

FÁILTE IRELAND SITE INSPECTION GUIDELINES

- Fáilte Ireland will support up to two Site Inspections per event: one virtual and one in person.
- Up to €1,000 is available to support a Virtual Site Inspection. This is a temporary Covid-19 Response Support and is available for applications received between 1 January 2020 and 31 December 2022.
- Fáilte Ireland will support in person Site Inspections for up to three international key decision makers for a maximum of three nights in Ireland. It can cover air and/or ground costs including travel, accommodation and meal expenses incurred by the international decision makers and must be specifically linked to the Site Inspection.
- Support is only available for international meetings and incentives with a minimum of 50 international delegates OR if the economic value of the ground elements is in excess of €75,000. A minimum of 100 international delegates is required for Association Conferences.
- Funding is subject to an evaluation process. To be considered, you must submit your application online on: <https://www.meetinireland.com/supports/financial-supports> in advance of the Site Inspection taking place. Approval will not be given retrospectively.
- 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 Bureaux incurs costs in relation to the Site Inspection, these cannot be claimed by the applicant.
- 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. Applying companies must provide post inspection reports on status of business won, lost or pending.
- 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/PCO be claiming on behalf of their client, the client cannot be charged for any element being funding by Fáilte Ireland.
- There can be no double funding for any element of the Site Inspection ie: if support has already been claimed through the Convention Bureaux, Fáilte Ireland, Tourism Ireland or Tourism Northern Ireland, no monies can be claimed.
- Where more than one DMC/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.
- The fund 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. Where more than 80% of the itinerary is based in Northern Ireland, ground arrangements only will be reimbursed.
- To draw down funding, claims must be supported by an invoice log, with original receipts and a post evaluation report as per letter of offer.

FUNDING THRESHOLDS:

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

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"> Air Access to/from Republic of Ireland (economy only) Accommodation Transportation Guiding Meals for key decision makers Team building activities Car hire for a maximum of three days 	<ul style="list-style-type: none"> Gifts Local coordinator expenses (accommodation, transport etc.) Car parking Petrol/mileage Phone calls Laundry Costs incurred in or travelling to/from Northern Ireland

CONTACT US

If you have any queries or require further information, please contact

info@meetinireland.com

and include 'MICE support' in subject line.

Please call us on

+353 1 884 7152