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**Cruinniú na nÓg Saturday 15 June 2024 CLOSING DATE: 5 pm 7 march 2024**

**Submissions to be emailed to** [creativecavan@cavancoco.ie](mailto:creativecavan@cavancoco.ie) or completed online

**Project/Event Proposal**

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| 1. **Applicant Details** |
| * 1. **Full name of individual or organisation applying for funding.**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. **Type of applicant?** Please tick or circle  |  |  |  | | --- | --- | --- | | Individual creative | Organisation | community group. | |
| * 1. **If you are a community organisation, please indicate if you are a member of Cavan PPN?** Please tick or circle  |  |  | | --- | --- | | Yes | No |   If not, consider if you would like to join by contacting cavanppn@gmail.com or visit: <https://www.cavanppn.ie>. |
| **1.3 Project partners.** If your project delivery incorporates partner projects please list these partners. If successful you will be required to provide a letter of support from your proposed partner organisation.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. **Which Municipal District will your proposed project be delivered within**? Please tick or circle  |  |  |  |  | | --- | --- | --- | --- | | Cavan / Belturbet | Ballyjamesduff | Bailieborough / Cootehill | County wide | |
| * 1. **Address**: (this should be the address of the applicant eg community organisation or individual creative):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Eircode: |
| 1.6 **Website & Social Media Details** (if applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.7 **Details of the contact person dealing with the application:**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Block Capitals)  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2.0 Details of Proposed Project/Event** | | | |
| **2.1 Title of Project/Event:** Please make your title short and snappy – this will be used to promote your project and attract your audience.  **­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **The title you give to your event is what will be published in ALL publicity material** | | | |
| **2.4 Main Genre: Select the main genre of the project/event from the list below:** Please tick or circle. | | | |
| Archaeology | Creative / Cultural Development | History | Storytelling/ Oral heritage |
| Architecture / Architectural Heritage | Dance | Promoting the Irish language | Street Art/ Spectacle/and or circus |
| Biodiversity / Natural Heritage | Design, Science, Technology, Engineering, Maths | Literature/ Poetry | Tangible/ Intangible heritage |
| Community / Social | Film/ Screen, Cartoon | Multidisciplinary | Theatre, Drama, or Comedy |
| Crafts/artisan/gastronomy | Folklore/ Archives | Music/ Spoken Word | Visual Art |
|  | | | | | |
| **2.5 Please indicate if this initiative incorporates the Irish Language?** Please tick or circle   |  |  | | --- | --- | | Yes | No | | | | |
| **2.6 Summary of your project:** Max 200 words  Please tell us about your project making sure that you include the following:   * A brief outline of your project/initiative which may be used to promote the project. * What you would like to do and why | | | |
| **2.7 Please describe the project/event in more detail** with specific consideration to the creative engagement approach/medium being employed; any collaboration ; and what any outcomes may look like. Priority will be given to projects which show increased participation by marginalized groups. max 500 words | | | | |
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| **2.8 Capacity and experience to deliver**. Please provide a short biography of each of the partners/people involved and any relevant experience in delivery to children and young people. (max 200 words) | | | | |
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| **2.8 The voice of the child or young person**  As per the Article 12 of the Convention on the Rights of the Child: The right of the child to be heard. We have an obligation to ensure a child centric approach and to enable without discrimination. We must engage and listen to the voice of the child in relation to our events. Organisations have the same obligations as government departments to uphold all aspects.  How have you or your organisation consulted with the children**/**young people to ensure that their voice has been heard in planning for this programme?). | | | | |
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| **3.0 Participant and event details** | | |
| **3.1 What is the age group for this event/project? Please tick** | | |
| **0-4** |  | |
| **5-8** |  | |
| **9-12** |  | |
| **13+** |  | |
| **Event delivery** | | |
| **Please indicate is the event**:  Happening over a number of days/weeks leading up to the 15 June 2024– if so indicate number of events, duration and frequency | |  |
| A once-off event on Saturday 15 June 2024 | |  |
| \* Please note there has to be an element of delivery on the 15 June 2024 (eg an exhibition of workshops held or a public event to showcase your work leading up to the 15 June 2024. | | |
| What Language the event will be delivered in? | |  |
| Will it be in person/online or both? | |  |
| Event venue for delivery?  (full address including Eircode) | |  |
| **How will the participants register or get a ticket for the project?**  This may be Eventbrite, an online form, by email, box office etc. | |  |
| Please outline the timeline for the delivery of the project/event? For example, if it is a 3-week programme, when will it commence. If you can provide a detailed timeline, please include. | | |
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| **4.0 Finance:**  Approval from the Creative Ireland team must be sought for alterations to proposed budget if successful. Please note that receipts (marked paid) are required on completion of the project. | |
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| **Describe details of Expenditure.**  Please refer to the list of items and expenses which are ineligible within the guidance notes provided when calculating the amount of funding you are seeking from Creative Ireland.  **Please provide a detailed breakdown of costs of the project . Where relevant, supply quotes or tenders if available.** | **€**  **PROJECT**  **Estimated Costs** |
| **Element of Work /Programme/ Item** |  |
| Individual creatives e.g. artists, | € |
| Creative Organisations | € |
| Marketing/Branding/PR | € |
| Overheads | € |
| Other expenses: | € |
| **Details:** materials/consumables. |  |
|  |  |
|  | € |
| **TOTAL ESTIMATED EXPENDITURE** | € |
| **How much funding are you seeking from Creative Ireland?** |  |

**NB Tax and bank details will have to be provided by the organisers of events selected. It is not necessary to include these details now but do ensure all is in order before applying.**

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| **5.0 Images** |
| Please provide at least one high quality image for use by Creative Ireland and Creative Cavan to promote project/event on associated websites and social media accounts. **Images should be landscape, 700x450 pixels, and in JPEG or PNG format.** |
| Please indicate that the Creative Ireland Office and Cavan County Council have full permission to use this image. **Yes /No**  If yes, please provide the name of the Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If the image provided contain individuals who are identifiable, then in line with GDPR legislation please provide the corresponding image consent form for everyone to ensure consent has been obtained for Creative Ireland and Creative Cavan to collect and use the images. This consent form can be found on  <https://www.cavanlibrary.ie/creativecavan> or by emailing creativecavan@cavancoco.ie. |
| 1. **Child Protection** |
| Please upload a copy of your Child Protection Policy.  Your organisation is required to have an up to date Child Protection Policy and any artist/ facilitator working with the successful application will need to be garda vetted in accordance with your own Child Protection Policy prior to commencement of project |
| 1. **Data Protection** |
| Cavan 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **DISCLAIMER** |
| In submitting my application I agree to the following   * I will acknowledge Cavan County Council, Creative Cavan and Creative Ireland and include the relevant logos in all social media and PR materials for my event * I understand the event/ workshop must be **free** for children to take part and **cannot** be an existing activity that is already funded. * I understand that if I successfully secure funding for my event it will be promoted through the Cruinniú na nÓg CavanProgramme and Creative Cavan Social Media and National website. * I agree under the Creative Ireland GDPR Policy to ensure that I have written permission for all photos/videos taken at my event and can provide evidence of same. * I understand I will need to provide a Child Protection Policy and any artist/ facilitator working with the successful application will need to be garda vetted in accordance with your own Child Protection Policy prior to commencement of project. * I understand that Cavan County Council will not be responsible for the insurance of my event or for individual public liability insurance. Nor will Cavan County Council be responsible for your compliance with Child Protection Policies. Cavan County Council recommends that the organisers have appropriate insurance cover in place prior to the commencement of a project and may be required to provide evidence of this. Where an event includes a large gathering of people Cavan County Council recommends that the organisers ensure that an Event & Safety Management Plan, Litter Management Plan, and Traffic Management Plan as appropriate is in place. It is my responsibility to ensure this. * I understand that an external panel assess all application and in submitting this application I do so on the understanding that it is a competitive process and my application may not be successful or the amount I request may not be fully given.   I/We have read and understood the information and criteria applicable to the fund and agree to comply in full therewith.  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.  I/We have not applied to any other Local Authority for funding for this event/project.  Signed: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

A signed version of the application may be scanned and emailed (with the appropriate organiser’s signatures) to [creativecavan@cavancoco.ie](mailto:creativecavan@cavancoco.ie). An electronic version of this form is available on [www.cavanlibry.ie](http://www.cavanlibry.ie). Accompanying additional documentation can be included as appropriate.