



Mayo County Council

Creative Ireland Community Grant Scheme 2021 Heritage, Arts and Culture

Guidelines for Applicants

PLEASE READ THESE CAREFULLY BEFORE APPLYING FOR FUNDING

What is the Creative Ireland Programme?

Creative Ireland is a five-year all-of-government initiative, from 2017 to 2022, which places creativity at the centre of public policy.

For full details on Creative Ireland see: www.creativeireland.ie

Mayo County Council Cultural and Creativity Strategy 2021-2022

Mayo County Council has developed a five year Cultural and Creativity Strategy 2021-2022 in association with Creative Ireland. Our vision is to maximise opportunities for engagement in culture, heritage and creativity, to nurture our creative talent, whilst embedding the individual, social and economic benefits. Each year we wish to develop a programme of work/events which corresponds with one or more of the strategy priorities.

What is the purpose of Mayo County Council's Creative Ireland Community grant fund?

The key objective of the Fund is to provide support to local community groups; artistic, heritage 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 Mayo County Council, and will be evaluated by the Mayo County Council Creative Ireland Culture Team.

What Fund amounts are available?

For 2021, total funding of €35,000 has been allocated for Community grants.

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 Mayo.
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 Mayo County Council under this scheme must acknowledge Creative Ireland and Mayo 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 Mayo County Council.**
8. All successful applications will receive a copy of Mayo 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 progress report to Mayo County Council on or before 30th September 2021. Failure to do so may deem the grant aid invalid. All particulars are detailed further in the guidelines.
11. Closing Date for applications is Wednesday March 31st at 5pm. Late or incomplete applications will not be considered. No other documentation can be submitted after the closing date.
12. All applicants will be informed of Mayo 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 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*. Mayo County Council's primary focus is in regard to pillar 2 of the initiative.



2. The extent to which the proposed initiative(s) is creative, innovative, collaborative and likely to make a significant impact in the community.
3. The cost of the proposed initiative(s) and any additional supports and funding that may be required or have been confirmed
4. The feasibility and viability of project completion within the timeframe and budget allocated.
5. 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 Creative Ireland Pillars	150
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	150
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 which has occurred before the application date
- 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 Mayo 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 Mayo County Council website www.mayococo.ie or by email from avaughan@Mayococo.ie

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

Applications and accompanying additional documentation by post to: **Creative Mayo Community Grant Scheme 2021, Mayo County Library Services, The Mall, Castlebar, Co. Mayo** – *please clearly mark on top left of envelope 'Creative Mayo Community Grant Scheme 2021'*

Applications must be received **by 5pm Wednesday 31st March 2021**. ***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 Creative Ireland Cultural Team of Mayo 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 Mayo County Council and the organiser, and will detail all conditions and requirements.

A list of successful applicants will be published on Mayo 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 and only after the project has been completed. In order to receive the payment, the successful applicant must complete a short **Report Form** (to be supplied by the Mayo 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
- Evidence of appropriate acknowledgement of Creative Ireland.
- 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 Mayo County Council and will exclude applicants from future grant schemes.



Mayo County Council

Creative Ireland Community Grant Scheme 2021

APPLICATION FORM

Incomplete forms will NOT be considered. Closing date for receipt of applications is 5pm on 31st March 2021

Section 1: APPLICANT DETAILS	
Name of Applicant	
Individuals must identify what community group(s) they are partnering with	
Contact Address	



<p>Description of Applicant and primary activity (can be accompanied by supporting documentation)</p>	
<p>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)</p>	
<p>Other supporting information (optional)</p>	
<p>NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION</p>	
<p>Name:</p>	
<p>Telephone:</p>	
<p>Email:</p>	

<p align="center">Section 2: Project Details</p>	
<p>DETAILS OF PROPOSED PROJECT/ACTIVITY</p>	
<p>Title of Project/Activity:</p>	
<p>Aim of the Project:</p>	
<p>Location(s):</p>	
<p>Identify the target audience? Who are they? (e.g. local community, diaspora, children)</p>	
<p>Commencement/End date of Project:</p>	



**BRIEFLY DESCRIBE YOUR PROPOSED ACTIVITY/ EVENT/ PROJECT and how it will support the Creative Ireland 2021 initiative.
(max 300 words)**

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	



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?		



Checklist:

Please ensure you have completed and 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: T
31st March 2021 at 5pm

Applications by post to: **Creative Mayo Community Grant Scheme 2021, Mayo County Library Services, The Mall, Castlebar, Co. Mayo**

Disclaimer: Please read carefully

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

1. Mayo 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:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
2. Mayo 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 Mayo 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 Mayo 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): _____