 

**Kilkenny County Council**

**Creative Ireland Grant Scheme 2023**

**Application Form & Guidance Notes**

**Closing date: Monday, 13th March 2023 at 5.00pm.**

Return completed applications to: [creativeireland@kilkennycoco.ie](mailto:creativeireland@kilkennycoco.ie)

Community & Culture Section, Kilkenny County Council

Telephone: 056-7794910 or Email: [creativeireland@kilkennycoco.ie](mailto:creativeireland@kilkennycoco.ie)

An independent assessment panel will award funding on a competitive basis; therefore, all applications submitted must be accompanied by comprehensive supporting information. If you do not provide the relevant documentation we will consider your application ineligible.

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**Purpose of the Scheme:**

The Creative Ireland Programme is a culture – based programme and was created in 2017 following the successful state initiative *Ireland 2016* which marked the hundredth anniversary of the Easter Rising. The Kilkenny Creative Ireland grant scheme’s purpose is to provide financial support to local and community groups and individuals, artistic and creative practitioners, event organisers and those involved in creative, cultural and heritage activities and projects, in order to encourage cultural participation and wellbeing throughout Kilkenny. The scheme also supports the delivery of the [Kilkenny Culture and Creativity Strategy 2023-2027](https://scanner.topsec.com/?d=651&r=show&u=https%3A%2F%2Fkilkennycoco.ie%2Feng%2Fservices%2Fcommunity_culture%2Fcreative%2520ireland%2520kilkenny%2Fkilkenny-culture-and-creativity-strategy-2023-2028.pdf&t=5bbece89ae71d6f8eccccdd0de8637804498f9f2).

To be successful, applications must show how communities are being actively encouraged to be more creative. We encourage new, ambitious, and meaningful collaborations between people and communities, artists/ archaeologists/ historians/ archivists and everyone else involved in the culture and creative sectors within Kilkenny. Projects which improve climate literacy, and/or active engagement on climate action in the community through creativity, are also encouraged.

This scheme also includes funding for projects which will deliver the **Cruinniú na nÓg** programme in Kilkenny. Cruinniú na nÓg (Saturday, June 10th 2023) is the national day of free creative activity for children and young people up to 18 years of age, and is part of the national Creative Ireland Programme. **Cruinniú na nÓg funding must be applied separately, via its own application form.**

**Eligibility criteria for applicants:**

* To be eligible for funding, the project must be based in Kilkenny.
* The project must take place in the calendar year in which the money is granted.
* If artists/ creative professionals are engaged in the project, evidence must be shown in the budget of the proposed budget that the artists will receive fair pay and conditions.
* Funding is limited and eligible applications will be evaluated on a competitive basis.
* If applicants intend to work with children and young people, evidence will be requested if successful of having an up to date child protection policy or the child protection policy of your partner organisation.
* Evidence will be requested if applicant is successful for up to date Garda Vetting if applicants intend to work with children, young and or vulnerable people.
* Evidence will be requested if applicant is successful for groups/ organisations/ self- employed individuals/ artists to be tax compliant, having appropriate insurances in place and meeting all Health and Safety requirements.
* It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your project are secured.
* Kilkenny County Council and Creative Ireland logos should appear on all printed material ad be acknowledged on event websites and social media.
* Recipients of the Kilkenny Creative Ireland grant scheme must retain and produce relevant receipts of grant monies for the grant to be drawn down.
* Successful candidates are required to provide a progress report/ update to the Kilkenny Creative Ireland team on/ prior to 13.10.2023.
* All initiatives and activities funded from this scheme must adhere to the public health guidance with regard to COVID-19, relevant at the time, as laid down by the HSE and the Government if applicable.
* Eligible applicants will have fully read, understood and compiled with the eligibility criteria of the Kilkenny County Council Creative Ireland Grant Scheme as provided.

**How will the decision on funding be made?**

Grant applications will be assessed using the following criteria:

* The extent to which the proposed event/project is aligned to the Creative Ireland Programme and the priorities of Kilkenny’s Culture and Creativity Strategy 2023- 2027 programme. (20 marks)
* The scope of the project/event and the extent to which it maximises community/citizen engagement (including inclusivity and diversity in approach) (20 marks)
* The legacy potential of the proposed event/project in terms of ambition, innovation and the fostering of creativity (20 marks)
* The cost of the proposed event/project and its feasibility (20 marks)
* Creative climate action projects will also be assessed on the extent to which they will improve climate literacy and/or active engagement on climate action in the community, through creativity. This may include engaging with and mobilising communities to rethink lifestyles, understand climate change, adapt places, ensure a just transition, connect the biodiversity and climate crises. (20 marks)
* Please note that there is no guarantee of funding for projects that nonetheless may have achieved the minimum criteria. The funding available is limited and eligible applications will be evaluated on a competitive basis.

**What items and expenses are ineligible?**

* Publications
* Spend on alcoholic beverages*,*fines, penalty payments, legal cost, audit fees, financial consultancy fees
* Any proposal where it is determined that the main beneficiary would be a private entity
* In general, the cost of items for resale are ineligible
* Projects that do not relate to the Kilkenny’s Culture and/or the Creative Ireland Programme
* If in doubt please contact [creativeireland@kilkennycoco.ie](mailto:creativeireland@kilkennycoco.ie)

**Creative Ireland Grant Scheme 2023 - APPLICATION FORM**

**Closing date Monday, 13th March 2023 at 5.00pm**

**Projects must be completed by Friday 13th October 2023**

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| 1. **APPLICANT DETAILS** |

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of contact person (for payment purposes):

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Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social media: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **2. Project Name and Type** |
| **Title of project:** (the name that your project will be advertised by) |
| Summary of your project proposal Please summarise in no more than three short points what you intend to do, how and why (max. 300 characters/approx. 50 words).  **Note:** should your application be successful, this summary will be used in reports regarding Who & what we have funded in 2023 |
| **Type of Initiative:** (e.g. Festival, talk, community project, exhibition etc) |
| **Genre:** (visual arts, literature, film, archaeology, music etc) |
| **Target Audience:** (Artists, Creatives, Children, Young Adults, Disability Groups, Older Audience, General public etc) |

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| **3. Project Description** |
| **Please give a brief description of the project, addressing each of the following (max 400 words)**   1. An outline of your project/initiative. 2. Demonstrate how it addresses the 5 Priorities and Key Principles outlined in [Kilkenny Culture and Creativity Strategy 2023-2027](https://scanner.topsec.com/?d=651&r=show&u=https%3A%2F%2Fkilkennycoco.ie%2Feng%2Fservices%2Fcommunity_culture%2Fcreative%2520ireland%2520kilkenny%2Fkilkenny-culture-and-creativity-strategy-2023-2028.pdf&t=5bbece89ae71d6f8eccccdd0de8637804498f9f2). 3. Demonstrate how the project will improve climate literacy and/or active engagement on climate action in the community, through creativity, in line with the aims of [National Dialogue on Climate Change](https://www.gov.ie/en/publication/4bf2c-national-dialogue-on-climate-action-ndca/). (N.B. for creative climate action projects only) |

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| 1. **Project Team, Audience and Outcomes** |
| **Who is the project lead?** |
| **Who else will be involved in organising the project/event?** (other team members, or partners) |
| **Please provide details of your experience in delivering projects of this nature** |
| **Who are the target audience(s) for your project?** (communities, children, families, specific audience – e.g. lone parents, children under 12 etc) |
| **Estimated audience figures:** (based on realistic estimates) |
| **Describe the anticipated impact/outcome of the event for your intended audience and participants:** |
| **How will you monitor and evaluate your project?** |

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| 1. **Promotion, Dates and Venue** |
| **How will you advertise & promote your project?** |
| **How will participants get involved?** (e.g. How do they sign up?) |
| **Will participants be able to access the project online projects?** (YouTube, Zoom etc.) |
| **What equipment do participants need?** (if any) |
| **Please include links to project website Facebook page / Instagram etc if relevant** |
| **Start date** |
| **End date:** (Note: projects must be completed by & recouped by Friday 14th October 2023) |
| **Start & End Time** (if relevant) |
| **Total running time** (hrs/mins/ days as appropriate) |
| **Venue** (full address, including Eircode) |

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| 1. **Funding** | |
| What is the estimated overall cost of the event/project? € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How much are you requesting from the Kilkenny Creative Ireland Grants Scheme? €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Grant amounts available under this scheme = Creative Ireland Projects (€2,500 or €5,000)**  Are you applying for funding from any other sources? Yes­­­­­­­ ­­­­­­­­­\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_  If YES, please give detail  Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_  **Is this ‘other’ funding confirmed? if yes please include the letter / email confirming the funding**  If NO, please indicate how you intend to fund the balance of your costs?  Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **INCOME** Please provide a detailed breakdown of all income sources, if any: | |
| **ITEM** (e.g. sponsorship, own resources, other funding sources) | **ESTIMATED INCOME (€)** |
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| **Total Estimated Income €** |  |

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| **PROJECT COSTS / EXPENDITURE** | |
| Please provide a detailed breakdown of costs. Where relevant, supply quotes or tenders if available.  Please note that receipts (marked paid) are required on completion of the project. | |
| **Element of Work /Programme/ Item** | **Cost €** |
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| **Total Estimated Income €** |  |

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| 1. **ACKNOWLEDGEMENT** |
| Recognition must be given to Kilkenny County Council and Creative Ireland in all promotional material associated with the project/event. Relevant logos will be provided to projects which are awarded grants.  **Please state how your organisation proposes to publicly acknowledge Kilkenny County Council’s Creative Ireland Community Event contribution?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **DISCLAIMER** |
| **Kilkenny County Council will not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Kilkenny County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.**  **I/we have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation’s position.**  **Signed: -**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. **DATA PROTECTION** |
| **Kilkenny County Council collects some personal data during the application and processing of this grant scheme, particularly, names, addresses and contact details (emails and telephone numbers). These details are necessary for the consideration and adjudication on the grants scheme. The grant applications are sometimes shared between relevant County Council Departments for the purpose of supporting the application and also to ensure that similar events are not double funded, and in relation to other festival/events funded by the Council. At all stages the personal data is handled in full accordance with the Data Protection Legislation.**  **Your express consent is required, acknowledging that you understand that you may be submitting personal data. Please sign here by way of agreement.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Helpful Hints when completing the Grant Application Form**

* Applications must comprise one PDF document only, which must be no more than 10MB in size.
* All supporting material MUST be included in the PDF and attached to ONE email.
* On receipt of your application we will issue an acknowledgment of receipt.
* LATE AND INCOMPLETE APPLICATIONS (SECTIONS NOT COMPLETED/ALL RELEVANT SUPPORTING MATERIALS NOT ENCLOSED) WILL BE INELIGIBLE.
* If you do not adhere to the above requirements your application will not be accepted for adjudication
* Before you start filling in the form, read the form from start to finish.
* Make notes and know what documentation is required.
* If you need to get quotes for venues for exhibitions or performances/materials/printed matter (brochures, flyers, posters) etc., get them now and have them got before you start completing the form.
* For visual artists, images of completed work, previous exhibition brochures, etc., should form part of the application.
* When asked for descriptions/purpose etc and the form says Max 400 words please do not exceed this wordcount.
* If you or your organisation has had previous exhibitions/performances, include copies of historic publicity material with your application i.e. brochures, flyers, newspaper articles etc.

**Note**

* Bear in mind that the assessment panel doesn’t know you or your past work so if you have three or four lines on the form to complete on a particular question, make it matter.
* The assessment panel will base their decisions on how the content of the application form and the accompanying documentation meets the criteria, so make sure that all questions are answered and that you have all necessary documentation attached when submitting the application.
* Last, but not least, sometimes, when completing forms, a person can get tunnel vision and could miss an important question or forget to attach the right documentation to the application. Get a friend to have a quick look over the form to make sure that it is clear, concise and meets the criteria.