



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Celebrating our communities on Mayo Day

National Community Weekend 4th – 6th May 2019

Mayo Day, the day dedicated to the celebration of the culture, vibrant communities and unquenchable spirit of Co Mayo, returns for its fifth year on Saturday 4th May 2019.

Mayo Day, Mayo Local Community Development Committee and the Department of Rural and Community Development's '**Big Hello**' National Community Weekend initiative have funding available for community events taking place from May 4th – 6th 2019.

We're inviting communities to get involved by organising a
'Big Hello' local event under the theme of **Mayo Day**

Mayo Day and the '**Big Hello**' Community Weekend are about connecting with neighbours and friends, strengthening relationships that are already established, opening new lines of communication to one another and fostering inclusivity for everyone.

What types of events will be funded?

There are many types of events that you can arrange from a Mayo Day 'Street-feast' to a coffee morning in the local Community Centre, a story-telling night, a sing-song or poetry reading, a performance or workshop, a sporting event or a summer party. The ways you can get involved in the name of Mayo Day and National Community Weekend are endless.

Who can apply?

Applications are welcome from community and voluntary groups, organisations and residents' committees within County Mayo.

Applicants may wish to register with Mayo County Council's Public Participation Network. To register your group, please contact office@mayoppn.net.

Who cannot apply?

Individuals, commercial organisations, for-profit organisations and national organisations.

Community organisations based outside County Mayo.

How much funding can be requested?

Typical grants will be in the €100 - €400 range per event. If a community group has a larger initiative in mind, please contact us at community@mayococo.ie or at 094 9064397 to explore your idea further. Applications for Irish language events are particularly welcome.

What will not be funded?

- Infrastructural/capital projects
- Events which have already received funding from Mayo County Council
- Spend on alcoholic beverages, fines, penalty payments, legal cost, audit fees, financial consultancy fees and wages and salaries
- Transport costs

How will applications be assessed?

- All applications will be individually assessed.
- Priority will be given to projects that reach out to those that are not already engaged in their communities and projects that promote accessibility, integration, social inclusion and environmental protection.
- Final decisions on all applications will be made by Mayo Local Community Development Committee. Not all applications will be successful.

When will applicants know the outcome of their application?

We expect to notify applicants of the outcome of their application by the end of March 2019.

If I am successful how do I draw down the Fund?

Payment will only be made after your community event has taken place and you have sent us a short **Post Event Report Form** (which we will send you) and provide the following:

- Evidence that the event has taken place (i.e. photographic evidence)
- Receipts for the full costs

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 included with your letter of offer.

How do I apply?

Completed Applications should be returned to Community Engagement, Mayo County Council, Cedar House, Castlebar, Co. Mayo or by email to community@mayococo.ie

Closing date for receipt of applications is **4pm on Tuesday, March 19th 2019.**

Applications received after this date will not be considered.

Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.



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Applicant Details	
Name of Community Group / Organisation:	
Address of Community Group / Organisation:	
Name and Contact Details of the Person Dealing with the Application	
Name:	
Correspondence Address:	
Eircode:	
Telephone:	
Email:	
Tell us about your group:	
Tell us about your event:	
What will you use the funding for? <i>Please submit evidence of costs/quotes where possible</i>	
Description of costs	Amount
Total	

Funding requested		€	
Is your organisation registered for VAT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Organisation Tax Number:
Is your organisation registered with Mayo Public Participation Network?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If not, consider if you would like to join and contact office@mayoppn.net
Has this event received or applied for other funding from Mayo County Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please state the source(s) and amount(s) of funding.			

Incomplete application forms will NOT be considered

Disclaimer – please read carefully

- The information supplied by the applicant group /organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. Mayo County Council and the Department of Rural and Community Development. reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by Mayo County Council and the Department of Rural and Community Development.
- The application must be signed two representatives of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Evidence of expenditure, receipts /invoices must be retained and provided to Mayo County Council/Mayo LCDC if requested.
- Grant monies must be expended and drawn down by the end of 2018.
- Photographic evidence may be required to facilitate draw down of grants.
- The Mayo County Council and the Department of Rural and Community Development contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery **not later than 4pm** on the closing date of **Tuesday, March 19th 2019**. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure all relevant information, including estimates from two independent suppliers, is included on / with your application. Incomplete applications will not be considered for funding.

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/we have not applied to any other section of Mayo 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):

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Continuation Sheet