



Ring of Kerry Charity Cycle (ROKCC) 2024 Charity Application for Main Cycle Event

Charity applications for the 2024 Ring of Kerry Charity Cycle can be made by completing this form.
Closing date: **Friday 6th October 2023**

The following are key requirements for each charity applying for the 2024 Ring of Charity Cycle.

- ❖ Registered Charity in Ireland
- ❖ Confirmation of compliance with Charity Regulator requirements and best practice
- ❖ Fully costed project with clear delivery time scales & funding plan
- ❖ Ability to deliver volunteers including qualified medical support (*listed in section 2.3*)

Section 1: Charity and Organisation Details

1.1	Name/Title of Charity	
1.2	Charity Registration Numbers	CRO CHY CRA
1.3	Main activities of Charity	
1.4	Locations serviced by Charity	
1.5	Organisation	
a	Structure (i.e., Limited by guarantee etc.)	
b	Annual Turnover / Revenues	
c	Organisation Chart to be attached with names and responsibilities included.	
d	Number of paid staff	Full Time: Part Time:
e	Number of Voluntary Staff	
f	Number of paid-up members (i.e., supporters not involved in Charity admin)	
G	How is your Charity currently funded i.e. membership fees, voluntary donations, sportive (please specify) State grants / funding (please specify), other sources (please specify):	

1.6 Previous ROKCC funding:

Outline if the charity has previously applied for funding from the ROKCC– what years and if successful amounts your charity/organisation has received to date. Please complete table.

Year	Tier (Type of charity; main charity, tier 2 or tier 3)	No of cyclists (if applicable)	Amount received from the ROKCC
			€
			€
			€

1.7 Key Contacts: Please advise a minimum 2 coordinators who will be responsible for your charity's participation in the ROKCC including fundraising activities and liaison with the ROKCC personnel:

Name	Role within Charity	Mobile no.	Email

Charity contact details

Contact name and role	
Address	
Contact Numbers	
Email	
Website	
Social Media sites (include links to pages)	

Use of Data

The information on this Application Form will be used by the Ring of Kerry Charity Cycle (ROKCC) for the purposes of processing your application. Further information may be sought by the ROKCC to clarify aspects of your application. Any personal information which you provide will be obtained and processed in compliance with Data Protection legislation. The Ring of Kerry Charity Cycle will share your Application Form with a Selection and Evaluation Committee which will be established to manage the assessment of applications and to advise the ROKCC Board on applications. Final decisions on the charities for the 2024 ROKCC will be made by Board of the ROKCC, based on the recommendations of the Selection and Evaluation Committee.

Section 2: Business Case for Funding of Proposed Project

2.1	Project Outline
Please provide details of your project/service for the specific use of funds raised: <i>(attach relevant supporting documentation where appropriate)</i> . Provide details on the objectives, key deliverables, expected benefits once completed and a high-level plan for completing the project.	

2.2	Project Costs and Resources
Clearly outline the costs of your proposed project/service. Where possible, outline if the ROKCC will be the sole funder of the project/service. If the amount you are requesting will not cover full costs of the proposed project/service, please outline where the remaining funds will come from. Include a basic budget- include all the relevant costs and outline how the money will be spent and timelines. If possible, show how you determined the costs. Note: <i>If you have any other funding sources pending or secured, please include details.</i>	

2.3	Commitment to support the Ring of Kerry Charity Cycle event <i>(complete one or both)</i>																			
<i>a. Please enter the number of volunteers/participants your charity commits to delivering:</i> <table border="1"> <thead> <tr> <th>Category</th> <th>Number of volunteers you expect to deliver</th> </tr> </thead> <tbody> <tr> <td><i>Registration on the day before the event</i></td> <td></td> </tr> <tr> <td><i>Volunteers on the day of the event (marshals, food stations, finish line etc.)</i></td> <td></td> </tr> <tr> <td><i>Qualified Medical Personnel on the day off the event</i></td> <td></td> </tr> <tr> <td><i>Medical vehicles</i></td> <td></td> </tr> <tr> <td><i>Buses to pick up injured cyclists</i></td> <td></td> </tr> <tr> <td><i>Vehicles to collect damaged bikes</i></td> <td></td> </tr> </tbody> </table> <i>b. Please confirm how many cyclists your charity plan to register for the event (prior years charities have recruited between 500-1000 registered cyclists each)</i> <table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><i>Cyclists</i></td> <td></td> </tr> </tbody> </table>			Category	Number of volunteers you expect to deliver	<i>Registration on the day before the event</i>		<i>Volunteers on the day of the event (marshals, food stations, finish line etc.)</i>		<i>Qualified Medical Personnel on the day off the event</i>		<i>Medical vehicles</i>		<i>Buses to pick up injured cyclists</i>		<i>Vehicles to collect damaged bikes</i>		Category	Number	<i>Cyclists</i>	
Category	Number of volunteers you expect to deliver																			
<i>Registration on the day before the event</i>																				
<i>Volunteers on the day of the event (marshals, food stations, finish line etc.)</i>																				
<i>Qualified Medical Personnel on the day off the event</i>																				
<i>Medical vehicles</i>																				
<i>Buses to pick up injured cyclists</i>																				
<i>Vehicles to collect damaged bikes</i>																				
Category	Number																			
<i>Cyclists</i>																				

2.4	Is the charity a beneficiary of other sportive / charity fundraisers	Yes	No
If yes, please specify			
2.5	Is your charity interested in a tier 2 allocation, in the event of not being selected as a main charity?	Yes	No
2.6	Marketing and Awareness: Please outline how your charity intends to promote the ROKCC on social media platforms, printed media and local radio. Please specify if you have access to high profile charity ambassadors etc.		

Section 3: Governance

3.1	Financial: If chosen, are you in a position to provide	Yes	No
	Recent set of Audited Accounts		

3.2	Corporate Governance*		
Who is your primary Regulatory Authority?			
Please detail membership or affiliations with other regulatory bodies and / or charity / relevant industry support groups			
Have your Board approved a Governance Framework? <i>If NO, please provide further details</i>		Yes	No
Have you complied with all regulatory obligations? <i>If NO, please provide further details</i>		Yes	No
Have any directors or officers in the charity or any company in which they have had an interest been declared bankrupt, the subject of bankruptcy or liquidation, been convicted of any offence of any nature (criminal or otherwise) or is any prosecution pending? Or made any arrangement with creditors? <i>If YES, please provide further details</i>		Yes	No

*

*a NO or negative response to any of the above **does NOT** preclude your charity from the selection process.*

Section 4: Declaration

This part should be completed by **2 member of the Board of Trustees** and to whom all correspondence or queries relating to the funding application can be directed to:

Trustee One On behalf of (charity/organisation name): I declare that the information given in this submission is accurate to the best of my knowledge and belief and that I agree to the conditions stated and the proposal complies with the guidelines set down by the Ring of Kerry Charity Cycle for 2024 beneficiaries. I certify that I am authorised to make this application on behalf of the organisation. Signed: Date: Position in Organisation:

Trustee Two

On behalf of (charity/organisation name):

I declares that the information given in this submission is accurate to the best of my knowledge and belief and that I agree to the conditions stated and the proposal complies with the guidelines set down by the Ring of Kerry Charity Cycle for 2024 beneficiaries. I certify that I am authorised to make this application on behalf of the organisation.

Signed:

Date:

Position in Organisation:

Application Process

All Application Forms and any relevant supporting documentation must be submitted by email **only** on or before Friday 6th October 2023. Please email to office@rokcc.ie

Evaluation Process

A Selection and Evaluation Committee will evaluate all submissions within 4 weeks of the deadline. This may require a stage 2 presentation/meeting with the Ring of Kerry Charity Cycle Committee. Following the selection and evaluation process, successful applicants will receive a formal letter of offer from the Ring of Kerry Charity Cycle Committee. This will outline the agreed undertaking by the charity/organisation as a beneficiary of the 2024 event. This is a condition of awarding funding.