**Creative Cavan 2024 – Guidance Notes**

**Please read these guidance notes carefully prior to completing your grant application.**

The key objective of this funding is to offer community groups, organisations, venues, artists, performers and everyone involved in the culture and creative sectors an opportunity to develop high quality projects/programmes that enable groups and individuals to realise their full creative potential and encourage greater access, knowledge and appreciation of the arts, creative industries, heritage and the Irish language.

We encourage communities to engage with creativity in new and innovative ways. We welcome applications from groups who have not previously engaged with Creative Ireland.

A Frequently Added Question list will be added to the Creative Cavan page on Cavan Library website <https://www.cavanlibrary.ie/creativecavan> and updated regularly during the application process.

**How much is funded?:**

Two levels of funding may be applied for during this grant process.

**Micro Grants** – between €500 and €2,500 in value to be delivered by 27 September 2024

**Strategic Grants** – between €2,500 and €15,000 in value to be delivered by 31 August 2025. This grant will allow potential projects which will require a longer delivery time and respective budget to be delivered.

Only one application will be considered for each applicant, however you may be included as part of a collaboration led by another individual/organization.

For more information around project delivery please read the Creative Cavan Strategy at https://www.cavanlibrary.ie/creativecavan prior to submitting your application.

**To be eligible for funding the project/event:**

* Must take place in County Cavan and in the calendar year in which the funding is granted.
* Applicants must be 18 years or older.
* Be organised by an individual/community/voluntary group based in Cavan.
* Encourage or benefit participation in the Creative Ireland programme and enhance the awareness of creativity or culture in the County.
* If delivered in partnership a letter of support will be required from the partner organisations.
* Be in keeping with at least one of the five pillars of the Creative Ireland Programme, especially Pillar 2: Creative Communities.
* Recipients of grant assistance for projects involving children or young people must show evidence that a current child protection policy and up to date Garda Vetting are in place.
* Cavan County Council and Creative Ireland logos should appear on all printed material, and be acknowledged on all video/film, event websites, and social media.
* It is the responsibility of the grant recipient to follow public health recommendations and guidelines in relation to COVID 19
* Details of all projects will be advertised on the Creative Ireland website.
* Be designed on a realistic financial basis and provide good value for money.
* **Application Deadline** with a fully completed application form, fully completed budget, detailed description of your project and all supporting materials and a signed disclaimer form to be submitted by 5pm on Wednesday, 24 February 2024; to creativecavan@cavancoco.ie or online using the form provided.(online portal opens on Friday 2 February 2024 @ 12:00 noon. LATE APPLICATIONS WILL NOT BE CONSIDERED.
* Applicants should NOT contact the Creative Ireland Office after this date. You will be notified by mid-March by email, as to whether you have been successful or not. (Please note your project can not start until you have been notified as to whether you are successful, and this should be considered when proposing your ideas to us. Cavan County Council will not retrospectively fund and take no responsibility for proposed projects that have not been awarded funding by due process.
* The **deadline for project delivery** is Friday 11 October 2024 (micro grants) 31 August 2025 (strategic grants). This deadline is to facilitate Cavan County Council’s funding drawdown from the Creative Ireland Programme and is non-negotiable.
* Payment of the award will be made on completion of the project/event and the submission to the Creative Ireland office of an evaluation report, photographs, and paid receipts of money spent.
* It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your project are secured.
* Stock imagery is fine to use provided that the image is marked as such.

**Items that are excluded from the fund include:**

* Capital requests for building improvements to workspaces and venues.
* Assets or equipment e.g.: vouchers, memoirs for participants, art works, projectors, laptops, tablets etc.
* Fuel Costs.
* Spends on alcoholic beverages, fines, legal costs, penalty payments, and prizes.
* Wages and salaries relating to administrative costs.
* Generally, the cost of items for resale is ineligible.
* Items of expenditure incurred prior to the approval of grant funding are not eligible for recoupment.
* Activities dedicated solely to sport and fitness.
* Applicants requesting assistance in respect of commercial activities.
* Charitable events.
* Applications for activities that are completed or have already commenced.
* Applications from employees of Cavan County Council. These individuals may not apply as lead applicants, however in certain circumstances can be involved as creative collaborators / advisors / participants in proposals submitted by a third party.
* Activities better suited to others awards and/or schemes offered by the county council.
* Activities that could be better supported by other public agency supports for example Arts Council, Culture Ireland, Design & Crafts Council Ireland, Music Generation.
* Projects taking place outside of the jurisdiction of Co Cavan

**Community need**

For projects which seek to engage their communities it is important to evidence a need within your community. This is particularly important when engaging older or younger people.

* Children and young people. As per the Rights of the Child (Article 12); 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 of the CRC. Useful resources available We encourage use of the Creative Ireland young people and children consultation Forms availabile on Creative Cavan website at: <https://www.cavanlibrary.ie/creativecavan.> Other [Toolkit & Guidelines](https://hubnanog.ie/resources/toolkit-guidelines/) [Toolkit & Guidelines | Hub na nÓg (hubnanog.ie)](https://hubnanog.ie/resources/toolkit-guidelines/)
* **All applications must therefore include evidence that the voice of the child has been heard.**
* For older people it is important to engage an Age Friendly approach to ensure that the voice of the older person is heard. This ensures that there is a “with us, not for us approach” to project delivery.

**Assessment Process:**

* All applications will be assessed by an independent panel.
* Funding will be allocated based on the recommendations of this panel.
* All applicants will be advised of the decision by email.
* Successful applicants will receive a letter of offer and a funding agreement document that details terms and conditions. This document must be signed and returned by the date specified on the letter of offer. Failure to do so may result in funding being withdrawn and reallocated to another project.
* Due to resource constraints, it may not be possible to allocate funding to all projects, and eligibility and compliance with these criteria do not guarantee a letter of offer.

**Policies and Guidelines**

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

**If I am successful how do I draw down the Fund?** Payment will be made following adjudication and notification of success.

**Micro Grants**

An initial payment of 50% of the requested funding will be paid following approval and signing of a Creative Cavan Funding Agreement. The final 50% will be paid when the project is completed and a report is submitted (as per the criteria in the Funding Agreement) to the Creative Cavan Office.

**Large Grants**

An initial payment of 25% of the requested funding will be paid following approval and signing of a Creative Cavan Funding Agreement. A further 25% will be paid on submission of a progress report (due September 2024) and the final 50% payment when the project is completed and a final report submitted (as per the criteria in the Funding Agreement) to the Creative Cavan Office.

**Note:** Payment will be made to the community group named on the application form, and not to individuals.

Payment will be by Electronic Funds Transfer only. A Supplier Set Up Form and Bank details must be submitted to facilitate the transfer.

**Acknowledgment-**  Successful applicants must ensure that their project is promoted as part of the Creative Ireland initiative. Appropriate guidelines to support this will be included in the Creative Cavan Funding Agreement.

**Freedom of Information:**

Applicants completing this Form should note that information provided to the Cavan Creative Ireland programme of Cavan County Council may be disclosed in response to a request made under The Freedom of Information Act (1997 and 2003). Every effort will be made to protect Client confidentiality.