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Description automatically generated  **Creative Cavan 2024 – Open Call Application Form**

For more information about project delivery please read the Creative Cavan Strategy and Open Call Guidance Notes at https://www.cavanlibrary.ie/creativecavan prior to submitting your application. For your convenience this application may be completed on the online portal (opens Friday 2 February 2024 on the website)

Please tick to indicate you have read these documents

Applications must be received by 5 pm Wednesday 28 February 2024.

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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 | community group | |
| **1.3 Project partners.** If your project delivery incorporates partner projects please list. You will be required to provide a letter of support from your proposed partner organisation.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.4 Type of Grant sought:** Please tick or circle  **Micro grant** – small grant of €500 – €2500 – project completion date 27 September 2024  **Large grant** – larger grant of €2500 – €15000 for more complex projects which can be delivered over a longer period of time – project completion date 31 August 2025. |
| **1.5 If you are a community organisation, please indicate if you are a member of Cavan Public Participation Network (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>. |
| **1.6 Which Municipal District will your proposed project be delivered within**? Please tick or circle   |  |  |  |  | | --- | --- | --- | --- | | Cavan / Belturbet | Ballyjamesduff | Bailieborough / Cootehill | County wide | |
| **1.7 Address**: (this should be the address of the applicant e.g. community group or individual creative and should be based in Co Cavan):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Eircode: |
| 1.8 **Website & Social Media Details** (if applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.9 Details of the contact person dealing with the application:**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Block Capitals)  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Telephone no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **What is your role within the organisation** Please tick or circle   |  |  |  |  | | --- | --- | --- | --- | | Secretary | Chairperson | Treasurer | N/A | |

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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.  **­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **2.2 Type of initiative?** Please tick or circle | | | | |
| Arts Project | Conference | | Festival | Research |
| Award/ Grants scheme | Conservation | | Film production/ screening | Strategic Policy Development |
| Climate Change | Cultural Project | | Outreach Project | Talks/ storytelling |
| Commemoration | Data collection & recording | | Performance Show | Touring |
| Commission | Digitisation / Archival | | Programme of events | Training & Skills |
| Concert | Exhibition | | Publication | Workshop |
|  | | | | |
| **2.3 Select the target audience from the list below:** Please tick or circle | | | | |
| Artists / Creatives | | Children / Young People  (see point 2.9) | Disability Groups | General Public |
| Older Audience | | Specific Groups | Not applicable |  |
|  | | | | |
| **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 |
|  | | | | |
| **Please indicate if this initiative incorporates the Irish Language?** Please tick or circle   |  |  | | --- | --- | | Yes | No | | | | | |
|  | | | | |
| **2.5 Creative Ireland Pillars**  Please select the Creative Ireland pillar that this project/event supports (more than one pillar may be selected but must include Pillar 2: Creative Communities). Please tick or circle | | | | |
| 1. **Creative Youth – Children and Young People** | | |  | |
| 1. **Creative Communities** | | |  | |
| 1. **Cultural Investment** | | |  | |
| 1. **Creative Industries** | | |  | |
| 1. **Creative Climate Action and Sustainability – Global Reputation** | | |  | |
|  | | | | |
| **2.6 Summary of your project:** Max 500 words  Please tell us about your project making sure that you include the following:   1. An outline of your project/initiative. 2. Demonstrate how your project addresses the appropriate pillar outlined in Cavan’s Culture and Creativity Strategy which you can find at <https://www.cavanlibrary.ie/creativecavan>. Please use short sentences, plain English, and jargon-free language. | | | | |
| **2.7 Capacity to deliver. Please describe how** you and/or your group have experience in successfully delivering similar projects? . Max 500 words | | | | |
| **2.8 How will be the community benefit from this project?**  What will be the impact or outcomes of this project/event? (max 250 words).  **For example:**   * Increased participation of older generations, diverse groups, intercultural projects from both rural and urban areas. * Increased engagement in traditional arts and cultural activities and include for example heritage, biodiversity, climate action for example. * Increased participation by marginalised groups. | | | | |
|  | | | | |
| **2.9 How have you engaged with your audience to determine a need for the project?** max 250 words). It is important that community projects respond to identified needs. See guidance notes for further information on consulting with children/young people and older people. This may be a consultation, survey or just an informal chat with some of your proposed participants. | | | | |

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| **3.0 Promotion, Dates, and Venue for delivery** | |
| **3.1 How will the project/event be promoted?** This may be social media, website, posters, whatsapp etc.  **An acknowledgment of the support of Creative Ireland and Cavan County Council in all promotional material is essential.** | |
| **3.2 Promotional description of your project**  Please provide a short promotional paragraph of your project which may be used on the Creative Ireland website to promote your project: (max 150 words) | |
|  | |
| **3.3 Start Date:** | **3.4 End Date:**  (Deadline for completion is Friday 27 September 2024 micro grants or 31 August 2024 large grants) |
| **3.5 Start and End time (if relevant)** |  |
| **3.6 Entry to the event. Is it?** | Free |
| Free, but booking required |
| Ticketed (please indicate price of ticket) |
| N/A |
| **3.7 How will the participants register or get a ticket for the project?**  This may be Eventbrite, an online form, by email, box office etc. |  |
| **If it is an event how many people can attend?** |  |
| **3.8 Event Venue** (full address & Eircode) | |

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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 | € |
| Staffing/Project management | € |
| Marketing/Branding/PR | € |
| Overheads | € |
| Venue Hire | € |
| Other expenses: | € |
| **Details:** materials/consumables. |  |
|  |  |
|  | € |
| **TOTAL ESTIMATED EXPENDITURE** | € |
| **How much funding are you seeking from Creative Ireland?** |  |

Are you applying for, or have you received funding from any other sources for this project? Circle or tick

|  |  |
| --- | --- |
| Yes | No |

If **YES,** please give details below for this and any other expected income relating to the project.

|  |  |
| --- | --- |
| **Any other sources of income?**  Please list any income you will access to deliver this project. This should include any other funding you have received (or applied for). | **€**  **PROJECT Estimated Income** |
| **Income Stream** |  |
| Funding from other sources (please specify the funder and if the funding has been approved) | € |
| Ticket/entry/ product sales | € |
| Organisation own funding | € |
| Other income | € |
| **TOTAL ESTIMATED INCOME** | € |

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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 contains 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. **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** | |
| Cavan 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.  Cavan 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Accompanying additional documentation can be included as appropriate. 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) or posted to Creative Cavan, Johnston Central Library  
Farnham Centre  
Farnham St  
Cavan  
H12 V3W4 .

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An electronic version of this form is available on <https://www.cavanlibrary.ie/creativecavan> or by scanning

Accompanying additional documentation can be included as appropriate.