



Africa Day 2024

Application for funding from Irish Aid at the Department of Foreign Affairs

Section 1: Contact Details

City / County
Council

Contact Name

Position

Email Address

Phone No.

Local Partners

Section 2: Event Details

2.1 Please give a description of your local authority's proposed Africa Day event(s) (500 words)

Please include information about the event location(s); participants; how African cultures will be celebrated; engagement with partner organisations; expected attendance figure.

2.2 How will the event / activity be managed?

Please include information about who is undertaking event management tasks, including ensuring health and safety compliance; coordination of participating groups; and crowd control measures.

2.3 Please give full details of public indemnity insurance, including the level of indemnity cover and who / what body will be indemnified for the purpose of this activity.



2.4 Please detail the date(s) and time of your proposed event(s) / activity:

2.5 How do you propose to promote your Africa Day event(s) / activity?

2.6 Will you be able to supply timely high resolution images / video of the event to Irish Aid for use online?

Section 3: Budget

Please note that funding to a maximum of €7,500 only will be considered. Funding from Irish Aid at the Department of Foreign Affairs will **only** be released to local authorities and not to individuals or community partners involved in events.

3.1 Infrastructural and other costs associated with event / activity. Please list the costs for the items below (headings are indicative):

Event infrastructure	
Event staff	
Electricity / gas / water	
Publicity	
Other (please specify)	
Sub Total	
3.2 Please provide the total budget for small participant grants. Small grants should average approximately €150 per participant and should be fully receipted.	
3.3 Total funding required	



3.4 Please list any in-kind funding / resources being made available for this event / activity.

Note: Irish Aid at the Department of Foreign Affairs will grant funding to local authorities on the basis that:

- The events/activities being proposed promote a positive image of Africa; highlight Ireland's priorities in Africa, as outlined in the Government's development policy, [A Better World](#) and [Ireland's Strategy for Africa to 2025](#). Events should have a public information and ideally an education component.
- The events are not profit-making and have a particular emphasis on attracting families.
- The proposed activities and associated costings demonstrate good value for money and an appropriate use of public funds.
- The programming of your event (i.e. music performances and other 'headline' cultural content) must be pre-approved by Irish Aid prior to confirming any bookings.
- Health and safety is considered **a strict priority** and ensuring compliance is critical to Africa Day events nationwide. Food Traders must supply local authorities with EHO registration details and a copy of their registration letter from the HSE – if they do not usually trade as a food trader in an outdoors environment, they will need to notify the EHO and get clearance to sell food before applying to trade at Africa Day events. All food trader employees must have basic Food Safety/Handling training. The principal of the food unit must have HAACAP training.
- 50% of the payment is made to qualifying applicants upon award of a '**letter of offer**' and the outstanding 50% is paid upon satisfactory execution of the event. This includes the submission of a full report of the events, including a detailed budget and report on coverage and attendance.

Deadline for Submission of Funding Applications

The deadline for receipt of completed funding application forms is close of business on **Thursday, 29 February 2024**. Please return completed forms to africaday@dfa.ie.

You will be notified of the decision taken in relation to your application in March 2024.

*Please complete/confirm your Payee details on form provided