Regulation Team, Environment Directorate, Cork County Council at wastepermits@corkcoco.ie

Casual Trading

Casual trading at a Festival/Event on public property may require a Casual Trading Licence. The Casual Trading Act 1995 obliges Local Authorities to make byelaws in relation to the control, regulation, supervision and administration of Casual Trading in its functional area.

For further information contact Cork County Council Municipal Districts.

West Cork	023 - 883380
Bandon/Kinsale	021-4772154
East Cork – Midleton	021-4631580
Carrigaline	Find Number
Cobh	021-4811307
Fermoy	025-31155
Macroom	026-41545
Kanturk/Mallow	022-21542

Use of public space for Festival/Event

Festival/Event activities which are to take place either whole or in part on public property including, roadways, footpaths, parks and public squares require permission from your Local Authority.

For further information, contact your Local Area Engineer's Office/Municipal District. See contact details on page 27 & 28.

Event Advertising

The placing of advertising banners/signage in a public place and/or a public building requires approval from your Local Authority.

For further information, contact your Local Area Engineer's Office/Municipal District. See contact details on page 27 & 28.

Fireworks Display

Festival/Event organisers who wish to have pyrotechnics (fireworks) as part of their Event Plan should deal only with a professional operator and ensure that only licensed fireworks (or other licensed pyrotechnics) are used. Information may be obtained from the “Guidance Document for Organised Pyrotechnic Displays” available on the Department of Justice and Equality website at the following link:

http://www.justice.ie/en/JELR/Pages/Explosives_Pyrotechnics

It will be necessary to put in place an adequate safety management structure and system to safely manage the display. Where it is proposed to have a fireworks display, the event organiser should consult with the relevant Divisional Fire Department, the Gardaí and other interested parties at an early stage of the planning of the festival/event.

Fire Safety Advice

For all events, advice on the organiser’s fire safety responsibilities should be obtained by contacting the relevant Cork County Fire Department Divisional Offices.

Cork County Fire Department Divisional Offices - Contact Details

West Cork	023 - 883380
Bandon/Kinsale	021-4772154
East Cork	021-4631580
Ballincollig/Carrigaline	021-4285352
Cobh	021-4811307
Fermoy	025-31155
Blarney/Macroon	026-41545
Kanturk/Mallow	022-21542

Fairground Rides

There is a requirement for organisers of funfairs on public and private property to provide two working days notice in writing to the Local Authority of the intention to hold a funfair. This notice must be accompanied by a valid certificate of safety for the fairground equipment to be used at the funfair and shall include details of the location and dates on which the funfair is to be held.

This requirement is set out under *Statutory Instrument No 449/2003, Planning & Development Act 2000 (Certification of Fairground Equipment) Regulations 2003* which places a general duty of care on organisers of funfairs and owners of funfair equipment and, specifically, it requires the funfair equipment to be inspected and certified in terms of safety.

All certificates of safety for fairground equipment must be valid and this includes the absolute requirement that the certification has been carried out by one of the persons authorised to inspect funfair equipment for this purpose.

Local Authorities have powers under Section 239, of the Planning & Development Act 2000 to serve a notice requiring that the funfair be terminated in the following circumstances:

- Where a certificate of safety has not been obtained as required and/ or
- 2 days notice to the local authority has not been given

Notification to Cork County Council of the intention to organise a funfair is managed through each Municipal District as follows:

West Cork	023 - 883380
Bandon/Kinsale	021-4772154
East Cork	021-4631580
Carrigaline	021-4285352
Cobh	021-4811307
Fermoy	025-31155
Macroom	026-41545
Kanturk/Mallow	022-21542

Outdoor Event Licence

Any Festival/Event which is expected to attract in excess of 5000 people requires an Event Licence. An application for such a licence has to be lodged with the Local Authority not less than 16 weeks prior to the festival/event taking place.

Applications to Cork County Council for an Event Licence are managed through each Municipal District as follows:

West Cork	023 - 883380
Bandon/Kinsale	021-4772154
East Cork	021-4631580
Ballincollig/Carrigaline	021-4285352
Cobh	021-4811307
Fermoy	025-31155
Blarney/Macroom	026-41545
Kanturk/Mallow	022-21542

Events attracting a large number of people would require an event management organisational structure to be put in place that can manage the operational aspects of the event. Key personnel within that structure will be the Event Controller, Event Safety Officer, Chief Steward and Medical Manager. The persons appointed to the positions indicated should have the knowledge and experience to be competent in undertaking their task.

The Event Controller should arrange for the preparation of an event management plan outlining the proposals for managing all aspects of the event. This document would identify the risks involved with the event, communicate details of particular aspects of the event and ensure a coordinated structured approach to the management of the event and any arising emergency situations. The document should ensure that a unified approach is taken at the outset, and that the various stakeholders involved in an event work together.

Early liaison with the appropriate statutory authorities, including the Local Authority, HSE and the Garda Síochána, will assist event organisers in identifying matters of public health and safety that must be addressed.

Safety at other Outdoor/Indoor Events

Event management for events that do not require an outdoor events licence should follow the same principles as for a licensable event, with an appropriate management structure in place.

Road Closure Permits

Cork County Council, being the Roads Authority for the County of Cork, will consider applications from organisations and persons for the temporary closure of public roads (section 75 of the Roads Act, 1993).

Application forms can be downloaded from the Council's website www.corkcoco.ie or are available from:

**Cork County Council, Roads Section, Finance & Administration, Courthouse,
Skibbereen, Co. Cork.
Telephone: 028/21299**

Other Supports for Festivals

AOIFE – Association of Irish Festivals / Events

AOIFE - the Association of Irish Festival Events - is an all-island voluntary network organisation that brings together organisers of festivals and events in Ireland, suppliers to the festival and event sector and policy-makers and funders

- to act as a forum for the sharing of ideas and
- To resolve common areas of concern and seeks to influence government policies in relation to the sector.
- To provide training and mentoring
- To provide consultancy to the sector

AOIFE do not provide any funding assistance towards any aspect of organising a festival.

Founded in March 1993, today there are over 300 festivals and events and in excess of 50 corporate, associate and individual members. Member Festivals range from prestigious international events to a host of smaller town and village festivals throughout the island of Ireland.

AOIFE operates a central office in Ballinasloe, Co. Galway with an Executive Director, a Member Development Officer, supplemented by third level students and international interns on work placement programmes, together with a range of consultants specialising in the operations, information technology, risk assessment, legal and communications fields.

AOIFE also manages the European Festivals Labelling Awards as a National Hub for the EU Commission and also acts as the Secretariat to the IFEA Europe (International Festivals & Events Association).

AOIFE organise an annual festival advice pop up clinics with a programme that includes relevant topics including funding, marketing, insurance, health and safety and sponsorship.

AOIFE also operates a help desk for members where specific enquiries are dealt with on festival or event matters within 48 hours. Other services include regular networking and training seminars, the production of a range of guidelines and codes of practice which endeavour to ensure the application of 'best practice' by festivals and events in Ireland.

AOIFE operates and manages the Digital Division Service which is a fully integrated one stop shop for all Festivals or Events Social Media Marketing needs.

AOIFE through its insurance partners – Event Insure operates a member's combined insurance scheme for the sector – offering reduced priced and bespoke insurance packages for the sector.

AOIFE circulates an electronic monthly eBulletin to update Members on topical issues and to allow Members to network acts, facilities and services.

AOIFE also has a very detailed Resource Library of Festival Management Guides which can be issued to Members.

AOIFE is recognised by Fáilte Ireland, the Northern Ireland Tourist Board, and by both Arts Councils as the voice of Festivals & Events in Ireland. AOIFE has established strong links with a large number of arts, music, tourism and community development organisations at home and abroad including IFEA and IFEA Europe, the Association of Festival Organisers (AFO), the British Arts Festivals Association (BAFA), Festivals of Wales and other European festival organisations.

Further details are available on their website www.aoifeonline.com.

Email: info@aoifeonline.com

Telephone: 090 9645831

Festivals which are taking place in Cork County

There are many festivals already taking place each year in Cork County. To view the list of these festivals, please see the links below. You should look at these websites to see what other festivals are on in your area and the dates on which they are on. This will ensure that you do not clash with your dates and therefore ensure you do not reduce your target audience.

<https://purecork.ie/whats-on/categories/festivals>

www.discoverireland.ie/places-to-go/cork

If you are organising a Festival/Event you should upload details to:

<https://purecork.ie/adding-your-event-festival-or-business>

www.failteirelandevents.ie

Green your Festival

Cork County Council is actively promoting that all events & festivals be conducted in a way that minimises negative environmental footprint associated with such events.

The programme 'Green Your Festival' is an initiative of participating local authorities in Ireland's Local Authority Prevention Network (LAPN).

Cork County Council is a member of the LAPN and any enquires can be submitted to the Environment Awareness Team, Environment Directorate at environ@corkcoco.ie or on (021) 4532700.

LAPN is a resource efficiency programme being implemented by the Environmental Protection Agency (EPA) as part of the National Waste Prevention Programme (NWPP). NWPP operates under the BeGreen (Preventing Waste and Saving Money) umbrella.

Ireland is famous for world-class festivals, events and destinations. While they provide major social, financial and cultural benefits to Ireland's people, they can also have significant environmental impacts.

The aim of **Green Your Festival** is to reduce this environmental impact, and many events and destinations have already been greened in partnership with the local authorities in their regions.

Greenyourfestival.ie has been set up to provide festivals, events and destinations with support materials and guidance to help them go green. The experience and know-how already developed by participating Festival/Event Organisers and local authorities is

made available on this website for free so that other can take steps towards more sustainable fun.

The guide “Green your Festival, An Event Manager’s Resource Pack – 4 Steps for a cleaner, greener event” is available on www.greenyourfestival.ie .

Pure Cork

Such was Cork County Council’s appreciation of the importance of continuing to grow tourism in Cork that the first ever Tourism Strategy for Cork Growing Tourism in Cork – A Collective Strategy 2016 – 2020 was jointly commissioned by Cork County Council and Cork City Council, supported by Fáilte Ireland, Tourism Ireland and relevant Industry Stakeholders and led to the development of Pure Cork Brand – www.purecork.ie

Pure Cork Proposition

“Cork is Ireland’s Maritime Haven with a significant maritime history spanning over a thousand years set in a beautiful soft coastal environment where the land, the people and their culture will allow you to discover a quirky way to stimulate all of your senses”

Pure Cork is a strategic initiative which set out to brand Cork as a visitor destination. In developing the brand, the name Cork has been used to represent both the county and city of Cork. The objective of the strategy is to maximize the economic return from tourism in Cork.

Purecork.ie catalogues and displays all events happening over the year in both city and county that have registered with the site as well as attractions and places to stay such as hotel and B&Bs across the county.

Business and Festivals are encouraged to upload their event, business or festival details to <https://purecork.ie/adding-your-event-festival-or-business>

Other Useful Contact Details

Cork County Council

Cork County Council Headquarters, County Hall, Cork – 021/4276891

Cork County Council Area Engineer's Offices – contact details
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Cork County Council Area Engineer's Offices	Contact phone no.
Bandon	023-8841181
Bantry	027-50058
Carrigaline	021-4371800
Castletownbere	027-70017
Charleville	063-81348
Clonakilty	023-8833347
Cobh/ Glanmire	021-4866834
Dunmanway	023-8845209
Fermoy	025-31155
Kanturk	029-50040
Kinsale	021-4772137
Macroom	026-41047
Mallow	022-30403
Midleton	021-4631554
Millstreet	029-70026
Mitchelstown	025-24944
Newmarket	029-60018
Schull	028-28128
Skibbereen	028-21299
Youghal	024-92365

Municipal Districts

West Cork	023 - 883380
Bandon/Kinsale	021-4772154
East Cork	021-4631580
Carrigaline	021-4285352
Cobh	021-4811307
Fermoy	025-31155
Macroom	026-41545
Kanturk/Mallow	022-21542

Appendix 1

CORK COUNTY COUNCIL ARTS GRANTS SCHEME - GUIDELINES FOR APPLICANTS

This scheme is operated by Cork County Council for the purposes of providing financial or other assistance to individuals and organisations engaged in the promotion of arts activities or events in the cork County administrative area. Grant assistance will be awarded only where applications meet the artistic and financial requirements set down by Cork County Council. The principles governing the operation of the Arts Grants Scheme are set out in the 2003 Arts Act, which enables a local authority to make financial or other assistance available for the purposes of:

- A. stimulating public interest in the arts
- B. promoting knowledge, appreciation and promotion of the arts
- C. improving standards in the arts

Cork County Council's Arts Grant Scheme provides specific grant streams for (1) General Arts Grants; (2) Schools Arts Projects; (3) Creative project proposals made by artists and (4) Irish Language based Arts: to support individual artists or arts groups to create a new work or promote an arts event or activity that is Irish Language based.

The grant advertisement process distinguishes between each of the above areas and separate application forms are issued in relation to each of these streams.

Objectives

- To support the work of locally based arts organisations
- To build new audiences for the arts
- To support work of high artistic quality
- To encourage new and innovative arts projects
- To support the involvement of professional artists and organisations in community based arts projects.
- To support the involvement of all sections of the community in the arts
- To support the improvement of the quality of life for communities

Funding Criteria

- Artistic:
Consideration will be given to those proposals that demonstrate a commitment to high standards of artistic excellence and which, in the opinion of the Council, will stimulate interest in the arts, promote the knowledge, appreciation and practice in the arts or assist in improving standards in the arts.
- Community Gain.
Consideration will be given to the potential cultural, social or economic benefits to the community from Council support for the proposed project.
- Audience.
Consideration will be given to the potential of the funded proposal to develop new audiences for the arts.
- Strategic Value.
Consideration will be given as to the potential strategic value of the proposed project in addressing gaps in cultural or arts provision within the county.
- Financial.

Applicants must clearly demonstrate the need for financial assistance to undertake the proposed project. Proposals must show that the applicant has considered all other potential sources of public or private funding and indicate the level of funding sought from such sources as confirmed or not. An individual or organisation may not apply or use funding to generate a private or personal income.

The assessment process will consider in detail the projected budget(s) as submitted, and the feasibility of the project proceeding in the context of the level of funding that the Council may have available.

The following are not covered under the scheme

- A proposal which does not have an artistic objective, for example sport, heritage, general recreation, etc.
- Any project taking place outside the Cork County area, save in exceptional circumstances where council support may be justified.
- Projects involving artists working in schools. This is covered by a separate application process.
- Grant assistance for individual creative projects. This is covered by a separate application process.
- Use for non-artistic purposes, for example, for fund raising, as prize money, the purchase of medals, cups etc.
- Subsidy of individual or group tuition fees.
- General administrative costs of organisations.

Child Protection

Cork County Council funding policy requires any organisation seeking funding, whose activities involve children, to submit a copy of their current child safeguarding policy along with the completed application materials. Failure to do so may render the application invalid.

Applications for funding under the Arts Grants Scheme will be considered in all art forms and in a variety of contexts. (This is not a comprehensive list and is given only as a general indication of the nature of activities the Council wishes to support)

- **Visual Arts**
- **Music**
- **Literature**
- **Traditional Arts- Music and Dance**
- **Drama**
- **Dance**
- **Community Arts**
- **Youth Arts**
- **Arts in Health**
- **Film and Video**
- **Festivals and Events**

For any queries on this Scheme, please contact the Arts Office at email: arts@corkcoco.ie. Telephone: 021/4346210.

Appendix 2

Cork County Council's Economic Development Fund – Promotion of Festivals and Conferences Policy

Many festivals are funded at local level by Development Agencies and Cork County Council. This fund **is not** a general mechanism for financing festivals. This fund seeks to assist the development of new festivals or the growth of existing festivals. An economic benefit must be demonstrated on applications. Consideration will be given to use this Fund to provide support that could be used by a number of or as a cluster of festivals.

For any queries on this Scheme, please contact John Forde, Senior Engineer at email: JohnForde@corkcoco.ie. Telephone: 021/4285046 or 021/4285397

Appendix 3

Cork County Council Local Festival Fund – Funding Eligibility Criteria

WHAT IS THE LOCAL FESTIVAL’S PROGRAMME?

This programme is aimed at supporting festivals which drive domestic tourism and help to improve the visitor experience. The maximum available funding is €6,000 under this programme.

WHAT ARE THE QUALIFYING CONDITIONS & MINIMUM ELIGIBILITY THRESHOLDS?

- The Festival must generate a minimum of 450 visitor bed nights in paid accommodation
- The project has a minimum expenditure of €7,500
- The Festival Programme must include high quality content and be professionally designed

Note: There is no guarantee of funding for applications which achieve the minimum eligibility requirements. The fund is limited and all eligible applications will be evaluated on a competitive basis against the criteria set out.

WHAT MUST SUCCESSFUL APPLICANTS DO WELL?

- Help to build memorable visitor experiences in the locality, by adding vibrancy and colour to the area.
- The proposed festival will be comprehensive and professionally designed and motivating for the visitor.
- A clear Business Plan has been prepared to include a full income and expenditure budget for the festival, and a comprehensive Marketing and Promotions plan.
- Use digital technology to widen reach and impact.
- The profile of the organisers is appropriate to manage the caliber of the proposed event.

ELIGIBLE FESTIVALS

To be eligible for funding, festivals must fit into one of the following categories:

- Heritage Festivals
- Family Focus Festivals
- Literary Festivals
- Arts, Music and Theatre Festivals
- Food and Drink Festivals
- Sports Festivals

INELIGIBLE FESTIVALS/EVENTS

The following festivals and events are not eligible for funding:

- Purely commercial events
- Events with limited tourism appeal

For any queries on this Scheme, please contact the Sharon Conroy, Staff Officer, at email: sharon.conroy@corkcoco.ie Telephone: 021/4285613.

Appendix 4

The Creative Ireland County Cork Grant Scheme

The following headings now highlight the main particulars of this funding scheme:

How much funding will be awarded per successful application?

Fund amounts granted will not exceed €5,000 for any individual project and it is envisaged that the majority of applications will be for events and projects that range in cost from a few hundred euro to a few thousand.

How will the Decision on funding be made?

Cork County Council will evaluate each application and determine which projects are to be funded. Decisions will be taken on a number of grounds, including the following selection criteria:

- The extent to which the proposed event/project is aligned to the Creative Ireland Programme and the priorities of the upcoming Cork County 5-year Culture and Creativity Strategy
- The extent to which the proposed event/project maximises community/citizen engagement;
- The extent to which the proposed event/project is ambitious, innovative and fosters creativity;
- The potential scope of the event/project and anticipated target audience;
- The cost of the proposed event/project and any additional supports and funding that may be required or have been confirmed; and
- The feasibility of completion within the current year.

Please note that there is no guarantee of funding for projects/events that nonetheless may have achieved the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis, including amongst other factors, the selection criteria outlined above. Also of note is that there are eight Municipal Districts in County Cork and geographical representation and distribution of funds will play a part in the overall awarding of grants.

Full details and application forms are available at www.corkcoco.ie/arts-heritage/creative-ireland or by email request via creativeireland@corkcoco.ie.

Appendix 5

Fáilte Ireland National Festival and Participation Events Programme

Minimum Eligibility Thresholds

Only eligible applications will be considered for funding. Event organisers are requested to consider the following:

- Festivals must generate a minimum of 3,000 bed nights (in the absence of valid accommodation surveys or audience surveys, the tourism impact will be estimated by Fáilte Ireland staff.)
- Participative sporting events must generate a minimum of 4,000 bednights.
- Events must raise a minimum of €50,000 in private sector funding (tickets sales, sponsorship, merchandise etc).
- The events must help to build the visitor experience in the locality and clearly respond to a defined need.
- A comprehensive business plan must be prepared to included but not limited to :
 - Vision and mission statements defined objectives & overall strategy for the event.
 - Marketing & Promotions Plan.
 - Full financial plan with budget projections including assumptions and details of funding sources.
 - Risk Assessment & Environmental Management plan including Health & safety plan and all legal and moral obligations including appropriate insurances.
- The profile of the organisers is appropriate to manage the calibre of the proposed event.
- The event programme will be comprehensive and professionally designed.

Large spectator-based sporting events are not eligible for this programme.

Evaluation Criteria

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 below. In general terms, Fáilte Ireland will prioritise events which;

- Attract overnight visitors to Fáilte Ireland approved accommodation.
- Attract overseas visitors to Ireland.
- Animate key destinations in Ireland.
- Provide quality visitor experiences of Ireland's culture, heritage and landscape.
- Raise awareness or attract media coverage of the attractions of the locality.
- Are well organised and run by experienced professionals.
- Demonstrate financial sustainability and have the capacity to develop to a point where they do not require financial support from Fáilte Ireland
- Have a sound business plan and marketing plan in place

**For any queries on these Schemes please contact Colin Hindle at colin.hindle@failteireland.ie or Rose Green at Rose.Green@failteireland.ie.
Telephone: 021-4233217**

Appendix 6

Avondu Blackwater Partnership CLG – Festival Policy

Avondu Blackwater Partnership CLG is an implementing partner for North, South and West Cork for the LEADER Rural Development Programme 2014-2020 (see www.leadernorthcork.com; www.leadingsouthcork.com; www.leaderwestcork.com).

Avondu Blackwater Partnership CLG may fund festivals under the LEADER Rural Development Programme 2014-2020. In this regard, Avondu Blackwater Partnership CLG will consult with other agencies, in particular Fáilte Ireland, and receive written confirmation for each project if funding is available or has been granted by the agency. LEADER must not double fund an item of expenditure that is funded from another public source.

Projects will not be approved funding of less than €1,250 for a project and may offer funding to an applicant of no more than €200,000, which is within the *de minimis threshold* established for State Aid. All applications will be assessed and evaluated by an Independent Evaluation Committee (IEC) and then will be submitted to the relevant LAG for final decision.

Further contacts details and available supports on <http://www.avondublackwater.com/>
The Rates of Aid and Thresholds are outlined below:

Summary of Current Funding Ceilings and Support Rates			
Type of Project	Applicant	Maximum Rate of Aid	Maximum Funding
Investment & other supports (including animation undertaken as part of the implementation of a project)	Private	Up to a maximum of 50%	€200,000
	Community	Up to a maximum of 75%	
	Community under basic services targeted at hard to reach communities sub-theme	Up to a maximum of 90%	
Analysis and Development	Private	Up to a maximum of 75%	€30,000
	Community	Up to a maximum of 90%	
Training	Private or Community	Up to a maximum of 100%	€200,000

Appendix 7

Ballyhoura Development CLG Festivals and Events Support

If Festivals or Events in the Ballyhoura Development area of North East Cork would like support and advice in developing and implementing new or existing festivals and events, please contact Ballyhoura Development CLG.

Ballyhoura Development can guide festival and event committees in understanding better the range of planning, governance, training, marketing or capital supports available in establishing and growing local festivals and events.

Development Officers may be contacted in any of the Ballyhoura Development offices servicing North Cork including Charleville, Mitchelstown and Kilfinane.

Further contacts details and available supports on www.ballyhouradevelopment.com

Appendix 8

Comhar na nOileán Teo Festival Policy

Comhar actively encourages individuals and groups to apply for funds under the Rural Development Programme to develop festivals. Examples of the types of projects which can potentially be funded include the following:

- Marketing or publicity for festivals, eg booklets, advertising, DVDs, websites, calendars of festivals.
- Sustainability plans or training for festivals.
- The purchase of equipment for festivals, eg: PA system, control barriers, street banners, pop-up stands, signage, marquee's, Hi-Vis vests, marathon clocks, portable stages, start/finish line gantries, barbecue and tables, 2 way radio systems, megaphones.
- Workshops, Training Sessions, Demonstrations as part of festival programmes.

Any questions on this can be directed to Comhar nOileán Teo

Telephone: 027-75099

Website: www.oileain.ie

Email: johnbipg@gmail.com

Appendix 9

IRD Duhallow Ltd - Festival Strategy

Through the LEADER programme, IRD Duhallow aims to support festivals throughout the region to develop and enlarge. This support is offered to new start up festivals looking to run an event, as well as to existing festivals who wish to expand. Applications will be accepted from both private enterprise and community festivals. We will endeavour to combine the resources of all our communities around a central theme to build on our regional identity while reaching out to other European regions with similar aims and objectives.

In order to be considered as a festival, the event must bring together a group of people with a common purpose or focus of celebration. Festivals can access a number of four different strands of supports:

1. Training

IRD Duhallow recognises the important role that training plays in the development of a successful festival and how festival committees should strive to constantly up-skill themselves to maximise the festival success. Festivals can apply to run bespoke training, on areas of particular interest such as marketing, health and safety and finance etc.

2. Capital Developments and Other Supports

Festivals can receive funding for equipment and capital works, and other supports related to the staging of the festival and which are required for the enhanced operation of the event. The purpose of this is to ensure that festivals can develop an asset base which can be used for future festivals.

3. Marketing

Marketing is a pivotal factor to the success of festivals. Festival committees are required to undertake effective, targeted marketing campaigns to raise awareness of the event and ensure its economic viability. Festivals can avail of LEADER funding to carry out marketing and PR, and this may fund a wide range of media campaigns including print, radio and online marketing.

4. Technical Studies

IRD Duhallow may fund a festival to undergo a technical study, which is required for the enhancement of the festival.

Voluntary labour is also eligible for inclusion where the promoter is not an economic actor, but a community group.

Prioritising Festival Funding in Duhallow

IRD Duhallow recognises the important role played by festivals in tourism, the animation and capacity building of communities including new communities, intergenerational integration and the conservation of our natural and built heritage, food and culture.

IRD Duhallow aims to build on Duhallow's position as a tourism destination by focusing on innovative development and marketing through fostering cultural creativity while delivering high quality festival experiences based on the region's cultural and natural resources. We will capitalise on our cultural tourism potential of rural pursuits to win a larger share of the growing number of Europeans visiting Ireland and to attract more domestic short breaks and business visitors.

Emphasis will be placed on festivals, which display strong element of community volunteerism, inclusion and animation of marginalised individuals, physical recreation, and those, which highlight, celebrate and conserve Duhallow's culture and rural heritage.

Limitations

- All festivals must comply with the objectives of the area's Local Development Strategy.
- Applications will only be accepted where full documentation and regulations are complied with and the Independent Evaluation Committee reserves the right to evaluate each festival on individual merit.
- To be eligible for funding, festivals must aim to be a regular scheduled event, and must prove on application to have the viability to be a sustainable, stand-alone entity going forward.

Any questions on this can be directed to IRD Duhallow

Telephone: 029-60633

Website: www.irdduhallow.com

Email: maura.walsh@irdduhallow.com

Appendix 10

South & East Cork Area Development (SECAD) Festivals Support Policy

SECAD supports community initiatives such as Festivals through the LEADER Programme and the SICAP Initiative.

- SECAD is implementing partner for LEADER in South Cork (www.leadersouthcork.com) and in West Cork (www.leaderwestcork.com); Support can be offered by providing access to relevant capacity building training for volunteers including Festival Organising Committees. These groups can also apply for LEADER Grants from SECAD (if they are located with the SECAD catchment) under the Rural Tourism Measure. LEADER Grants could include ‘Technical Assistance Grants’ (e.g. to hire an expert to design a festival plan including fund raising, new ideas about promotion and programming, logistics re setup and operations etc.) or it could be a ‘Capital Grant Application’ (e.g. Equipment to be bought which would otherwise need to be hired each time)
- SECAD, through the ‘South Cork’ Social Inclusion Community Activation Programme (SICAP) can assist specific actions within community events or festivals if they are clearly linked to a strategy to address social inclusion and the needs of a target group of the SICAP Programme (see SICAP section in www.secad.ie)
- For further information please contact **SECAD Partnership CLG**, Owennacurra Business Park, Knockgriffin, Midleton, County Cork; Telephone **021-4613432** and email [**info@secad.ie**](mailto:info@secad.ie)

Appendix 11

Údarás na Gaeltachta & Ealaín na Gaeltachta festival and event support

Festival and Events Scheme

Ealaín na Gaeltachta runs a festivals scheme with a deadline in spring each year (generally in March) – Scéim na bhFéilte Ealaíona Gaeltachta. Further details can be found at www.ealaín.ie:

Tá **Scéim na bhFéilte Ealaíona Gaeltachta** oscailte do ghrúpaí agus do dhaoine aonair sna ceantair Ghaeltachta le deis a thabhairt dóibh forbairt a dhéanamh ar fhéilte ealaíon Gaeltachta nó eilimintí d'fhéilte Gaeltachta atá á reáchtáil agus á gcur i bhfeidhm trí mheán na Gaeilge. Déanann Údarás na Gaeltachta agus An Chomhairle Ealaíon cómhaoiniú ar an scéim. Tá uasmhéid tacaíochta de €15,000 ar fáil.

The Gaeltacht Arts Festival Scheme is open to groups or individuals in the Gaeltacht areas to give an opportunity to organise or run festivals, or elements of festivals through the Irish language. The scheme is co-funded by Údarás na Gaeltachta and The Arts Council. The maximum support amount given is €15,000.

Further details can be found at www.ealaín.ie:

Appendix 12

Arts Council of Ireland Supports Available

FESTIVAL INVESTMENT SCHEME

The Festivals Investment Scheme is specifically focused on strategic investment for small festivals and providing opportunities for their capacity building. Aligned to the Arts Council's Making Great Art Work strategy, the new scheme launched in October 2017 with an increased budget commitment of €1.4million.

The Festivals Investment Scheme is designed to offer support in the way of grants up to €35,000 to small/mid scale festivals across all artforms and arts practices. The application process also assists festivals with their advanced and strategic planning. In 2018, 155 small festivals in every county in Ireland were supported with grants under the scheme.

<http://www.artscouncil.ie/Funds/Festivals-Investment-Scheme/>

TRAVEL AND TRAINING

Travel and Training Award is open to individuals and organisations. Applications are accepted on an ongoing basis while there is an available budget within the relevant artform or arts practice area.

In Festivals, priority is given to applications for outbound awards from festival representatives, such as programmers, festival curators and directors, who can demonstrate how their proposal will enhance their festival-programme development. For inbound awards priority is given to applications that allow festivals to establish relationships abroad with the aim of developing their programming, marketing and/or operational capacity. The maximum award available under Festivals is €1,500.

<http://www.artscouncil.ie/Funds/Travel-and-Training-award/>

ARTS GRANT FUNDING

Arts Grant Funding is a new funding programme that wishes to foster and respond to a diverse and dynamic arts ecology by creating opportunities for a wide range of artists and organisations.

Arts Grant Funding will award funding to organisations and individuals to carry out a series of activities, which can include:

- the creation, production and/or presentation of work to the public
- the development of artistic ideas
- the delivery of a series of arts activities or events
- the provision of supports, resources and facilities to artists.

<http://www.artscouncil.ie/Funds/Arts-Grant-Funding/>

Further information can be found at <http://www.artscouncil.ie/Arts-in-Ireland/Festivals/>