



## Biodiversity Week

## Event Grant Scheme 2026

### Guidelines and Criteria

#### **Biodiversity Week 15<sup>th</sup> – 24<sup>th</sup> May 2026**

National Biodiversity Week, an initiative by the Irish Environmental Network, celebrates all things nature and biodiversity. It brings together communities, schools, families, organisations, landowners, experts and enthusiasts, to build awareness about the value of biodiversity, and support its protection and restoration. All events that meet the objectives of National Biodiversity Week in a meaningful way will be promoted on the National Biodiversity Week website. To find out more and to register your event please visit <https://biodiversityweek.ie>

#### Who can apply:

This grant scheme is open to individuals/community groups and not for profit organisations, heritage and biodiversity groups, venues and societies. **All groups in receipt of funding from Monaghan County Council must be members of Monaghan PPN.**

#### What Funding is available:

The level of grant assistance for any one event will be up to **€500**. Additional funds may be available for exceptional events or series of events.

#### To be eligible for funding projects/events must:

- take place in County Monaghan and celebrate an element of Monaghan's biodiversity
- be organised by an individual/community/voluntary group based in Monaghan
- meet the objectives of Biodiversity Week in a meaningful way, follow this link for further information [www.biodiversityweek.ie](http://www.biodiversityweek.ie)
- be designed on a realistic financial basis and provide good value for money
- proposed **event must be run during Biodiversity Week 15<sup>th</sup> – 24<sup>th</sup> May 2026**
- payment claimed by **Friday 26<sup>th</sup> June 2026**
- In addition, the following details must also be supplied
  - A full breakdown of costs for hosting the event including copies of quotations (if available)
  - The anticipated target audience



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

- Fuel costs; Equipment; Spends on alcoholic beverages, food, accommodation, fines, legal costs, penalty payments, prizes; Wages and salaries, administration costs.
- Generally, the cost of items for resale are ineligible.

### Assessment process:

- All events and projects will be assessed on their own merit by an assessment panel.
- Funding will be allocated based on the recommendations of this panel.
- Successful applicants will receive a letter of offer which will detail all conditions and requirements, this must be signed and returned by the date specified, 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 does not guarantee a grant offer.
- All events must be registered by the applicant on <https://biodiversityweek.ie/> no later than Friday 1<sup>st</sup> May 2026.

### Terms and Conditions

Payment is only made after the event is completed. If you receive a grant you will be required to provide the following once the event/project has taken place in order to draw down your grant:

- Evidence that the event has taken place (photographs/newspaper reports) in .jpg format.
- **Proof of payment** for all items.
- A fully completed event report form including audience/participation numbers and impact of the event.
- Monaghan County Council and the Heritage Council **must** be acknowledged as funders in **all publications and media activity**. Proof of this will be required to draw-down payment.



Logo to be used :

**\*\*Failure to comply with any of the above may result in the grant being withdraw**



## Please note:

Where a grant is allocated to support a particular event or project, **Monaghan County Council will not be responsible for the insurance of that event or project.** Monaghan County Council recommends that event and project organisers ensure that adequate insurance is in place prior to the commencement of the project.

Monaghan County Council will not be responsible for any approvals, planning permissions, licences or consents needed for the project; it is the responsibility of the applicant/organiser to ensure these are in place.

Applicants intending to work with or provide programmes for children or young people must provide an up-to-date child protection policy as a supporting document.

## How to apply:

Please complete and sign the attached application form. Applications should be marked **'Biodiversity Week Grant Scheme'** and can be submitted preferably by email to [biodiversity@monaghancoco.ie](mailto:biodiversity@monaghancoco.ie) or alternatively by post to Biodiversity Section, Carrickmacross Civic Offices, Riverside Road, Carrickmacross, A81 RY22

Any queries can be directed to Biodiversity Officer via email [biodiversity@monaghancoco.ie](mailto:biodiversity@monaghancoco.ie)  
**The closing date is 4pm on Friday 10<sup>th</sup> April 2026.**

**\*\*** Any applications received after this time will not be assessed and will be returned to applicant.

Further information on Public Health Guidance is available on HSE & Government websites and is updated frequently. <https://www.gov.ie/en/> <https://www.hse.ie/eng/>