**Monaghan County Council**

**Culture Night Funding Scheme 2018**

**Guidelines for Applicants**

**FRIDAY 21st SEPTEMBER 2018 | 5PM - 11PM |** [**WWW.CULTURENIGHT.IE**](http://www.culturenight.ie/)

Please read the following guidelines carefully.

**What is Culture Night?**

Culture Night is an annual all-island public event that celebrates culture, creativity and the arts. This year, it will take place on **Friday** **21st September 2018 between 5pm and 11pm**. On Culture Night, arts and cultural organisations and venues of all shapes and sizes, including the National Cultural institutions, extend their opening hours to allow for increased access to the public. Special and unique events and workshops are specifically programmed at participating locations and everything is available **free of charge.**

The initiative has captured both the public imagination and the enthusiasm of artists and cultural organisations.

Culture Night

* Encourages more people to visit cultural venues and experience culture in their locality
* Reminds us all about the fantastic cultural facilities and resources that we have locally and nationally
* Raises the profile of cultural organisations, activities and facilities
* Encourages people to try new things and to get into the habit of going more often to cultural venues and activities in their locality
* Makes it easier for people to play a role in their local cultural scene
* Helps create a sense of community and belonging

**Who makes Culture Night happen?**

Culture Night happens because many people share a vision and enthusiasm for enjoying, celebrating and promoting creativity and culture. The following list gives a taste of the wide range of institutions that make it happen across Ireland:

The public, artists, performing groups, galleries, museums, sport clubs, libraries, arts centres, craft workers, studios and workshops, theatres, public spaces, broadcasters, schools, community groups, local authorities, government departments, state agencies and public bodies, transport companies, universities, shops and many more!

**Culture Night 2018**

To ensure that the 2018 event remains fresh and exciting, it is important to combine tried and tested formulas with new approaches to event programing, audience engagement promotion and marketing. This will help you make sure that Culture Night is more than a one night wonder for your community and your area.

Some ideas to and things to keep in mind if you are thinking of getting involved:

* Think about customer care at all stages of your planning, from the choice of event to how you let people know what’s happening, to people’s experience on the night.
* Think about what happens after Culture Night - how will you encourage first-time visitors to come back?
* Use the opportunity of Culture Night to build a local network of interested people and organisations to keep momentum going.
* Showcase any unique events that will happen only on Culture Night and use these as incentives especially for first time participants.
* Involve primary and secondary schools in the area showcasing school choirs, drama groups and visual arts and crafts, including lead-in events prior to Culture Night in order to build anticipation and participation.
* Invite family and friends to your area on Culture Night.
* Make it fun for your audience and visitors to come back! It’s relatively easy to devise incentives so that people visiting your event on Culture Night get incentives to make repeat visits (e.g. stamps / printed materials / loyalty cards).
* Some organisers have found it really useful to build relationships with potential audiences in the suburbs (if applicable) , in local GAA clubs, women’s and men’s clubs in the area, book clubs, choirs, local drama and musical groups, youth groups, active retirement groups, specialist clubs etc.
* One really good way to make things happen is to build relationships and to make plans with other organisations in the area to swap and share programming idea for Culture Night and beyond.
* Use Culture Night as an opportunity to commission new work to help create a legacy after Culture Night itself.
* Make as much as possible of Facebook, Twitter, Instagram, Snapchat and other social media as a way of increasing people’s engagement with Culture Night, not just on the night, but also in the run-up to events and afterwards.
* Encourage online activity such as blogging, online previews and reviews of and shareable ‘on the night’ reports from people attending Culture Night - this makes it exciting and fun, and helps create a sense of community based on culture, creativity and the arts.

For full details on Culture Night see**: www.culturenight.ie**

**Culture Night in County Monaghan**

Culture Night has been celebrated throughout County Monaghan for a number of years and we want to build on this momentum again in 2018. Monaghan County Council is now inviting groups and organisations in County Monaghan to hold an event and have it included in a County Programme of events for Culture Night.

**What funding is available?**

The County Council in partnership with the Department of Culture, Heritage and the Gaeltacht will have a small funding scheme for events and promotion. Some events may not require funding, others will.

Funding to any one event will typically be between €400 to €1000.

If you require funding for your event, please complete the official application form and submit before 31st May 2018.

**What can the funding be used for?**

Funding can be used for any of following:

* Production Costs
* Hiring of performers, acts or entertainment
* Equipment hire

Only in exceptional cases can funding be used for:

* Hiring of venues – we promote the use of free venues such as libraries, museums, outdoor spaces etc
* Promotion – a county programme booklet/leaflet will be provided with all events listed

Funding will not be provided for the following:

* Refreshments including alcoholic beverages*,*
* For any activity in retrospect to Culture Night
* General overheads

**Terms and Conditions:**

1. Applying for funding does not guarantee that your event will be funded.
2. Applications will be accepted on the official application form only.
3. Applications may only be made for events to take place in County Monaghan. Adherence to the overall principles of Culture Night i.e. Access to your event is FREE and takes place on Friday 21st September 2018 from 5pm.
4. 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.
5. Full co-operation with Monaghan County Council in relation to deadlines for the provision of events details, in particular to Press and Promotional material.
6. Full co-operation and participation with Monaghan County Council in relation to audience research, profiles, statistics (as required by the Department)
7. You must acknowledge the support of Monaghan County Council and the Department of Culture, Heritage, and the Gaeltacht – guidelines will be forwarded to all successful applicants.
8. All information relating to the event must be emailed to culturenight@monaghancoco.ie **before the Monday 31st July 2018** for inclusion in publicity
9. Payment will be made in receipt of invoices and short one page report submitted to us after the event and **no later than Friday 28th September 2018**. Invoices submitted after this date will not be accepted.
10. The event must be covered by public liability insurance to a minimum value of €6.5 million. For outdoor events, groups should have Public Liability Insurance for a minimum of €12.7 million. Groups awarded financial support will have to provide specific indemnity for Monaghan County Council on their insurance policy in respect of the event(s).
11. 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.
12. We reserve the right to publicise the awarding of the Culture Night funding.
13. Closing Date for applications is Thursday 31st May 2018 at 1pm. Late or incomplete applications will be not considered. No other documentation can be submitted after the closing date.
14. All applicants will be informed of Monaghan County Council’s decisions in writing.

**How do I apply?**

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

Applications and accompanying additional documentation by post to: **Culture Night 2018 Grant Scheme, Monaghan County Library Services, 98 Avenue, Clones, Monaghan –** *please clearly mark on top left of envelope ‘****Culture Night 2018 Grant Scheme’***

Applications must be received **by 1pm Thursday 31st May 2018.** ***Incomplete applications will not be considered. No other documentation can be accepted after the closing date.***

**What is the grant assessment and payment process?**

Applications will be assessed by the Cultural Team of Monaghan County Council and the applicant will be advised of their decision in writing. Payment to successful applicants will be made by electronic fund transfer only.

Following completion of the project, the successful applicant must complete a short Post Event Report Form (to be supplied by the Monaghan County Council) and provide the following:

* Evidence that the event has taken place (e.g. photographic evidence)
* Summary of the event - numbers participated
* Receipts for the full costs

**Note** - Failure to complete this Post Event form will require the applicant to repay the grant(s) to Monaghan County Council and will exclude applicants from future grant schemes.

**Disclaimer: Please read carefully**

It will be a condition of any application for funding under the terms and conditions of the Monaghan County Council Culture Night 2018 Grant Scheme that the applicant has read, understood and accepted the following:

1. Monaghan 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:
	1. The application or the subject matter of the application.
	2. The rejection for any reason of any application.
2. Monaghan 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 Monaghan 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 Monaghan 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.

**Monaghan County Council**

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| **Section 1: APPLICANT DETAILS** |
| **Name of Applicant**  |  |
| **Contact Address** |  |
| **Email**   |  |
| **Contact Telephone Number**  |  |
| **How many people do you hope will attend the event?** **How will you record attendance?** |  |
| **Brief Description of Group/Organisation** (max of 50 words) |  |
| **NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION**  |
| **Name:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Culture Night Grant Scheme 2018**

**APPLICATION FORM**

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| **Section 2: Event Details** |
| **DETAILS OF PROPOSED PROJECT/ACTIVITY**  |
| **Name of Event:**  |  |
| **Location of Event:**  |  |
| **Time of Event:**  |  |
| **Description of Event:** Maximum of 100 words (what will be happening, refreshments available, who aimed at?) |  |
| **How will be event be organised?** Is there an organising committee? Will you work in partnership with other groups/individuals? |  |
| **How will you promote your event?** How you will attract people to your event?Have you any existing websites, social media for your organisation? |  |
| **Contact Details for Public to Enquire about your event** |  |
| **Any other additional information to support your application**  |  |

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| **Section 3: Budget** |
| **Project Budget** Please give details of all your Event costs (inclusive of VAT)  |
| **Item** | **Description**  | **Total Cost** |
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| **Total Event Cost** |  |  |
| **Grant Amount Sought?** |  |  |
| **Are you funding any part of the event from your own resources?** **Yes No** **If yes, please state the amount of funding**  |
| **Note:** That invoices/receipts, clearly marked paid, will be required on completion of the project |

**Closing date for receipt of applications: Thursday 31st May 2018 at 1pm**

Applications by post to: **Culture Night 2018 Grant Scheme, Monaghan County Library Services, 98 Avenue, Clones, Monaghan.**

**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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**