

# DOMESTIC EVENT FUND

## TERMS & CONDITIONS



Domestic <sup>~</sup>  
Event Fund

BUSINESS ISLE OF MAN 



**Isle of Man**  
Government

*Reillys Ellan Vannin*

## Domestic Event Fund – Terms & Conditions



Applicants agree to keep a full and accurate financial record of income and expenditure for the event including receipts for any payments made and any direct or indirect income.

Payments can only be made to the applicant/applying organisation. The Department will not under any circumstances pay third parties.

The applicant acknowledges and agrees that it/they/he/she will be fully responsible for the organisation and staging of the Event and shall keep and maintain insurance to the satisfaction of the Department to cover the Event and against third party risks employers liability and public liability AND the applicant will indemnify the Department against any claim demand action proceedings taken against and/or loss incurred by the Department as a result of its organisation and/or staging of the Event.

### Payments & Final Records

Financial assistance under the Scheme will be paid retrospectively, except in exceptional circumstances when the Department makes available working capital grants. This type of financial assistance is only available to existing businesses and is subject to agreement in advance based on demonstrable need.

The following are not allowable expenditures under the scheme: -

- Charity donations

- Payments to club officials, members or officers of the organising committee, unless previously agreed by the department.

- Travel and accommodation for participants, friends, family, judges performers or artists, unless previously agreed by the department.

- Food, Drink and Prizes “Freebies” etc.

As the scheme operates on a current year basis, support cannot be given retrospectively or for debts incurred in the previous year. **Any unused funding must be returned to the Department after the event.**

Final payments will not be made until accounts or other appropriate records containing full details of income and expenditure have been reviewed by the Department for Enterprise, unless previously agreed by the department. Copies of fully paid invoices/receipts may be requested and must be supplied by the applicant.

Requests for final payments and documentation must be produced within one month after the event.

### Health & Safety

Applicants agree to follow the measures outlined in the Isle of Man Event Safety Guide a copy of which can be viewed here: <https://www.gov.im/media/428026/event-management-plan-template.pdf> or if you require a hard copy then please contact the Event Safety Group on 686999.

**Applicants must also notify the Event Safety Advisory Group that their event is taking place at least 2 weeks in advance.**

## **Monitoring Your Event**

Applicants agree to promptly submit a post event report detailing the level of interest and success of the event. To assess the impact of the Fund, applicants must also submit a breakdown of income generated as a result of the event in addition to key performance indicators as outlined in the application (e.g. increase in footfall, revenue and marketing reach).

Online customer feedback questionnaire templates will also be supplied by the Department to support event organisers in collecting post-event feedback and event organisers must actively promote these questionnaires to achieve at least 10 completed post-event customer feedback forms.

## **Cancellation & Amendments**

Should your event be cancelled the Department should be informed immediately and this may affect the level of financial assistance provided by the Department.

### **Amendments**

If there are any important changes to your event, please inform the Department immediately.

### **Sponsorship**

Applicants agree to use their best endeavours to seek sponsorship, either financial or support in kind in order to minimise any loss incurred. All sponsors whether confirmed or unconfirmed must be listed on the application form.

### **Marketing**

If you are successful in receiving funding from the Domestic Event Fund, you must use the official 'supported by' stamp on any promotional materials and include the following sentence in any press releases promoting your event:

'This event is supported by the Domestic Event Fund, organised and run by Business Isle of Man, an Executive Agency for the Department for Enterprise.'

A copy of the Department's Business Isle of Man logo guidelines and an electronic version of the Domestic Event Fund logo can be obtained from the Business Isle of Man team - email: [eventfund@gov.im](mailto:eventfund@gov.im)

It is suggested that Applicants must add their event to the local authority's website, as well as to the official tourism website, within 2 weeks of receiving an offer letter. Please contact the appropriate local authority to obtain their web address. The link to the official tourism event submission form is: <https://www.visitisleofman.com/trade/events/submit-event>  
Applicants agree to provide information about their event to the Department or its representatives for the production of press releases.

### **Permissions:**

- You have given the Department permission to discuss your proposals with other funding bodies and /or public sector bodies to which you applied for assistance.
- You have no objections to the Department placing the proposal with outside consultants as part of any appraisal or evaluation process.

- You will adhere to the provisions of all current Equality Act, fair employment, equal opportunities, health and safety at work legislation and all legislation in force in the Isle of Man and observe the spirit of that legislation.
- You agree to notify Government's Event Safety Advisory Group of the details of your event at least two weeks prior to it taking place
- You agree that the information provided by you will be held on computer in accordance with the Data Protection Act (2018) and that the Department may use the information provided on this form for marketing promotion, marketing research and event evaluation purposes and may be passed on to others.
- The Applicant acknowledges that the Department may be required under the Freedom of Information Act ("FOIA") to disclose Information (including Commercially Sensitive Information) without consulting or obtaining consent from the Applicant.

The Department shall take reasonable steps to notify the Applicant of a Request For Information to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this Agreement) the Department shall be responsible for determining in its absolute discretion whether any Commercially Sensitive Information and/or any other information is exempt from disclosure in accordance with the FOIA.

### **Disrepute**

The organisers of the event and their agents, employees, volunteers agree not to do anything in relation to the event in respect of which financial assistance is sought which might bring the Department into disrepute. Where in the Department's view the Department is or might be brought into disrepute any offer of funding may be withdrawn and the Department may require any funding which has already been granted to be repaid.

Receipt of the application does not infer that the guarantee requested in total or in part will be made available until confirmed in writing by the Department for Enterprise.