**Wexford County Council**

**Creative Ireland Cultural Heritage and Bliain na Gaeilge Scheme 2018**

**Guidelines for Applicants**

**PLEASE READ THESE CAREFULLY BEFORE APPLYING FOR FUNDING**

**What is the Creative Ireland Programme?**

**Creative Ireland** is the Government's Legacy Programme for Ireland 2016. It is a five-year all-of-government initiative, from 2017 to 2022, which places creativity at the centre of public policy. The programme has five pillars:

1. **Enabling the Creative Potential of Every Child** - A key objective of Pillar 1 is that by 2022 every child in Ireland will have access to tuition and participation in art, music, drama and coding.

## Enabling Creativity in Every Community - The primary objective of this pillar is citizen engagement with their County Culture and Creativity Plans.

## Investing in our Creative and Cultural Infrastructure - High quality infrastructure is critical for a vibrant arts and culture sector, and investment in this infrastructure underpins social cohesion and supports strong and sustainable economic growth.

## Ireland as a Centre of Excellence in Media Production - The long-term objective of this pillar is to elevate the creative industries including: media, architecture, design, digital technology, fashion, food and crafts, fostering innovation in enterprise.

## Unifying our Global Reputation –This pillar will involve many Government Departments, state agencies and local government in promoting our country on the international stage in terms of culture and creativity, striving to increase our influence in the world, with direct and indirect economic and social benefits.

For full details on Creative Ireland see**:** [**www.creative.ireland.ie**](http://www.creative.ireland.ie)

**Wexford County Council Cultural and Creativity Strategy 2018-2022**

Wexford County Council has developed a five year Cultural and Creativity Strategy 2018-2022 in association with Creative Ireland.

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

The key objective of the Fund is to provide support to local community groups; artistic and creative practitioners; event organisers and those involved in creative activities and projects, to encourage creativity, collaboration and cultural participation. The Fund is being administered by Wexford County Council.

**What Fund amounts are available?**

For 2018, total funding of has been allocated under two themes and the level of assistance is as follows:

1. **Bliain na Gaeilge** - €10,000

Wexford County Council does not specify the number of projects to be funded under this theme, or the size of projects that can apply.

Overview of Bliain na Gaeilge

During Bliain na Gaeilge 2018, Ireland will celebrate the Irish language through action on five themes which are as follows:

1. The revival of the language over the last 125 years
2. The creativity of the language
3. The vibrancy of the language
4. The participation of the community
5. And the value of our Gaeltachtaí

See [www.peig.ie](http://www.peig.ie) for further information on Bliain na Gaeilge.

1. **Year of Cultural Heritage** - €20,000

The nominal amount to any one project will be between €1,000 and €4,000.

In exceptional circumstances, Wexford County Council reserves the right to award a sum in excess of this, for wide-ranging projects that promote multiple elements of the themes set out in Pillar 2. The onus will be on the applicant to make a strong case for this.

Overview of European Year of Cultural Heritage

**Cultural heritage** is the legacy of physical artefacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations.

2018 has been designated as the European Year of Cultural Heritage by the European Commission. The theme for the Year in Ireland is **‘Make a Connection’** which aims to deepen the connection between people and heritage, and build a legacy of increased public engagement. The objectives of the European Year of Cultural Heritage are as follows:

* Initiatives which promote debate and raise awareness of the importance and value of cultural heritage and to facilitate engagement with citizens and stakeholders
* Information, exhibitions, education and awareness-raising campaigns
* The sharing of experience and best practices among representatives of national, regional and local administrations and other organisations, in addition to the dissemination of information
* Undertaking studies and research and innovation activities, in addition to the dissemination of results on a European or national scale; and/or
* The promotion of projects and networks connected to the European Year, including via media and social networks

See [www.europa.eu/cultural-heritage](http://www.europa.eu/cultural-heritage) for further information on the EU Year of Cultural Heritage.

Proposals **must** demonstrate how they will support one of these two themes and at least one pillar of the Creative Ireland programme.

**Conditions:**

1. Fund is open to not-for-profit organisations, local community groups, arts, heritage and cultural groups, venues and societies. Applications by individuals must be in partnership with a community, cultural or heritage group. Assistance shall not be given in respect of commercial activities.
2. Applications will be accepted on the official application form only.
3. Applications may only be made for projects that will be delivered in County Wexford.
4. All supporting material to be no larger than A4 paper size. Assessment panel will not assess support materials larger than A4 size. Applications may be accompanied by supporting material such as evidence of previous projects, CV’s, organisation profile, links to online supporting materials etc.
5. All recipients of grant funding under this scheme for projects involving children or young people must have appropriate policies in place as regards Child Protection.
6. All recipients of grant funding under this scheme must have appropriate insurance policies and Health and Safety procedures in place.
7. Grant aid provided by Wexford County Council under this scheme must acknowledge Creative Ireland and Wexford County Council in all publicity material associated with the project. Failure to acknowledge appropriately may deem the grant aid invalid and support received may need to be refunded to Wexford County Council.
8. All successful applications will receive a copy of Wexford County Council and Creative Ireland logos, along with guidelines.
9. We reserve the right to publicise the awarding of the Creative Ireland funding.
10. All successful applicants will be required to submit a final report to Wexford County Council on or before 30th October 2018. Failure to do so may deem the grant aid invalid. All particulars are detailed further in the guidelines.
11. Closing Date for applications is Tuesday 14th August at 4.00pm. Late or incomplete applications will be not considered. No other documentation can be submitted after the closing date.
12. All applicants will be informed of Wexford County Council’s decisions in writing.
13. Depending on the level of grant awarded, a current Tax Clearance Certificate may be required.
14. Payments will be made to lead creative person or organisation nominated financial institution only.

**Selection Criteria:**

Grant applications received will be evaluated in respect of the following criteria:

1. The extent to which the proposed initiative is aligned to one or more of the five pillars of *Creative Ireland*. Wexford County Council’s primary focus is in regard to pillar 2 of the initiative.
2. The extent to which the proposed initiative(s) maximise community and citizen engagement around the two themes for 2018 (a) Bliain na Gaeilge and/or (b) Year of Cultural Heritage
3. The extent to which the proposed initiative(s) is interesting, creative, innovative, collaborative and likely to make a significant impact in their community.
4. The cost of the proposed initiative(s) and any additional supports and funding that may be required or have been confirmed
5. The feasibility and viability of project completion within the timeframe and budget allocated.
6. Skill-set and capacity to deliver project

**Scoring Criteria:**

All proposals will be evaluated using the following marking scheme:

|  |  |  |
| --- | --- | --- |
| 1 | How strongly the proposal addresses one or more of (a) Creative Ireland Pillars and (b) 2018 Themes (Bliain na Gaeilge and Year of Cultural Heritage) | 200 |
| 2 | Level of Community and Citizen Engagement | 150 |
| 3 | Scale of Initiative in terms of innovation, collaboration and fostering creativity | 400 |
| 4 | Cost of Initiative | 100 |
| 5 | Capacity to deliver project (a) clear plan of how and who to deliver (b) clear timescale | 150 |
|  | Total | 1000 |

**Note: There is no guarantee of funding for projects which achieve the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis. There is no guarantee that projects will receive 100% funding, as it will depend on the number of successful applications.**

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

* Spend on all refreshments including alcoholic beverages*,*fines, penalty payments, legal cost or general overheads.
* Culture Night events are excluded from this funding.
* For any activity in retrospect to the application date.
* Any organisation or individual currently funded by Wexford County Council for existing programmes.
* For profit events are excluded.
* Charity or fund raising events are excluded.
* Activities that are already the subject of a grant allocation from a source other than Wexford County Council are also excluded. Please also note that if you are in receipt of funding from another State body for the project, you must prove that it is for different activities.
* Applications from National organisations.

**How do I apply?**

Complete the application form which is available on the Wexford County Council website [www.wexfordcoco.ie](http://www.monaghan.ie) or by email from [arts@wexfordcoco.ie](mailto:arts@wexfordcoco.ie) . Applications must not exceed 15 MB in size including support material.

Only fully completed submissions received on the approved application form will be considered.

Clearly indicate under which theme you are applying for funding.

Applications and accompanying additional documentation by post to: **Creative Wexford Grant**

**Creative Wexford Grant Scheme 2018, Wexford County Council Arts Department, Block D, Wexford County Council, County Hall, Carricklawn, Wexford Y35 WY93 –** *please clearly mark on top left of envelope ‘****Creative Ireland Grant Scheme 2018’***

Applications must be received by Tuesday 14th August 2018**.** ***Incomplete applications will not be considered. No other documentation can be accepted after the closing date.***

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

Applications will be assessed by the Cultural Team of Wexford County Council and we may involve independent assistance. All applicants will be notified of decision in writing.

Successful applicants will receive a Letter of Offer. This letter will form the contract between Wexford County Council and the organiser, and will detail all conditions and requirements.

A list of successful applicants will be published on Wexford County Council’s and Creative Ireland’s website stating project/event name and details.

**If I am successful how do I draw down the fund?**

Payment to successful applicants will be made by electronic fund transfer only, as follows:

**Tranche 1:** A total of 75% of the total fund amount will be paid once the signed Letter of Offer has been returned to Wexford County Council together with any supporting information/documentation requested.

**Tranche 2:** The final 25% payment will only be made after the project has been completed. In order to receive the payment, the successful applicant must complete a short **Post Event Form** (to be supplied by the Wexford County Council) and provide the following:

* Evidence that the project/event has been completed (e.g. photographic evidence, newspaper cutting, etc.)
* Evidence of expenditure - Receipts/ invoices for the full costs
* Payment will be made to the organisation or lead creative practitioner and not to individual(s)
* Summary of project, any changes to project, numbers participated

**Note** - Failure to complete this Post Event form will require the applicant to repay the grant(s) to Wexford County Council and will exclude applicants from future grant schemes.

**Acknowledgement**

Once you have been notified that you have been successful in receiving funding, you must ensure that your event is promoted as part of this initiative and appropriate guidelines to support this will be provided.

**Wexford County Council**

**Creative Ireland Grant Scheme 2018**

**APPLICATION FORM**

**Incomplete forms will NOT be considered. Closing date for receipt of applications is Tuesday 14th August at 4.00pm**

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| --- | --- |
| **Section 1: APPLICANT DETAILS** | |
| **Name of Applicant** |  |
| Individuals must identify what community group(s) they are partnering with |  |
| **Contact Address** |  |
| **Description of Applicant and primary activity**  (can be accompanied by supporting documentation) |  |
| **Capacity to Deliver & Evidence of skill-set in this area**  Who will oversee it? What plan is in place to ensure success of the project?  (provide examples & can be accompanied by supporting documentation) |  |
| **Other supporting information** *(optional)* |  |
| **NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION** | |
| **Name:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| **Section 2: Project Details** | |
| **DETAILS OF PROPOSED PROJECT/ACTIVITY** | |
| **Title of Project/Activity:** |  |
| **Aim of the Project:** |  |
| **Location(s):** |  |
| **Identify the target audience? Who are they?** *(e.g. local community, diaspora, children)* |  |
| **Commencement/End date of Project:** |  |
| **Was the event held in previous year(s)?** *If yes please give details* |  |
| **BRIEFLY DESCRIBE YOUR PROPSED ACTIVITY/ EVENT/ PROJECT and how it will support the Creative Ireland 2018 initiative.**  **max 300 words** | |
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| **Creative Ireland Pillars:**  Please select which (one or more) of the five pillars the project relates to and explain its relevance | | |
| **1** | **Enabling the Creative Potential of Every Child** |  |
| **2** | **Enabling Creativity in Every Community** |  |
| **3** | **Investing in Our Creative and Cultural Infrastructure** |  |
| **4** | **Ireland as a Centre of Excellence in Media Production** |  |
| **5** | **Unifying our Global Reputation** |  |
| **2018 Themes:**  Please select which (one or more) of the themes the project relates to | | |
| **1** | **Bliain na Gaeilge** |  |
| **2** | **Year of Cultural Heritage** |  |
| **Collaboration:**  Does your project promote or demonstrate collaboration? Does your project promote inter-disciplinary work i.e. arts, heritage, culture, science, technology etc... | | |
|  | | |
| **Promotion of Project:**  How will you promote your project? Have you any existing websites, social media for your organisation? | | |
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| --- | --- | --- |
| **Section 3: Budget** | | |
| **Project Budget**  Please give details of all your project costs (inclusive of VAT) | | |
| **Item** | **Description** | **Total Cost** |
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| **Total Project Cost** |  |  |
| **Grant Amount Sought?** |  |  |
| **Have you received or applied for other sources of public funding for this project?**  **Yes No** | | |
| **If yes, please state the source and amount of funding** | | |
| **Please note that the maximum grant requested is not guaranteed. If this occurs, has the organisation any recourse to raising matching funding?** | | |
| **Note:** That invoices/receipts, clearly marked paid, will be required on completion of the project | | |

**Checklist:**

Please ensure you have included all sections of the application before sending in application, particularly:

* Section 1 – Applicant details
* Section 2 - Description of Project
* Section 3 – Budget

Please ensure all supporting documentation has been included with application – no documentation will be accepted after the closing date.

**Closing date for receipt of applications: Tuesday 14th August at 4.00pm**

Digital submissions, either on PDF or Word are preferred, and a signed version of the application must be scanned in and then emailed to [arts@wexfordcoco.ie](mailto:arts@wexfordcoco.ie). Applications must not exceed 15 MB in size including support material.

Applications by post to: **Creative Wexford Grant Scheme 2018, Wexford County Council Arts Department, Block D, Wexford County Council, County Hall, Carricklawn, Wexford Y35 WY93.**

**Disclaimer: Please read carefully**

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

1. Wexford 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. Wexford 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 Wexford 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 Wexford County Council, and to other 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.  Personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.

**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 we have not applied to any other city / county council for funding for this Event. *More than 1 group member must sign the application.*

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

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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