

MEET IN IRELAND DESTINATION SUPPORTS FOR INTERNATIONAL BUSINESS EVENTS

Guidelines, Terms
& Conditions



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ABOUT US

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ABOUT FÁILTE IRELAND

Fáilte Ireland, the National Tourism Development Authority, was established under the National Tourism Development Authority Act 2003.

As the National Tourism Development Authority, Fáilte Ireland's role is to support the long-term sustainable growth in the economic, social, cultural and environmental contribution of tourism to Ireland.

Fáilte Ireland works in partnership with Government, State Agencies, Local Authorities, representative groups and industry to develop tourism across Ireland. This is achieved by creating destination development plans and works, investing in infrastructure, activities, visitor attractions and festivals.

Fáilte Ireland provides strategic and practical support in order to develop and sustain Ireland as a high-quality and competitive tourist destination. In this context, our mission is broadly:

"To increase the contribution of tourism to the economy by facilitating the development of a competitive and profitable tourism industry".

To achieve the above; Fáilte Ireland is focussing on driving transformational innovation through a number of priority focus areas to develop tourism at a national, regional, local and business level.



To significantly grow foreign earnings from international business and leisure visitors to Ireland.



To build the capacity of the tourism sector to compete more successfully internationally and to become more self-sustaining.



To sustain and further grow tourism employment.



To ensure that the contribution of tourism to economic growth and regional development is fully recognised and understood.



To increase the economic contribution of tourism across local communities within Ireland.



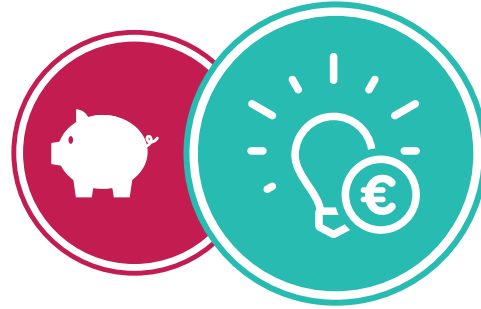
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OVERVIEW OF DESTINATION SUPPORTS FOR INTERNATIONAL BUSINESS EVENTS



DESTINATION SUPPORTS SCHEME

As a brand owned and managed by Fáilte Ireland, Meet in Ireland is designed to help you deliver exceptional experiences every time you bring delegates to Ireland. It offers a range of financial supports to enhance your event, create unique experiences and exceed your delegates' expectations.



- The Destination Support Scheme is a hugely valuable sales tool used to promote Ireland as a world class business tourism destination and support conversion. The scheme provides financial supports for Meeting, Incentive, Conference and Event (MICE) programmes and was created to support the early stages of winning an event for Ireland, grow the number of international delegates attending the event and enhance the scheme on offer to those delegates.

Under the scheme there are three different financial support schemes available:

Corporate and Incentive Support Scheme

Association Conference Support Scheme

International Sporting and Cultural Event Support Scheme



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ELIGIBILITY CRITERIA

It is strongly recommended that potential applicants familiarise themselves with all of the details included within this section before commencing with an application.



CORPORATE AND INCENTIVE SUPPORT SCHEME

- Minimum of **50** international delegates or the economic value of the ground arrangements must be in excess of €75,000.
- There must be a minimum 2-night stay for all international delegates.
- Applications must be submitted to Fáilte Ireland **2 months** prior to the corporate meeting or incentive taking place.
- The corporate meeting or incentive must be at bid pending stage when applying for funding.



Site Inspection

- Funding to contribute towards travel costs to Ireland for up to three key decision-makers from overseas as part of a site inspection. This includes standard flights, accommodation and meal costs. Only one site inspection is supported and visits to other destinations as part of the same journey will reduce funding.
- The support covers a maximum of three key decision makers for up to a maximum of three nights in the Republic of Ireland. Maximum one in-person site inspection per event.
- Support is available at 100% of eligible costs up to a maximum based on the number of international delegates attending the event. To note; it is inclusive of any VAT liabilities and is not subject to the event being confirmed for Ireland.
- The funding applies to the Republic of Ireland only. A minimum of 80% of the itinerary must take place in the Republic of Ireland. No payment will be made towards expenses incurred in or travelling to/from Northern Ireland.
- Eligible site inspection costs include - Air access to/from the Republic of Ireland (economy only), accommodation, transportation, guiding, meals for key decision-makers, team-building activities, car hire for a maximum of three days. Ineligible costs include gifts, local coordinator expenses (accommodation, transport etc.), car parking, petrol/mileage, phone calls, laundry, costs incurred on travelling to/from Northern Ireland.
- Applications must be submitted in advance of the site inspection taking place - approval will not be given retrospectively.

Programme Enhancement

- Programme Enhancement funding may be used towards activities to help maximise the number of international delegates attending the event. Examples of activities that are covered include welcome reception, gala dinner, social programme and in addition, print costs, website costs and other activities related to organising the programme.
- Programme Enhancement support is €10 per international delegate up to 999 delegates and €20 for delegates in excess of this to a maximum of €100,000.
- Fáilte Ireland upweights its financial support in favour of corporate & incentive events that take place outside of Dublin or that are held during the months of October to March. Events where delegate numbers are in excess of 1000, and events where delegates stay in Ireland for more than 2 nights are also eligible to be considered to be upweighted.
- Applications must be submitted in advance of the event taking place, approval will not be given retrospectively.

ASSOCIATION CONFERENCE DESTINATION SUPPORT SCHEME

- There must be at least **100** international delegates attending the conference to be eligible for Association Conference Support.
- There must be a minimum 2-night stay for all international delegates.
- Applications for Association Destination Supports must be submitted to Fáilte Ireland **6 months** prior to the conference start date. The Association can be either at bid or confirmed stage for Ireland when applying for Programme Enhancement.
- Programme Enhancement is granted to market and promote the business event to a global audience and also to increase international delegates attending the in-person international event.

Bid Support

- Only applicable when the conference is at bid stage. Bid support includes funding to support preparation of the event bid including assistance with the design and print of bid materials, bid document/video, flyers, postcards, bookmarks, exhibition stand, t-shirts for bidding personnel only, USBs and pull-ups. Support for the cost of travel, accommodation and meals to present the bid at the preceding event is considered. Bid support is also available for delivering virtual bids. Ireland Networking Event claims are also eligible, however must be applied for in the application form in advance (as part of the bidding process only).
- Applications must be submitted in advance of the bid taking place, approval will not be given retrospectively.

Site Inspection

- Funding to contribute towards travel costs to Ireland for up to three key decision-makers from overseas as part of a site inspection. This includes standard flights, accommodation and meal costs. Only one site inspection is supported and visits to other destinations as part of the same journey will reduce funding.
- Maximum one in person site inspection per event.
- The support covers a maximum of three key decision-makers for up to a maximum of three nights in the Republic of Ireland.
- Support is available at 100% of eligible costs up to a maximum based on the number of international delegates attending the event. To note; it is inclusive of any VAT liabilities and is not subject to the event being confirmed for Ireland.
- The funding applies to the Republic of Ireland only. A minimum of 80% of the itinerary must take place in the Republic of Ireland. No payment will be made towards expenses incurred in or travelling to/from Northern Ireland.
- Eligible site inspection costs include - Air access to/from the Republic of Ireland (economy only), accommodation, transportation, guiding, meals for key decision-makers, team-building activities, car hire for a maximum of three days. Ineligible costs include gifts, local coordinator expenses (accommodation, transport etc.), car parking, petrol/mileage, phone calls, laundry, costs incurred on travelling to/from Northern Ireland.
- Applications must be submitted in advance of the site inspection taking place - approval will not be given retrospectively.

Programme Enhancement

- Programme Enhancement funding may be used towards activities to help maximise the number of international delegates attending the conference. Examples of activities that are covered include welcome reception, gala dinner, social programme and in addition, print costs, website costs and other activities related to organising the programme.
- Programme Enhancement support is €10 per international delegate up to 999 delegates and €20 for delegates in excess of this to a maximum of €100,000.
- Fáilte Ireland upweights its financial support in favour of Association conferences that take place outside of Dublin or that are held during the months of October to March. Conferences where delegate numbers are in excess of 1000, and conferences where the delegates stay in Ireland for more than 2 nights are also eligible to be considered to be upweighted.
- Applications must be submitted in advance of the conference taking place, approval will not be given retrospectively.



INTERNATIONAL CULTURAL AND SPORTING EVENT SCHEME

- There must be at least **100** international participants to be eligible for International Sporting and Cultural Event Support.
- There must be a minimum 2-night stay for all international participants.
- Applications for International Sporting and Event Support must be submitted to Fáilte Ireland **6 months** prior to when the international event is due to take place.
- Programme Enhancement is granted to market and promote the international cultural and sporting event to a global audience and also to increase international participant numbers attending the in-person event.

Bid Support

- Only applicable when the international sporting or cultural event is at bid stage. Bid support includes funding to support preparation of the event bid including assistance with the design and print of bid materials, bid document/video, flyers, postcards, bookmarks, exhibition stand, t-shirts for bidding personnel only, USBs and pull-ups. Support for the cost of travel, accommodation and meals to present the bid at the preceding event is considered. Bid support is also available for delivering virtual bids. Ireland Networking Event claims are also eligible, however must be applied for in the application form in advance (as part of the bidding process only).
- Applications must be submitted in advance of the bid taking place, approval will not be given retrospectively.



Site Inspection

- Funding to contribute towards travel costs to Ireland for up to three key decision-makers from overseas as part of a site inspection. This includes standard flights, accommodation and meal costs. Only one site inspection is supported and visits to other destinations as part of the same journey will reduce funding.
- Maximum one in person site inspections per event.
- The support covers a maximum of three key decision-makers for up to a maximum of three nights in the Republic of Ireland.
- Support is available at 100% of eligible costs up to a maximum based on the number of international delegates attending the event. To note; it is inclusive of any VAT liabilities and is not subject to the event being confirmed for Ireland.
- The funding applies to the Republic of Ireland only. A minimum of 80% of the itinerary must take place in the Republic of Ireland. No payment will be made towards expenses incurred in or travelling to/from Northern Ireland.
- Eligible site inspection costs include - Air access to/from the Republic of Ireland (economy only), accommodation, transportation, guiding, meals for key decision-makers, team-building activities, car hire for a maximum of three days. Ineligible costs include gifts, local coordinator expenses (accommodation, transport etc.), car parking, petrol/mileage, phone calls, laundry, costs incurred on travelling to/from Northern Ireland.
- Applications must be submitted in advance of the site inspection taking place, approval will not be given retrospectively.

Programme Enhancement

- Programme Enhancement funding may be used towards activities to help maximise the number of international participants attending the event. Examples of activities that are covered include welcome reception, gala dinner, social programme and in addition print costs, website costs and other activities related to organising the programme.
- **Under 18s and supporters travelling to the international event are not eligible to qualify for financial support.**
- Programme Enhancement for participative International Sporting and Cultural Events support funding is €5 per international participant up to 999 participants, and €10 for participants in excess of this. Please note the participant must be taking part in the event and not a spectator or an accompanying person attending the event.
- Fáilte Ireland upweights its financial support in favour of events that take place outside of Dublin or that are held during the months of October to March. Events where participative numbers are in excess of 1,000, and events where the participants stay in Ireland for more than 2 nights are also eligible to be considered to be upweighted.
- Applications must be submitted in advance of the event taking place, approval will not be given retrospectively.

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APPLICATION AND ASSESSMENT PROCESS

It is strongly recommended that potential applicants familiarise themselves with all of the details included within this section before commencing with an application.



APPLICATION PROCESS

- All applications for Fáilte Ireland financial supports must be completed online through the dedicated online Fáilte Ireland trade portal. Hard copy applications will not be accepted. You will find instructions for accessing the Fáilte Ireland trade portal and our application form at: <https://www.meetinireland.com/supports/financial-supports/application>
- You can sign up to the trade portal as well as sign in via this link <https://tradeportal.failteireland.ie>
- Applications must be submitted in advance of the activity taking place, approval will not be given retrospectively.
- Before an application can be submitted, an account must be set up on the portal. Once an account has been set up, you will then be able to login to your dedicated portal webpage and complete your application.
- The applicant will be asked to provide the details of the person / body applying for financial support (as well as details of the DMC or PCO completing the application if applicable).
- The applicant will be asked to select the category / categories of financial support being applied for and then provide details for each of these categories.
- Estimated dates for all activities being applied for (i.e. bid/site inspection/programme enhancement) must be included on the application form.
- The applicant will be asked to provide the expected number of international delegates or participants. ***The number of delegates quoted should not include accompanying partners or any domestic delegates, as only registered international delegates or participants may be supported under this programme unless part of a corporate event or incentive trip.***
- Once your online application has been submitted successfully, you will receive an automated acknowledgement.
- Should you have any queries or encounter any issues, our customer support team at customersupport@failteireland.ie will be available to assist you.



ASSESSMENT AND AWARD OF FUNDING

Upon submission, your application will be reviewed by Fáilte Ireland's assessment committee.

Funding for financial support is subject to an evaluation process carried out by Fáilte Ireland with applications being evaluated across a number of criteria. How applicants show that they meet these criteria and the extent to which they do so will determine if they are eligible for funding.



While each application will be assessed on an individual basis, funding amounts are at the discretion of Fáilte Ireland. Funding is not guaranteed and the amount of spend on the event by an applicant does not determine the amount of funding awarded. Instead, financial support is dependent on the value of the programme to the Irish economy.

The following applies to the calculation of grant funding:

- 1. Bid Support for Association Applications:** Bid funding is determined by the estimated number of international delegates attending the event.



- 2. Site Inspection Support:** Funding for site inspection is based on the number of international delegates attending the event, as can be seen from the table below.

International Delegate Numbers	In Person Site Inspection Amount (€)
50 - 499	2,000
500 – 699	3,000
700 - 999	4,000
1,000 – 2,999	5,000
3,000+	6,000

- 3. Programme Enhancement:** The Programme Enhancement funding amount is based on the number of international delegates or participants set out in the application. Funding is currently provided at a flat rate of €10 per international delegate, up to a maximum of €100,000 per programme for Corporate & Incentives and Association Conferences. Funding for International Sporting & Cultural Events is €5 per international delegate. Upweighting is also available for regionality, seasonality and number of nights in excess of two. If the actual delegate numbers fall below 80% of the estimate given in the Application Form (on which the award was based), payment will be made based on the actual number of attendees. **Where international delegate numbers fall below 100 persons for Association Conferences and Sporting & Cultural events or below 50 international delegates for Corporate & Incentive events, funding will be withdrawn.**

ACCEPTING AN APPROVED OFFER FOR FINANCIAL SUPPORTS

IF YOUR APPLICATION HAS BEEN APPROVED FOR FINANCIAL SUPPORTS, A LETTER OF OFFER WILL BE ISSUED TO YOU THROUGH THE PORTAL. THIS LETTER OF OFFER WILL PROVIDE DETAILS OF THE FINANCIAL SUPPORTS WHICH HAVE BEEN APPROVED.

This letter and its contents **must be accepted within 14 days of receipt**. Acceptance can be done through the online portal. Failure to accept the offer within this time frame will result in the funding offer being rescinded. Instructions for how to review and accept the letter are contained in the Letter of Offer Notification email which will be issued to the applicant once the letter is available on the trade portal.

The grant details that are outlined in the letter of offer relate to the details that were included and submitted as part of the application. These details form part of the letter of offer and must be adhered to in order for financial support to be claimed.

Changes in the mix of eligible expenditure will not be permitted unless there are exceptional circumstances explained in advance to and approved by Fáilte Ireland.

The balance of the required costs for the event and any additional or unforeseen costs must be met by the Grantee.



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CLAIMING FUNDS

It is strongly recommended that potential applicants familiarise themselves with all of the details included within this section before commencing with an application.



CONFIRMATION OF FINANCIAL DETAILS

Grantees will be required to submit their account details to Fáilte Ireland together with a Tax Clearance Certificate and a copy of the bank statement header, to facilitate payment of claims by Electronic Funds Transfer (EFT).

PROCESS FOR DRAWING DOWN BID FUNDING

Bid support **claims must be submitted online within 6 weeks of the bid taking place.**

- Grantees must submit the following claim documentation via the portal:
 - a. A post event report
 - b. An invoice log
 - c. Copies of invoices (travel, accommodation and food expenses)
 - d. Copies of bid material
- Claims are paid on the basis of vouched expenses, therefore copies of relevant invoices, receipts, tickets etc. must be included with your claim.
- Claims should be submitted to Fáilte Ireland after the expenditure has been incurred.
- It is essential to include copies of all bid material for which the claim is being made and copies of invoices for work done.
- If bidding is informal and no bid document is required, proof of intention to bid is required.
- Receipts for claimed expenses must be readily identifiable. Please provide copies of the relevant receipts for travel, (flight tickets and other travel receipts – excluding mileage, which is not eligible), accommodation and food. Itemised receipts are required; credit card receipts are not acceptable.

SPECIFIC TERMS AND CONDITIONS FOR DRAWING DOWN SITE INSPECTION SUPPORTS

Grantees must submit the following claim documentation **within 6 weeks of the site inspection taking place** via the portal:

- A post event report
- An invoice log
- Copies of invoices (travel, accommodation and food expenses)
- Fáilte Ireland will support up to three international key decision-makers for a maximum of three nights in Ireland.
- Site Inspections should be planned in conjunction with either a Fáilte Ireland approved Destination Management Company, a Professional Conference Organiser or one of Ireland's five Convention Bureaux. Please note that if the Convention Bureau incurs costs in relation to the site inspection, these cannot be claimed by the applicant.
- There can be no double funding for any element of the site inspection i.e. if support has already been claimed through the Convention Bureau, Fáilte Ireland, Tourism Ireland or Tourism Northern Ireland, no monies can be claimed.
- Where more than one DMC or a PCO is managing elements of the site inspection, the maximum amount of funding available based on the number of international delegates will be divided proportionately.
- Expenses will be reimbursed directly to the payee organisation. Should this be the local Destination Management Company or Professional Conference Organiser, an instruction from the client (International Association, meeting planner or corporate end user) is required. Should a DMC or a PCO be claiming on behalf of their client, the client cannot be charged for any element being funded by Fáilte Ireland.
- Site inspection support will be restricted to one journey only.
- If destinations other than Ireland are being considered as part of the site inspection trip, only that part which relates to travel by the key decision makers to/within Ireland is eligible for grant-aid.

- Receipts for claimed expenses must be readily identifiable. Please provide copies of the relevant receipts for travel, (flight tickets and other travel receipts – excluding mileage, which is not eligible), accommodation and food. Itemised receipts are required; credit card receipts are not acceptable.

ELIGIBLE COSTS FOR SITE INSPECTIONS

- Air access to/from the Republic of Ireland (Economy only)
 - Accommodation (transport)
 - Transportation
 - Guiding
 - Meals for key decision-makers
 - Team-building activities
 - Car hire for a maximum of three days

NON ELIGIBLE COSTS FOR SITE INSPECTIONS

- Gifts
- Local coordinator expenses
- Car parking
- Petrol/mileage
- Phone calls
- Laundry
- Costs incurred in or travelling to/from Northern Ireland



The above list is not exhaustive.

SPECIFIC TERMS AND CONDITIONS FOR DRAWING DOWN PROGRAMME ENHANCEMENT

- Claims for Programme Enhancement funds must be submitted online within 6 weeks of the conference / event taking place.**
- Grantees must submit the following claim documentation via the portal:
 - A post evaluation report
 - Verification of attendance details (if funding exceeds €5,000)
- The full attendance list (sign in sheet) of actual attendees from the event must be submitted.
- Grantees must comply with Fáilte Ireland's independent verification process in order to draw down their funds.
- For grants greater than €5,000 the grantee must inform all attending delegates in advance of the event, that their contact details will be collected and shared with Fáilte Ireland for the purposes of verification of attendance.**
- If the actual delegate numbers fall below 80% of the estimate given in the Application Form (on which the award was based), payment will be made based on the actual number of attendees.
- Where international delegate numbers fall below 100 persons for Association Conferences and Sporting & Cultural events or below 50 international delegates for Corporate & Incentive events, funding will be withdrawn.

There is no guarantee that Fáilte Ireland will be able to offer support if correct procedures for grant application and drawdown are not followed.

Fáilte Ireland reserves the right to reduce the value of the payment or cancel the award outright where claims are not submitted in line with the above requirements.

FINANCIAL SUPPORTS ARE CONDITIONAL ON BUDGET AVAILABILITY

All support is subject to budget availability and must comply with internal and external audit requirements. Each application is assessed on its own individual merits and there is no guarantee that Fáilte Ireland will be able to offer support.

Grant payments under this scheme are subject to the availability of Exchequer funds to Fáilte Ireland. In the event of such funding not being received or being discontinued for whatever reason, there will be no liability on the part of Fáilte Ireland to make good any shortfall.

INDEPENDENT VERIFICATION OF PROGRAMME ENHANCEMENT CLAIMS GREATER THAN €5,000 (SPOT CHECKS)

Provision of Programme Enhancement funding is contingent on the conference/event achieving a minimum agreed number of delegates or participants, as set out in the application for funding and agreed as part of the letter of offer. In order to comply with our statutory functions under Section 8 of the National Tourism Development Authority Act, 2003, Fáilte Ireland will undertake an independent verification process, or spot check on a sample of attendees, to confirm delegate or participant numbers are as reported.

The approach to independent verification is as follows:

- In order to satisfy the requirements of funding, Fáilte Ireland will verify attendance of international delegates at events where Programme Enhancement is awarded for a value greater than €5,000. Attendance is verified, typically, by conducting a random spot check of attendance.
- **Important Note: It is an express condition of offer for Grants greater than €5,000 that the Grantee informs all attending delegates in advance of the event, that their contact details will be collected and shared with Fáilte Ireland for the purposes of verification of attendance.**

- The Grantee must submit a list of attendees to Fáilte Ireland within 6 weeks of the event taking place. This list should contain the first name, surname, country of origin and email address of the international delegates.
- Fáilte Ireland reserve the right to have a Fáilte Ireland representative attend the event to independently verify international delegate numbers.
- Fáilte Ireland will monitor the verification responses received, and should the response rate be less than expected, the Grantee may be requested to issue a reminder email.
- Where independent verification of international delegate numbers cannot be satisfactorily completed, payment of funds may be delayed, or funds may be withheld at Fáilte Ireland's discretion.
- Any information submitted by delegates to Fáilte Ireland for the purpose of the independent verification process will be handled in line with relevant GDPR requirements.



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TERMS AND CONDITIONS OF FUNDING

It is strongly recommended that potential applicants familiarise themselves with all of the details included within this section before commencing with an application.



This section sets out the Terms and Conditions upon which funding is granted.

This section is clearly referenced on the application form for financial supports and all applicants who submit an application must confirm that, in doing so, they are familiar with and will adhere to the terms and conditions set out in this document.

By completing an application form, applicants acknowledge that they understand that failure to adhere to the eligibility criteria and the terms and conditions set out throughout this document may result in a reduction or complete loss of financial support.



LEGISLATIVE TERMS AND CONDITIONS

The Grantee must comply with all relevant national and EU legislation and regulations in relation to the conference, including any in regard to the environment, child protection, equality of opportunity and in relation to the nine grounds of discrimination under equality legislation.

In particular, specific attention should be given to the following sub-sections:

DPER CIRCULAR 13/2014

The Grantee must comply with the relevant provisions of the Department of Public Expenditure and Reform's (DPER) Circular number 13 of 2014, including inter-alia:

1. The incorporation in the Grantee's financial statements of:

- The name of the funding body
- Name of the grant
- Purpose of the grant
- The amount and term of the total grant awarded
- The amount of the grant included in the income figure
- A statement as to whether the Grantee is compliant with relevant Circulars

2. The provision annually to each grantor, a declaration as to the source, amount and purpose of all other funding that the Grantee receives and a declaration that there will be no duplication of funding for the same activity/project. The declaration must state if the Exchequer funding from all sources exceeds 50% of total income.

The Grantee has an obligation to make books and accounts available to the Comptroller and Auditor General, where 50% or more of the total income is sourced from Exchequer funds.

Further information on <https://circulars.gov.ie/> can be found online.

FREEDOM OF INFORMATION

This Letter of Offer confers permission on Fáilte Ireland to disclose, in connection with the project, (a) any information supplied by the Grantee to Fáilte Ireland and (b) any relevant data accumulated by Fáilte Ireland in administering the grant-aid to the project, except where the information is considered to be commercially sensitive. Fáilte Ireland will contact the Grantee in this regard in advance; however, Fáilte Ireland may still decide to release this information if required by law.

Under the Freedom of Information Acts 1997/2003 the information supplied in the application form may be made available on request, subject to Fáilte Ireland's obligations under law.

When submitting an application, you are asked to consider if any of the information supplied by you in an application should not be disclosed because of sensitivity. If this is the case you should, when providing the information, identify same and specify the reasons for its commercial sensitivity.

Fáilte Ireland will consult with you about commercially sensitive information before making a decision on any Freedom of Information request received. Fáilte Ireland will release this information if required by law.

DATA PROTECTION

The Grantee covenants and agrees that it shall comply with its obligations under Data Protection Legislation including the General Data Protection Regulation (EU 2016/679 and the Data Protection Acts 1988 to 2018) and agrees, confirms and acknowledges that Fáilte Ireland shall not be responsible or liable in any way for data processing or control of personal data by the Grantee.

By entering into this agreement, the Grantee confirms its acceptance of the terms of the Fáilte Ireland Privacy Policy which can be found at:

<https://www.failteireland.ie/privacy.aspx>

Personal data supplied to Fáilte Ireland in relation to the project and the Grantee may be processed by Fáilte Ireland for the purposes of the programme.

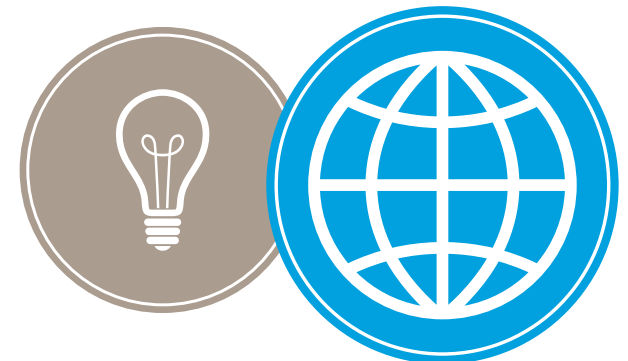
DATA PROTECTION IN RELATION TO SPOT CHECKS

Please refer to page 19, which sets out Fáilte Ireland's approach to independent verification of international delegate numbers (spot checks).

All personal information provided by delegates to Fáilte Ireland as part of the independent verification process will be managed in line with relevant GDPR requirements.

Fáilte Ireland's Destination Supports is primarily intended to help increase the number of international delegates travelling into the Republic of Ireland specifically to attend a conference. As a result, support is only payable in respect of international delegate conference numbers. It is necessary, therefore, for Fáilte Ireland to spot check attendance by obtaining attendees contact details from you within 6 weeks of the event taking place in order to comply with our statutory functions under Section 8 of the National Tourism Development Authority Act, 2003. Under the General Data Protection Regulation (GDPR), Fáilte Ireland requires that you inform all intending delegates in advance of the following:

All international attendees contact details which includes full name and email address to verify attendance only will be shared with the National Tourism Development Authority (Fáilte Ireland) having its principal office at 88-95 Amiens Street, Dublin 1 as a funder of the event for the purpose of verifying attendance at the event only as required under Section 8 of the National Tourism Development Authority Act, 2003 and that this data will be retained for a maximum of 24 months. Thereafter, the details will be destroyed in a secure manner.



TAX NUMBERS AND TAX CLEARANCE

Any organisation/group/individual, whether incorporated as a limited company or otherwise, in receipt of a grant from Fáilte Ireland must supply a tax number. Grantees who do not have a tax number should consult their local tax office.

For any claim for drawdown of the grant to be processed, Fáilte Ireland must be in possession of a current valid eTax Clearance for the Grantee. Such tax clearance will be checked by Fáilte Ireland before any payments are made and if it is invalid, has expired or has been rescinded, Fáilte Ireland will be unable to issue payment to the Grantee.

Note for non-resident applicants: If the cumulative total of all payments expected to be received from Fáilte Ireland within a rolling 12-months could exceed €10,000, then the Grantee must apply for a Non-resident Tax Clearance Certificate from the Irish Revenue. Please find a link below to the TC1 form to obtain a Non-Resident Tax Clearance Certificate.

<https://www.revenue.ie/en/starting-a-business/documents/form-tc1.pdf>

VAT – REVENUE COMMISSIONERS CONFIRMATION

Grant claims can only be made on VAT exclusive amounts, unless VAT is a non-recoverable cost.

If the Grantee is not entitled to recover VAT on its inputs and VAT is included in claimed expenditure, the Grantee must provide Fáilte Ireland with appropriate written Revenue confirmation of its VAT status stating that VAT cannot be reclaimed.

If the VAT status changes during the Project, the Grantee must provide an updated Revenue confirmation.



PROCUREMENT

The Grantee must comply with EU and National public procurement procedures, the core principles of which are that procurement policy and practice should be accountable, competitive, fair and transparent, non-discriminatory, provide for equality of treatment and be conducted with probity and integrity.

It is the Grantee's responsibility to establish what elements of Procurement Law are applicable to it in furtherance of the delivery of the project. For that purpose, applicants shall be obliged to consult the following:

1. Public Procurement Guidelines – Competitive Process' (the "Guidelines"), available at www.etenders.gov.ie
2. Public procurement regulations Statutory Instrument No 284/2016 and Statutory Instrument No. 286/2016 transposing EU Directives 2014/24/EU and 2014/25/EU (the "Directives") respectively.

Where any of the requirements specified in 1 or 2, or more generally under Procurement Law apply, the Grantee must comply with them in full.

The Grantee must ensure that all contractors, sub-contractors, consultants and suppliers used in the course of the work have themselves fulfilled the relevant Irish legal, tax, registration and other requirements.

Please note that, while contractors who share common ownerships or directorships with project promoters are not precluded from supplying works to the projects concerned, if there is any possibility, however remote, that such contractors may be used on the project for which grant aid has been sought, the Grantee must ensure that Fáilte Ireland is made aware of such relationships in advance of any contract being awarded. Failure to provide this information may result in subsequent expenditure being considered ineligible.

It is the Grantee's responsibility to ensure that correct procurement processes have been followed and no liability will attach to Fáilte Ireland in the event that the Grantee has failed to adhere to these requirements.

By signing this letter of offer, the Grantee is declaring its intention, in advance, to comply with all relevant public procurement procedures and will be required to certify continuing compliance in each grant claim submitted.

RECORD RETENTION

Fáilte Ireland will retain the delegate's personal data for a maximum of 12 months or until the completion of the external audit relating to that year whichever is the later. Thereafter, the details will be destroyed in a secure manner.

Fáilte Ireland and the Grantee are Independent Data Controllers. At the point in time when Fáilte Ireland receives the agreed personal data, Fáilte Ireland becomes the Independent Data Controller. Fáilte Ireland will take full responsibility for the personal data that are stored on our ICT systems.

ADHERENCE TO THE DETAILS SET OUT IN THE APPLICATION AND LETTER OF OFFER

Before financial supports can be drawn down by the Grantee, Fáilte Ireland must be satisfied that the Grantee has complied with all of the terms of the letter of offer, the terms and conditions set out in this guidelines document and that the activities undertaken correspond with the details provided in the application for financial supports.

TIMELINES

Once a letter of offer has been issued by Fáilte Ireland to the applicant, no further action will be taken by Fáilte Ireland.

This letter of offer may become null and void unless accepted in full by the applicant on the Fáilte Ireland trade portal within 14 days of the date of issue.

Activity timelines that have been included in an application form and for which support is provided by Fáilte Ireland must be completed within the year stated in the letter of offer.

FAILURE TO ADHERE TO THE CONDITIONS OF THE GRANT

Where the Grantee fails to comply with any of the conditions contained, Fáilte Ireland may, at its sole discretion:

- Require specific performance of the conditions of the letter of offer and/or

- Require immediate repayment of the grant, or any part of the grant already paid, to Fáilte Ireland from the Grantee and/or
- Be under no obligation to pay the grant or any part thereof to the Grantee.

TERMS AND CONDITIONS FOR DRAWING DOWN FINANCIAL SUPPORTS

Drawing down financial support has the following conditions:

- Financial support can be drawn down subject to the receipt of a fully completed claim submitted to Fáilte Ireland, not later than 6 weeks following completion of the grant activity.
- All claim documentation must be submitted through the trade portal; third party documents and signed certificates should be scanned, with supporting financial documents uploaded in spreadsheet format. Hard copy claims will not be accepted.
- Claims will only be accepted if submitted in full and include all the necessary documentation. Partial claims will not be processed.
- Claims must be submitted within the relevant time period as detailed throughout the main body of this document above.
- Payment will only be made in the years outlined in the letter of offer.
- Funding will be paid directly into the Grantee's account, following claim approval.
- Funding will not exceed the value of the Grant offer, as outlined in the letter of offer.
- If the applicant is a University, DMC, PCO or Core PCO acting on behalf of the association or client, the applicant must inform the conference or event organiser in writing that Fáilte Ireland are providing this support to help win the event and agree to deduct the amount awarded as per letter of offer from the association or client in their final invoice.

In addition to the above, there are specific conditions that relate to each category of financial support.

CONFIRMATION OF BID STATUS

If the event is at “Bid” stage, the Grantee must confirm to Fáilte Ireland whether the bid is won or lost as soon as it is notified of this.

Once confirmed, the Grantee must inform Fáilte Ireland of the final event location and chosen venue.

ACKNOWLEDGE THE SUPPORT OF FÁILTE IRELAND

The Grantee and event organisers should acknowledge Fáilte Ireland and its official business tourism brand ‘Meet in Ireland’ in any promotion of the event and in the final programme. Both logos are available on the Trade Portal.

A link to <https://www.discoverireland.ie/> is to be placed on the event web site.

MARKETING PURPOSES

Fáilte Ireland reserves the right to publicise events secured for Ireland with the support of the Meet in Ireland financial supports. Fáilte Ireland may request a testimonial from the conference on the overall delegate experience in the Republic of Ireland. Please note, we may use your testimonial for promotional purposes. If we do, we will NOT use your company name or share any commercially sensitive information.

ELECTRONIC COMMUNICATION

All document submissions and all other forms of written communication with Fáilte Ireland must be in electronic form, other than where exceptionally agreed with Fáilte Ireland.

MARKET RESEARCH

Fáilte Ireland regularly conducts research on participants who have travelled to attend events in Ireland. Participation at your event provides Fáilte Ireland with important information in relation to Business Tourism in Ireland.

As a condition of funding from Fáilte Ireland, we require your co-operation in this research and by accepting this letter of offer, the Grantee is agreeing to participate in this research. The event organiser must actively promote participation among the delegates and event participants.

Additionally, to ensure that we can provide an effective service to the industry, we are continuing to collate all sources of market intelligence in the marketplace. Therefore, a condition of financial supports is that the Grantee will provide us with any relevant market research data that you have collected or to which you have access in respect of this programme informing the association or client of support provisions.

The Grantee must inform the conference or event organiser (if applicable) in writing that Fáilte Ireland are providing this support to help win the event and when the event in turn is confirmed.

The Grantee must agree to deduct the amount awarded as per letter of offer from the association or client in their final invoice.



WARRANTIES AND UNDERTAKINGS

In accepting the offer of this grant, the following warranties and undertakings are made by the Grantee to Fáilte Ireland:

That all acts, conditions and things required to be done/ performed and to have happened before the Grantee's acceptance of the terms and conditions of this letter to constitute the grant and offer a valid obligation on the Grantee's part, have been done and performed and have happened in due and strict compliance with Irish law.

That the Grantee has full power, authority and legal right binding itself hereunder and to observe the terms and conditions of the grant offer and that there is no provision in any document, mortgage, trust deed or agreement binding on the Grantee or affecting property therein which would conflict with or prevent it accepting the grant offer on the terms and conditions stated in this letter or making drawings or mandating payment here under of the maximum amount of the Grant offer, or would prevent the Grantee's performance or observance of any of the terms hereof.

That the Grantee and all contractors, consultants and suppliers used in the course of the work are and will continue to be at all times fully compliant with all relevant legal obligations - legislation, regulations, statutory instruments, including, but not limited to, any in regard to employment, the environment, taxation, child protection, equality of opportunity, the nine grounds of discrimination under equality legislation, public procurement matters, local authority and industry requirements and other requirements of Irish law.

That on each new drawing under the grant offer, the warranties and undertakings given above are repeated and, by submitting a claim, the Grantee is confirming this to be the case.

ERRORS AND IRREGULARITIES

The Grantee must alert Fáilte Ireland of any irregularities found during the course of any other audits, such as those conducted by the Comptroller and Auditor General, the Local Government Auditor, the Government department to which the Grantee reports or the Grantee's own internal auditor, external auditor or any other internal or external source.

Fáilte Ireland must be satisfied that the Grantee has complied with all the terms of the letter of offer.

DISCLAIMER

It will be a condition of any application for funding under the terms and conditions of the Fáilte Ireland financial supports that the Grantee has read, understood and accepted the following:

1. Fáilte Ireland shall not be liable to the Grantee or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
 - the application or the subject matter of the application,
 - the rejection for any reason of any application.
2. Fáilte Ireland shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities.



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APPENDIX I – CLAIM DOCUMENTATION TEMPLATES

INVOICE LOG

Fáilte Ireland reference number: _____

Full name of conference: _____

Name of applicant: _____

Dates the travel took place: _____

1. Please complete a separate invoice log table for each activity supported.
2. Please attach the relevant invoices and highlight the VAT amount of any claims where VAT is recoverable. (PLEASE NOTE: VAT will only be included as part of the claim if a letter from Revenue is submitted stating VAT is non-recoverable).

3. Invoices amounting to the proposed spend indicated on the application form should be submitted for each activity being claimed, as support is based on this spend.

Please identify activity for which claim is being made: Bid - Yes/No

Site Inspection – Yes/No

TOTAL AMOUNT SPENT ON THIS ACTIVITY:

I (_____) confirm that the costs claimed above have been fully paid to the providers listed and are not being claimed from any other source or they include VAT where VAT is recoverable.

Signed: _____ Date: _____

Invoice No.	Date of Invoice	From (supplier)	Description of activity being claimed:	Invoice Total (excl. VAT)	*VAT Amount if not recoverable. (Revenue letter required)
			Total		



POST EVALUATION REPORT

Note: This report and declaration must be fully completed and signed before the claim can be accepted. Reports not fully completed will be returned.

APPLICANT INFORMATION		
Fáilte Ireland Reference No:		
Event Name:		
Contact/Applicant Name:		
Telephone:	Email:	
ACTIVITY (for which funding was secured, as applicable)	TOTAL AMT SPENT (€)	FINANCIAL SUPPORT ALLOWED (€)
Bid Related Costs:		
Site Inspection Costs:		
TOTAL		
DECLARATION OF DELEGATES OR PARTICIPANT NUMBERS		
Total Number of delegates or participants who attended:		
Number of delegates or participants who travelled from outside the Republic of Ireland to attend the Event:		
Dates of Event:	From:	To:
ACTIVITY REPORT:		
Please provide information on the activity for which funding is being claimed, in not less than 100 words.		



TESTIMONIAL: We really hope your experience in hosting a Business Event in Ireland was a positive one. Feedback is extremely important to us. Good feedback will be used to help other event planners when choosing Ireland and any negative feedback will be used to help us improve our offering going forward.

Do share your Ireland experience with us:

Event Type (Conference, Corporate Meeting, Incentive Group, International Sporting and Cultural Event:)

Industry Sector:

Number of International participants:

Participant Profile:

Event highlights:

Sustainability: Fáilte Ireland's goal is to actively reduce the carbon footprint of the Tourism Sector. Please provide information on (a) How your event may have had a positive impact on the environment and (b) How your event may have shown environmental sustainability.

Legacy/Impact: Fáilte Ireland encourages international event organisers to consider the long-term positive impact their event can have on the host area culturally, economically and/or physically. What impact did your event have on the local or wider area/population?

Please note we may use your experience for promotional purposes. If we do, be assured we will NOT use your company name or share any commercially sensitive information.

Tick here to agree.

DECLARATION

I () hereby certify that the event named above has not received or claimed any other financial support from any other source for the expenses being claimed in this Post Evaluation Report. I declare that all information supplied is true and accurate. Further details on participant numbers and information pertaining to participants will be made available to Fáilte Ireland on request.

Signature: _____

Date: _____

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CONTACT DETAILS FOR FURTHER INFORMATION

For any additional information on the Destination Supports for International Business Events or additional help with your application, please email: customersupport@failteireland.ie

VISIT US AT:

<https://www.failteireland.ie>

<https://www.meetinireland.com/supports/financial-supports/application>

Contact us: info@meetinireland.com

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