



**Fáilte Ireland**  
National Tourism Development Authority



# **Fáilte Ireland**

# **MICE Financial Support**

## **Corporate Meetings Programme**

## **Enhancement**

# **Application Form**

# 1. Applicant details

(Corporate ambassador/DMC/PCO/RCB/event organiser/client)

Name of Applicant Company:

Full mailing address:

Contact name:

Position:

Phone number:

Email:

Website:


# 2. End client details

Name of Client Company:

Full mailing address

Contact name:

Position:

Phone number:

Email:

Website:


# 3. Meeting details

Meeting type:  
(Sales summit, product launch, etc.)

Meeting name:

Frequency of meeting:  
(Annually, biennially, etc.)

Last three locations:  
(Country & city)

Proposed location in Ireland:  
(County & city)

Proposed venue:

Current meeting status:  
(enquiry, RFP, confirmed)

Please note; this fund is not applicable  
to meetings already confirmed.

Total budget for meeting:

1.
2.
3.

Value of funding requested:	€
When is the meeting taking place?	Year:
	Month:
	Dates: (From/To)
Profile of delegates:	
Total number of delegates:	
Number of international delegates (i.e. delegates travelling into the Republic of Ireland for the meeting)	

## 4. Performance measures/outcomes

Number of nights in the Republic of Ireland:	
Accommodation type:	
Number of accompanying partners, if known:	

## 5. Benefits

Will the meeting encourage repeat visitation for the Republic of Ireland? *(If so, on what basis and to what extent?)*

Will there be opportunities to attract future business as a result of supporting this meeting?  
*(If so, please provide details of these opportunities)*

What opportunities will Fáilte Ireland have to address the delegates? *(i.e. speaking opportunity, exhibition space, etc.)*

## 6. Other information

Has this corporate meeting received funding from Fáilte Ireland/Tourism Ireland before?  
*(If yes, please provide details and attach pages if necessary)*

Are you receiving funding from any other public body within the Republic of Ireland?  
*(If so, please state what and from whom)*

Please attach the meeting programme and provide any other information that you believe may support your application?

## 7. Conditions for funding:

Should this application be successful, I agree to provide Fáilte Ireland with the following:

- If appropriate, Fáilte Ireland will be offered exhibition space at the event and/or an opportunity to input into the delegate pack.
- Fáilte Ireland retains the right to acknowledge its support for the meeting, in any media related communications.

### POST EVENT

- After the event has taken place, the applicant should provide Fáilte Ireland with a letter of confirmation, on company letterhead, that the event took place, including location and dates and confirmation of the total number of delegates that attended and their country of origin.
- Evidence from the hotel/accommodation provider(s) of the number of overseas guests and the number of night's accommodation.
- A post event testimonial from the CEO or senior manager (which can be used for Fáilte Ireland promotional purposes)
- Post Event Report (template supplied), signed by the recipient of the funding.

## Disclosure of Information – Freedom of Information Act

Fáilte Ireland wishes to advise applicants that, under the Freedom of Information Act 1997 and Amendment 2003, the information supplied in the application form may be made available on request, subject to Fáilte Ireland's obligations under law.

If you consider that none of the information supplied by you is sensitive, please complete the statement below to that effect. Such information may be released in response to a Freedom of Information request.

Name of Applicant:

hereby agrees that none of the information supplied is sensitive, and any, or all, of the information supplied, may be released in response to a Freedom of Information request.

### AGREE

Signed:

Position:

Date:

You are asked to consider if any of the information supplied by you in this 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 sensitivity. Fáilte Ireland will consult with you about sensitive information before making a decision on any Freedom of Information request received.

### DISAGREE

Signed:

Position:

Date:

### Disclaimer – please read carefully

It will be a condition of any application for funding under the terms and conditions of the Fáilte Ireland Corporate Meetings Programme Enhancement Fund that the applicant has read, understood and accepted the following:

1. Fáilte Ireland shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
  - a) The application or the subject matter of the application.
  - b) 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.

## APPLICANT'S STATEMENT

I/we certify that I/we read and understood the Guidelines and criteria applicable to the Fáilte Ireland Corporate Meetings Programme Enhancement Fund and agree to comply in full therewith. I/we certify that all information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate.

Signed:

Date:

Name (*in block*):

On behalf of (*organisation's name*):

**Completed forms to be forwarded to:**

[roisin.gaffney@failteireland.ie](mailto:roisin.gaffney@failteireland.ie)

**Roisín Gaffney**

Fáilte Ireland, 88-95 Amiens St., Dublin 1. Ireland

Tel: +353 1 884 7754

**Note:** Please submit an electronic copy of your application with the signature pages signed and scanned.