

Pilot Climate Action Week Community Event Grant Scheme – Guidance Notes & Criteria

1. Overview

Monaghan County Council invites applications from community and voluntary groups for funding to plan, develop, and deliver events as part of Climate Action Week 2026. This year's theme - **Act Local: Rethink, Repair, Reuse** - encourages practical actions that reduce waste, lower emissions, enhance biodiversity, and support more sustainable and resilient communities.

This pilot grant scheme provides financial support for community-led events that actively promote climate action and enable participants to take practical, measurable steps towards reducing emissions and supporting sustainability at a local level.

The funding is specifically intended to support:

- The organisation and delivery of in-person or hybrid community events
- Activities that demonstrate practical climate actions (e.g. workshops, demonstrations, training, or hands-on learning)
- Initiatives that encourage behaviour change and empower individuals and communities to act

The scheme aims to:

- Raise awareness of climate action
- Encourage strong community participation and collaboration
- Support practical, local climate solutions and long-term behaviour change

Funded events must be community-led, inclusive, and action-focused, with a clear emphasis on helping attendees understand and adopt tangible climate-friendly actions in their everyday lives.

2. Funding Available

- Grants of up to **€500** per event are available
- Funding is limited and competitive
- The Council may award full, partial, or no funding
- Funding decisions will be based on:
 - Value for money
 - Scale and potential impact
 - Available budget

3. Who Can Apply

- Community and voluntary groups
- Not-for-profit organisations
- Tidy Towns groups, residents' associations, and clubs
- Applicants must be members of the Monaghan Public Participation Network (PPN)

4. Eligibility Criteria

To be eligible, events must:

- Take place during Climate Action Week 2026
- Take place within County Monaghan
- Be in-keeping with this year's theme 'Act Local: Rethink, Repair, Reuse!'
- Be free, inclusive, and open to the public
- Promote climate awareness or action in a meaningful way
- Be realistic and provide good value for money
- Aim for a minimum attendance (recommended 10+ participants)

Note:

Organisations that are already required to deliver an event under the Community Climate Action Programme terms and conditions are not eligible to apply, unless they are proposing either an additional event or a larger-scale event with an expected attendance of 30 or more participants.

Events should also:

- Encourage participation from diverse groups
- Deliver a clear community benefit

5. Examples of Eligible Events

- Workshops or training (e.g. repair skills, composting, energy awareness)
- Talks, seminars, or panel discussions
- Biodiversity walks, tree planting, or nature-based activities
- Sustainable food or zero-waste events
- Swap shops or repair cafés
- Arts, storytelling, or creative events with climate themes

6. Eligible Expenditure

Funding may be used for:

- Materials and supplies
- Promotion and printing
- Facilitator or speaker fees
- Venue hire
- Light refreshments (e.g. tea/coffee, fruit, sandwiches)

7. Ineligible Expenditure

Funding will not cover:

- Alcohol, full meals, sweets, or high-waste products
- Wages, salaries, or administration costs
- Large equipment purchases
- Items for resale

8. Successful Applicants

Successful groups will:

- Receive a Letter of Offer outlining conditions
- Be required to provide evidence of appropriate insurance cover and safeguarding measures (where applicable) upon receipt of the Letter of Offer

They will be required to:

- Deliver the event as proposed
- Acknowledge funders in all materials
- Use official logos provided
- Promote and register the event where required
- All events must be delivered in accordance with **Monaghan County Council Event Guidelines** and the [Green Your Festival Guidance](#), ensuring safe, accessible, and environmentally responsible event delivery

9. Payment & Reporting

Payment will be made after the event and upon submission of:

- A short report (max. 500 words)
- Attendance numbers and outcomes
- Photos or media evidence
- Receipts/proof of expenditure

Failure to comply may result in withdrawal of funding.

10. Insurance & Compliance

Applicants must:

- Ensure appropriate insurance cover
- Obtain all necessary permissions, licences, or consents
- Have child protection measures in place (if working with young people)

Monaghan County Council is not responsible for these requirements.

11. How to Apply

- Complete the application form
- Submit by: **Friday 17th July 5pm**
- Late or incomplete applications will not be assessed