



Monaghan County Council

Creative Ireland Grant Scheme 2019

Guidelines for Applicants

PLEASE READ THESE CAREFULLY BEFORE APPLYING FOR FUNDING

What is the Creative Ireland Programme?

Creative Ireland is the Government's Legacy Programme for Ireland 2016. It is a five-year all-of-government initiative, from 2017 to 2022, which places creativity at the centre of public policy. The programme has five pillars:

1. **Enabling the Creative Potential of Every Child** - A key objective of Pillar 1 is that by 2022 every child in Ireland will have access to tuition and participation in art, music, drama and coding.
2. **Enabling Creativity in Every Community** - The primary objective of this pillar is citizen engagement with their County Culture and Creativity Plans.
3. **Investing in our Creative and Cultural Infrastructure** - High quality infrastructure is critical for a vibrant arts and culture sector, and investment in this infrastructure underpins social cohesion and supports strong and sustainable economic growth.
4. **Ireland as a Centre of Excellence in Media Production** - The long-term objective of this pillar is to elevate the creative industries including: media, architecture, design, digital technology, fashion, food and crafts, fostering innovation in enterprise.
5. **Unifying our Global Reputation** –This pillar will involve many Government Departments, state agencies and local government in promoting our country on the international stage in terms of culture and creativity, striving to increase our influence in the world, with direct and indirect economic and social benefits.

For full details on Creative Ireland see: www.creative.ireland.ie

Monaghan County Council Cultural and Creativity Strategy 2018-2022

Monaghan County Council has developed a five year Cultural and Creativity Strategy 2018-2022 in association with Creative Ireland. Our vision is **to maximise opportunities for engagement in culture and creativity, to nurture our creative talent, whilst embedding the individual, social and economic benefits**. Each year we wish to develop a programme of work/events which corresponds with one or more of the strategy priorities.



What is the purpose of Monaghan County Council's Creative Ireland grant fund?

The key objective of the Fund is to provide support to local community groups; artistic and creative practitioners; event organisers and those involved in creative activities and projects, to encourage creativity, collaboration and cultural participation. The Fund is being administered by Monaghan County Council, and will be evaluated by the Monaghan County Council Culture Team.

What Fund amounts are available?

Funding for projects in 2019 is limited, however, over the course of the Monaghan Culture & Creativity Plan 2018-2022, it is hoped that there will be significant further funding opportunities.

For 2019, we anticipate supporting several projects in the region of €4000-€5000 each. We are seeking projects which are of a collaborative and/or multidisciplinary nature.

Proposals **must** demonstrate how they will support Pillar 2 of the Creative Ireland Programme 'Enabling Creativity in Every Community' and at least one Priority of *Monaghan County Council Culture and Creativity Strategy 2018-2022* (see pages 26-33 of plan)

Conditions:

1. 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.
2. Applications will be accepted on the official application form only.
3. Applications may only be made for projects that will be delivered in County Monaghan.
4. All supporting material to be no larger than A4 paper size. Assessment panel will not assess support materials larger than A4 size. Applications may be accompanied by supporting material such as evidence of previous projects, CV's, organisation profile, links to online supporting materials etc.
5. 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.
6. All recipients of grant funding under this scheme must have appropriate insurance policies and Health and Safety procedures in place.
7. Grant aid provided by Monaghan County Council under this scheme must acknowledge Creative Ireland and Monaghan County Council in all publicity material associated with the project.



Failure to acknowledge appropriately may deem the grant aid invalid and support received may need to be refunded to Monaghan County Council.

8. All successful applications will receive a copy of Monaghan County Council and Creative Ireland logos, along with guidelines.
9. We reserve the right to publicise the awarding of the Creative Ireland funding.
10. All successful applicants will be required to submit a progress report to Monaghan County Council on or before 30th September 2019. Failure to do so may deem the grant aid invalid. All particulars are detailed further in the guidelines.
11. Closing Date for applications is Friday 3rd May 2019 at 1pm. Late or incomplete applications will be not considered. No other documentation can be submitted after the closing date.
12. All applicants will be informed of Monaghan County Council's decisions in writing.
13. Depending on the level of grant awarded, a current Tax Clearance Certificate may be required.
14. Payments will be made to lead creative person or organisation nominated financial institution only.

Selection Criteria:

Grant applications received will be evaluated in respect of the following criteria:

1. The extent to which the proposed initiative is aligned to Pillar 2 of the Creative Ireland programme and/or other pillars.
2. The extent to which the proposed initiative is aligned to one or more of Monaghan Culture and Creativity Strategy 2018-2022 priorities.
3. The extent to which the proposed initiative(s) is collaborative, multidisciplinary, creative, innovative, and likely to make a significant impact in their community.
4. The cost of the proposed initiative(s) and any additional supports and funding that may be required or have been confirmed
5. The feasibility and viability of project completion within the timeframe and budget allocated.
6. Skill-set and capacity to deliver project



Scoring Criteria:

All proposals will be evaluated using the following marking scheme:

1	How strongly the proposal addresses one or more of (a) Creative Ireland Pillars and (b) Monaghan Culture and Creativity Strategy 2018-2022	150
2	Level of Community and Citizen Engagement	150
3	Scale of Initiative in terms of collaboration, multidisciplinary, innovation, and fostering creativity	400
4	Cost of Initiative	150
5	Capacity to deliver project (a) clear plan of how and who to deliver (b) clear timescale	150
	Total	1000

Note: There is no guarantee of funding for projects which achieve the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis. There is no guarantee that projects will receive 100% funding, as it will depend on the number of successful applications.

What items and expenses are excluded from the fund?

- For any activity in retrospect to the application date.
- Any organisation or individual currently funded by Monaghan County Council for existing programmes.
- Culture Night events are excluded from this funding.
- For profit events are excluded.
- Charity or fund raising events are excluded.
- Activities that are already the subject of a grant allocation from a source other than Monaghan County Council, are also excluded. Please also note that if you are in receipt of funding from another State body for the project, you must prove that it is for different activities.
- Applications from National organisations.
- Spend on fines, penalty payments, legal cost or general overheads.
- **Note:** maximum of 10% can be used for refreshments.

How do I apply?

Complete the application form which is available on the Monaghan County Council website www.monaghan.ie or by email from creative@monaghancoco.ie



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

Applications and accompanying additional documentation by post to: **Creative Monaghan Grant Scheme 2019, Monaghan County Library Services, 98 Avenue, Clones, Monaghan** – *please clearly mark on top left of envelope 'Creative Monaghan Grant Scheme 2019'*

Applications must be received **by 1pm Friday 3rd May 2019**. ***Incomplete applications will not be considered. No other documentation can be accepted after the closing date.***

How will I know if my application has been successful?

Applications will be assessed by the Cultural Team of Monaghan County Council and we may involve independent assistance. All applicants will be notified of decision in writing.

Successful applicants will receive a Letter of Offer. This letter will form the contract between Monaghan County Council and the organiser, and will detail all conditions and requirements.

A list of successful applicants will be published on Monaghan County Council's and Creative Ireland's website stating project/event name and details.

If I am successful how do I draw down the fund?

Payment to successful applicants will be made by electronic fund transfer only, as follows:

Tranche 1: A total of 50% of the total fund amount will be paid once the signed Letter of Offer has been returned to Monaghan County Council together with any supporting information/documentation requested.

Tranche 2: The final 50% payment will only be made after the project has been completed. In order to receive the payment, the successful applicant must complete a short **Report Form** (to be supplied by the Monaghan County Council) and provide the following:

- Evidence that the project/event has been completed (e.g. photographic evidence, newspaper cutting, etc.)
- Evidence of expenditure - Receipts/ invoices for the full costs
- Payment will be made to the organisation or lead creative practitioner and not to individual(s)
- Summary of project, any changes to project, numbers participated

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.



Monaghan County Council
Creative Ireland Grant Scheme 2019
APPLICATION FORM

Incomplete forms will NOT be considered. Closing date for receipt of applications is 1pm 3rd May 2019

Section 1: APPLICANT DETAILS	
Name of Applicant	
Individuals must identify what community group(s) they are partnering with	
Contact Address	
Description of Applicant and primary activity (can be accompanied by supporting documentation)	
Capacity to Deliver & Evidence of skill-set in this area Who will oversee it? What plan is in place to ensure success of the project? (provide examples & can be accompanied by supporting documentation)	
Other supporting information (optional)	
NAME AND CONTACT DETAILS OF THE PERSON DEALING WITH THE APPLICATION	
Name:	
Telephone:	
Email:	



Section 2: Project Details

DETAILS OF PROPOSED PROJECT/ACTIVITY

Title of Project/Activity:

Aim of the Project:

Location(s):

Identify the target audience? Who are they? (e.g. local community, diaspora, children)

Commencement/End date of Project:

BRIEFLY DESCRIBE YOUR PROPOSED ACTIVITY/ EVENT/ PROJECT

max 300 words



Creative Ireland Pillars:

Please select which (one or more) of the five pillars the project relates to and explain its relevance

1	Enabling the Creative Potential of Every Child	
2	Enabling Creativity in Every Community	
3	Investing in Our Creative and Cultural Infrastructure	
4	Ireland as a Centre of Excellence in Media Production	
5	Unifying our Global Reputation	

Explain the relevance of how your project relates to the pillars you have chosen (max 50 words)

Monaghan Culture and Creativity Strategy 2018-2022

Please select which (one or more) of the priorities the project relates to

1	Creative Monaghan – Our People & Place	
2	Children and Young People	
3	Creative Space & Place	
4	Supporting our Creative Sector	
5	Audit & Mapping of Cultural Resources in County Monaghan	

Explain how your project will support the priorities you have chosen (max 50 words)



Collaboration:

Does your project promote or demonstrate collaboration? Does your project promote inter-disciplinary work i.e. arts, heritage, culture, science, technology etc.

Max 300 words

Promotion of Project:

How will you promote your project? Have you any existing websites, social media for your organisation?

Max 100 words



Section 3: Budget

Project Budget

Please give details of all your project costs (inclusive of VAT)

Item	Description	Total Cost
Total Project Cost		
Grant Amount Sought?		

Have you received or applied for other sources of public funding for this project?

Yes No

If yes, please state the source and amount of funding

Please note that the maximum grant requested is not guaranteed. If this occurs, has the organisation any recourse to raising matching funding?

Note: maximum of 10% can be used for refreshments.

Note: That invoices/receipts, clearly marked paid, will be required on completion of the project



Checklist:

Please ensure you have included all sections of the application before sending in application, particularly:

- Section 1 – Applicant details
- Section 2 - Description of Project
- Section 3 – Budget

Please ensure all supporting documentation has been included with application – no documentation will be accepted after the closing date.

Closing date for receipt of applications: Friday 3rd May 2019 at 1pm

Applications by post to: **Creative Monaghan Grant Scheme 2019, Monaghan County Library Services, 98 Avenue, Clones, Monaghan.**

Disclaimer: Please read carefully

It will be a condition of any application for funding under the terms and conditions of the Monaghan County Council Creative Ireland Programme 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:
 - a. The application or the subject matter of the application.
 - b. 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.

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): _____