



Fáilte Ireland
National Tourism Development Authority



Fáilte Ireland

Site Inspection Fund

Guidelines

1. Fáilte Ireland will support SITE Inspections for international corporate meetings planners, incentive travel planners and/or corporate end users or a combination who have the propensity to bring business to Ireland in the short to medium term.

The availability of this fund will be widely communicated to international corporate meetings planners, incentive travel planners and/or corporate, who can avail of the fund through their chosen DMC.

2. Support is only available for international meetings, incentives with a minimum of 50 international delegates OR if the economic value of the ground elements is in excess of €75,000. Where an event has less than 50 delegates and is valued at less than €75,000, however, is considered by Fáilte Ireland's Evaluation Committee of strategic importance to the destination, this may be considered for support.
3. Approval is subject to an application process which must be submitted in advance of the SITE inspection taking place. Approval will not be given retrospectively.
4. Support is available 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.
5. The SITE Inspection itinerary must be submitted on application. Trip itineraries must reflect the needs of the end corporate user.
6. SITE Inspection itineraries should be planned in conjunction with either a Fáilte Ireland approved Destination Management Company or Convention Bureaux. Please note, that if the Convention Bureau incurs costs in relation to the SITE Inspection, those cannot be claimed by the applicant.
7. Partial support must be secured from at least two industry partners (airline, accommodation, venue, transportation, DMC – complimentary or industry rates are acceptable).
8. Full contact details of participants, itinerary and estimated costs must accompany the application. All international meeting planners will be added to Fáilte Ireland's business development database and will automatically be subscribed to receive updates from the Meet In Ireland team. This will not apply to corporate end users.
9. To draw down funding, claims must be supported by invoice log setting out original receipts, post SITE Inspection report and signed letter of offer. Total funds will only be paid out based on receipt of supplier's invoices. Please note spot checks will take place. All claims must be submitted with supporting documentation within two months of the SITE Inspection taking place otherwise funds will expire.

10. 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 event being confirmed for Ireland. Applying companies must provide post site inspection reports on status of business won, lost or pending. Funding thresholds apply. See table below for details.
11. Expenses will be reimbursed directly to the payee organisation. Should this be the local Destination Management Company, an instruction from the client (Meeting Planner or Corporate end user) is required. Should a DMC be claiming on behalf of their client, the client cannot be charged for any element being funded by Failte Ireland.
12. There can be no double funding for any element of the SITE inspection i.e. if support has already been claimed through the Convention Bureaux, Failte Ireland, Tourism Ireland or Tourism Northern Ireland, no monies can be claimed.
13. Where more than one DMC is managing elements of the SITE Inspection, the maximum amount of funding available based on the number of international delegates, will be divided proportionately.
14. This 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 and from Northern Ireland. Where more than 80% of the itinerary is based in Northern Ireland, ground arrangements only will be reimbursed.

Funding thresholds apply:

SITE Inspection Support Thresholds		
International Delegate Numbers		
From	To	€
50	499	2,000
500	699	3,000
700	999	4,000
1,000	2,999	5,000
3,000+		6,000

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