

Ideas for your Events

Below is a list of events which have been run in connection with National Bike Week in the past. Interested applicants can choose an event from those listed below or propose a new one, whichever suits best.

Examples are listed as follows:

- Family Fun Cycles (5k, 10k, 20k, etc)
- Dawn Cycle / Darkness to Light cycle
- Bicycle Repair / Maintenance Workshops
- Safe Cycling Workshops / Events
- Online Webinars / Events
- Cycle to school / work event
- Cycling window display competition in local shops
- Bicycle Themed Event
- Bicycle Rider Picnic
- Cycle Fashion Show
- Bicycle Art Exhibition
- Electric Bike Race
- Guided Cycle Tours of city/town/village (Themed: Heritage, Gardens, Storytelling or Food) – Cyclists meet up (coffee morning etc.)
- Lunchtime Cycle
- Heritage Cycle
- Fancy dress bike parade
- Greenway Cycle
- History Tour
- School Cycling Event - Cycle from your school to a local amenity for bike-based games e.g., treasure hunts / slow bicycle races
- School Bike Art Competition, Quiz or Drama
- Sustainable Cycling Initiatives



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We will be looking for simple yet creative applications, which will help to encourage a cycling culture in Limerick. Good Luck!

Terms and Conditions Sheet

Please familiarise yourself with the terms and conditions before completing and submitting your application.

1. The closing date for applications is **12 noon on Friday 17th April 2026**. Applications should be submitted through the online MyPoint portal only.
2. There is no limit to the number of applications which can be submitted by an individual or group.
3. Any individual or group can apply for this grant funding as long as they plan to run a cycling inspired event, in Limerick, on a 'not for profit' basis. Examples include, but are not limited to the following:
 - **Individuals;**
 - **Community Groups, Sports Clubs;**
 - **Voluntary Organisations;**
 - **Active Retirement Groups;**
 - **Childcare Service Providers.**
4. Cycling inspired events must be held during National Bike Week which runs from the **9th – 17th May 2026**.
5. All events must be **free of charge to the public and or participants**.
6. 'Bike Week' and 'Bike Week Limerick' must be accredited in all promotional materials including funder's logos (Bike Week, Limerick City & County Council).
7. Only events based in **Limerick City and County** are eligible for this funding.
8. Where events are taking place on the public road the Gardaí and Local Authority must be notified in writing of your intention to organise the event. Permission must be received prior to the event.
9. Adherence to **Child Protection Guidelines**: Where children or young people are participating as part of the event, organisers should familiarise themselves with Cycling Ireland's 'Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists' which can be found on the cycling Ireland website: www.cyclingireland.ie
10. Events for children and young people should ensure a ratio of at least 1 adult to 6 children with a minimum of 2 adults per group.
11. A **pre-event meeting** between Limerick City & County Council and the successful applicant may take place before the event if required by either party; Limerick City & County Council will assist the successful applicant with planning of the event in question if required.
12. All applications will be assessed for suitability by Limerick City & County Council. Successful applicants will be informed via email as soon as possible after the closing date. If your group is successful, you may be asked to take part in publicity (including but not limited to online, social and print media) for promotional purposes.



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13. For the purposes of this funding, eligible expenditure will include:

- Costs involved in organising local fun cycling events for public participation;
- Costs involved in organising public information events on cycling;
- Cost of free bike repair events in public areas;
- Costs of purchase of items such as lights, locks, bells etc. to raffle or give as prizes for participants of event;
- Costs incurred in provision of cycling training – **PLEASE NOTE:** Funding can only be provided for cycle training provided by CYCLERIGHT trainers and approved by Cycling Ireland.
- Costs of complementary activities for event days, e.g., musical entertainment, face painting, novelty bike displays;
- Costs relating to publicity for events; – Costs related to insurance for events.

14. Grants will be paid to the organising group which shall be responsible for submitting a claim for payment following Bike Week and will issue as soon as possible following satisfactory receipt of the claim and the report on the event.

Please note, if the organising group has not previously received payments from Limerick City and County Council, they will need to be set up as a new supplier. The following information is required to set up a new supplier and must be submitted with the claim and report:

- Full name of company/club/foundation/individual
- Address of same
- Tax Reference No: VAT, PPS or Charity Number
- Email Address
- Telephone number
- Bank Details: In the form of a Bank Statement Header.

Limerick City and County Council have strict anti-fraud measures in place in the interest of all Suppliers and one of these is a requirement for a bank statement header showing bank logo, account name, IBAN number and BIC as proof of bank details. An e statement header is also acceptable.

Please appreciate that such strict measures are now in place in order to prevent fraudulent attempts to amend/set up eft details in error.

15. Before **12noon on Friday 29th of May 2026** to be in compliance with the terms and conditions of receiving support for your event, a Bike Week report must be completed and submitted to Limerick City & County Council:

- Copies of receipts relating to expenditure on the event itself.
- A brief account of the event (less than 500 words).
- At least two photographs of the event (event organisers to seek approval from people featuring in photos for the photos to be shared).
- A copy of at least one social media post on Facebook, Twitter, Instagram with a picture and some or all of the following tags: #BikeWeek #BikeWeekLimerick @LimerickCouncil – Copies of any media coverage that the event received.



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16. Event insurance: Limerick City and County Council, the National Transport Authority, the Minister for Transport and his Department shall not be liable for any claims arising from events. The applicant (If appropriate) shall indemnify the Council for and in respect of all and any losses, claims, demands, damages, or expenses arising from any event related cause whatsoever. NB: A letter from your insurance company indemnifying the above and giving details regarding insurance cover of the proposed event must accompany this application. The insurance cover cost can be included in the application. Failure to do so may mean that funding will not be made available. **We advise all applicants to contact their insurers prior to making any application for funding.**
17. As funding is limited you may be offered only a portion of the requested amount if the number of applicants and requested amounts are in excess of the grants budget.
18. It is the responsibility of each organisation/group to adhere to any HSE/Government COVID 19 guidelines in place at the time of their event.



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BikeWeek

9th – 17th May 2026



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