**CREATIVE IRELAND – Community Initiative Grant – Longford County Council 2020**

**APPLICATION FORM**

**Name of Project/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **APPLICANT DETAILS** | |
| **Name of Community Group / Organisation** |  |
| **Contact Address** |  |
| **Are you a member of the Public Participation Network (PPN)?** |  |
| **Do you/your organisation have a website, Facebook, Twitter, Instagram account? Please give details** (and please remember to follow Creative Ireland-Longford) |  |
| **NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION** | |
| **Name:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **DETAILS OF PROPOSED PROJECT/ EVENT** | |
| **Name of Project/Event:** |  |
| **Dates & Locations (if an event):** |  |
| **Is this a new event? Will it be run in the future, if so please give details?** |  |
| **Does this relate to a project/event previously funded by Creative Ireland Longford ?  If so, please give details:** |  |
| **Who are your target audiences?** *(e.g. your local community, club, children, special interest group, diaspora,)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **State which (one or more) of Creative Ireland Longford’s strategic objectives the project relates to, and explain its relevance.** | **Note: Please ensure you read the Longford Culture and Creativity Strategy 2018-22 at** [**www.longford.ie/Community/Creative-Ireland-Longford/**](http://www.longford.ie/Community/Creative-Ireland-Longford/)  **Or**  [**www.creativeireland.gov.ie/en/creative-communities/longford**](http://www.creativeireland.gov.ie/en/creative-communities/longford) | | |
| *1: Enabling the Creative Potential of Every Child.* |  | | |
| *2:Enabling Creativity in Every Community.* |  | | |
| *3:Promote local libraries, arts centres, family resource centres, clubs, schools and community centres as key cultural and creativity hubs.* |  | | |
| *4: Promote democratisation of culture through heritage, arts and cultural organisations working with communities.* |  | | |
| *5: Value and support our artists, craftspeople and the Longford creative community.* |  | | |
| *6: Develop creativity in Longford, encouraging participation, innovation and problem-solving, with a strong focus on our young people.* |  | | |
| ***Capacity to deliver:***  **How will it be delivered and who is the main point of contact?** |  | | |
| **How will you promote the project/event?**  **(eg social meda, print, adverts?)** |  | | |
| **What do you see as the benefits/outcomes of this project/event? How will it benefit culture/creativity/wellbeing in Co. Longford?** |  | | |
| **BRIEFLY DESCRIBE YOUR PROJECT/ EVENT**  ***(Keep to a maximum of 100 words)*** | | | |
|  | | | |
| **Please give a breakdown of your likely expenditure (please support with quotations if available)** | **Description** | **Expenditure** | |
|  |  | |
| **Have you received or applied for other sources of public funding? Please circle as appropriate )** | **Yes** | | **No** |
| **If yes, please state the source and amount of funding.** |  | | |

**Please select one or more of the following values objectives that your project would make a contribution to achieving, and, briefly, set out how it will do so. (Dignity, Democracy, Inclusion and Social Justice).**

**Closing date for receipt of applications: Friday, January 31st, 2020 – 4pm.**

Please send the completed applications and any supporting documentation to: [creativeireland@longfordcoco.ie](mailto:creativeireland@longfordcoco.ie) Please include “Creative Ireland Longford” and the name of the project in the subject line.

or by post to: County Coordinator, *Creative Longford*, c/o Longford County Library, Town Centre, Longford, N39 R7R6

**Declaration of Applicant(s)**

We have read and understood the information and criteria applicable to the 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 and that I have not applied to any other city / county council for funding for this Event. *More than 1 group member must sign the application.*

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Disclaimer – please read carefully**

It will be a condition of any application for funding under the terms and conditions of Longford County Council – Creative Longford grant that the applicant has read, understood and accepted the following:

1. Longford County Council 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:
   1. The application or the subject matter of the application.
   2. The rejection for any reason of any application.
2. Longford County Council 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. In respect of monies provided by Longford County Council, the council does not undertake the role of ‘Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant’s information by Longford County Council, and to other related third parties if required, for Fund administration, reporting, evaluation and audit purposes and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund. Longford County Council and the Department of Culture, Heritage and the Gaeltacht are parties to a Memorandum of Understanding which reflects the terms of the arrangement between the parties and all such parties agree to employ appropriate measures to keep applicants’ data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.

**INFORMATION ABOUT THE GRANT**

**The County Longford Culture and Creativity Plan 2018-2022, outlines the objectives of Longford County Council in developing and promoting culture, creativity and well-being in the county under the Creative Ireland Programme 2017-2022. Under this initiative, a fund is being made available for local groups and creative practitioners who wish to organise a community/cultural event or undertake a cultural project to develop and promote culture/creativity in Longford in 2020.**

**What is the purpose of *Longford County Council’s Creative* *Longford* grant fund?**

The key objective of the Fund is to provide support organisers to develop new and innovative activities and projects that will encourage creativity and cultural participation. The Fund is being administered by Longford County Council, and applications will be evaluated by the Longford County Council Culture Team. The fund can be used to activate new cultural/creative projects and events in the county or add value to existing initiatives.

**What Fund amounts are available?**

**Please note that funding for projects in 2020 is limited.**

* Longford County Council does not specify the number of projects to be funded under this scheme, nor the size of projects that can apply.
* To date, the grant amounts awarded have been typically between €500 and €5,000.
* There is no set minimum nor maximum funding limit, however, it is expected that **up to 80%** of the costs of the project will be funded within the ranges set out above. This will be dependent on the nature of the project and the quality of the application.
* In exceptional circumstances, Longford County Council reserves the right to award a sum in excess of this, for wide-ranging projects that promote multiple elements of the Creative Ireland Programme’s Six Strategic Objectives set out in the application form above. The onus will be on the applicant to make a strong case for this.

**Criteria**

The following must be demonstrated:

* The extent to which the proposed initiative(s) maximize community and citizen engagement and mobilization around the key *Creative Ireland* themes
* The extent to which the proposed initiative is aligned to the six strategic objectives of *Creative Ireland Longford*.
* Projects are encouraged to be unique, innovative, creative, interesting and likely to make an impact.
* The potential scope of the project to engage with the identified target audience(s) and/or foster well-being within the wider community.
* The cost of the proposed project.
* Any additional supports and funding that may be required and have been secured from relevant stakeholders.
* The feasibility of project completion within the timeframe allocated.
* Demonstrate a capacity to deliver i.e. the community event organiser(s) must provide a clear plan for delivering the project
* Have the capability to market and promote the event effectively.
* Longford County Council, as a member of the Local Community Development Committee, is committed to the values of dignity, autonomy, democracy, inclusion, and social justice and their associated value objectives as set out in the Equality and Human Rights Statement of the Local Community Development Committee (available at [www.longfordcoco.ie](http://www.longfordcoco.ie) ). Applications will be assessed on how they achieve these values.
* Longford County Council will not be in control of the locations where works/events take place, therefore it will be the responsibility of the committee to ensure the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where applicable), are implemented. Additional legislative requirements which may apply to the place of work will also need to be considered by the committee.
* An Event Management Plan may be required. If this is required, the organiser(s) should appoint an Event Controller to prepare the plan and manage the event.

**Who is eligible to apply?**

This fund is open to not-for-profit organisations, local community groups, arts, heritage and cultural groups/ societies and private companies. Applications by individuals must be in partnership with a community, cultural or heritage group.

To be eligible for funding, the event / project must be based in County Longford and take place before 30 November 2020.

**What items and expenses are excluded from the fund?**

* Spend on alcoholic beverages*,*fines, penalty payments, legal cost, audit fees, financial consultancy fees, wages and salaries or other operational costs.

**How do I apply?**

Please apply to the Longford County Council Culture Team. Only fully completed submissions received via the approved application form will be considered. Good quality submissions, with support documentation such as estimates, reports, video/photos etc. where available will be prioritised.

Digital submissions, either on PDF or Word are preferred, and a signed version of the application must be scanned in and then emailed to [creativeireland@longfordcoco.ie](mailto:creativeireland@longfordcoco.ie).

Alternatively, you may also submit the applications and accompanying additional documentation by post to: **Creative Longford Grant Scheme 2019, County Longford Culture Team, Longford Library HQ, Town Centre, Longford, N39 R7R6**

Applications must be received **by Friday, January 31st, 2020 – 4pm.** ***Incomplete applications will not be considered.***

**How will I know if my application has been successful?**

Successful applicants will receive a Letter of Offer. This letter will form the contract between Longford County Council and the organiser and will detail all conditions and requirements. Where appropriate, Creative Ireland-Longford may suggest partnerships to help develop the initiative and ensure the greatest reach.

**Acknowledgement**

Once you have been notified that you have been successful in receiving funding, you must ensure that your event/project is promoted as part of this initiative, acknowledging the fund and using the correct logos. Guidelines on this will be included with the letter of offer.