**CREATIVE IRELAND LONGFORD - OPEN CALL GRANT APPLICATION 2024**

**Name of Initiative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tick which open call you are applying for:**

**Open Call Festival Cruinniú na nÓg**

**Please note:** Creatives receiving Cruinniú na nÓg funding must be available on Saturday 15 June 2024 to partake in Cruinniú na nÓg festival which is a National Day of Creativity for children and young people, a key cultural event in 2024.

Cruinniú na nÓg projects can be developmental with several workshops. The project must start or end on Saturday 15 June. For any project starting on Saturday 8 June, it must be completed by the 6 July 2024.

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| **APPLICANT DETAILS** | | | | | | | | | | | | | |
| **Name of Organisation/Creative Practitioner** | | | | |  | | | | | | | | |
| **Contact Address** | | | | |  | | | | | | | | |
| **Are you a member of the Public Participation Network (PPN)?** | | | | |  | | | | | | | | |
| **Were you successful in receiving a Creative Ireland grant during the period 2017 – 2023?** | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | | | | | | | | | |
| **If yes, which year?** | | | | | **20** | | | | | | | | |
| **Have you received other funding from Longford Council for this initiative?** | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | | | | | | | | | |
| **If yes, please give details** | | | | |  | | | | | | | | |
| **Day-to-day contact person** | | | | | | | | | | | | | |
| **Name:** | | | | |  | | | | | | | | |
| **Telephone:** | | | | |  | | | | | | | | |
| **Email:** | | | | |  | | | | | | | | |
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| **DETAILS OF THE PROPOSED INITIATIVE** | | | | | | | | | | | | | |
| **Name of Initiative:** | | | | |  | | | | | | | | |
| **Type of initiative?**  ***Please place an X next to the one that most closely matches your initiative/ project/ event*** | | | | | | | | | | | | | |
| **Arts project** |  | | **Award/ Grants scheme** | | |  | **Climate Change** | |  | **Commemoration** | | |  | |
| **Commission** |  | | **Concert** | | |  | **Conference** | |  | **Conservation** | | |  | |
| **Cultural Project** |  | | **Data collection & recording** | | |  | **Digitisation/ Archival** | |  | **Exhibition** | | |  | |
| **Festival** |  | | **Film production/ screening** | | |  | **Outreach project** | |  | **Performance/ show** | | |  | |
| **Programme of events** |  | | **Publication** | | |  | **Research** | |  | **Strategic policy development** | | |  | |
| **Talks/ storytelling** |  | | **Touring** | | |  | **Training & skills** | |  | **Workshop** | | |  | |
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| **Location:** | | | |  | | | | | | | | | |
| **Start date:** | | | |  | | | | | | | | | |
| **Finish date:** | | | |  | | | | | | | | | |
| **Event start time:** | | | |  | | | | | | | | | |
| **Start date of preparations:** | | | |  | | | | | | | | | |
| **Is this a new initiative?** | | | | |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | | | | | | | | | | |
| If no, please give the name of the  multi-annual project from previous funding from Creative Ireland Longford: | | | |  | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| **Failure to complete this section in detail will result in an unsuccessful application.**  **BRIEFLY DESCRIBE YOUR INITIATIVE (Keep to about 100 words.)**  **Describe what the project/events will be; how/where it will take place; who is involved, the target audience, and what the aims and desired outcome will be. Please relate these to the initiative types above.**  *Any supporting documentation, including costings, feasibility studies, plans, etc. should be attached to the application as a PDF file.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **What are your target audiences?** Please place an X next to the most relevant | | | | | | | | | | | | | |
| **Artists/ creatives** | |  | | **Children/ Young adults** | |  | **Disability groups** | |  | **General public** | | |  |
| **Older audience** | |  | | **Specific groups** | |  | **Not applicable** | |  |  | | | |
| **The main theme of the initiative.** Please place an X next to the most relevant | | | | | | | | | | | | | |
| **Archaeology** | |  | | **Architecture/ Architectural Heritage** | |  | **Biodiversity/ Natural heritage** | |  | **Community/ Social** | | |  |
| **Crafts/ artisan/ gastronomy** | |  | | **Creative/ Cultural Development** | |  | **Dance** | |  | **Design, Science, Technology, Engineering, Maths** | | |  |
| **Film/ Screen/ Animation** | |  | | **Folklore/ Archives** | |  | **History** | |  | **Literature/ Poetry** | | |  |
| **Multidisciplinary** | |  | | **Music/ Spoken word** | |  | **Irish language** | |  | **Storytelling/ Oral heritage** | | |  |
| **Street art/ spectacle** | |  | | **Tangible/ intangible heritage** | |  | **Theatre, drama, or comedy** | |  | **Visual Art** | | |  |
| **Capacity to deliver:**  **How will it be delivered?**  Please outline the different stages/ elements of the project/ event | | | | |  | | | | | | | | |
| **If the initiative is an event, how will it be ticketed?**  Place an X next to the most relevant. | | | | | Free | | | | | |  | | |
| Free, but booking required | | | | | |  | | |
| Ticketed - Cost of before funding | | | | | |  | | |
| **Cruinniú na nÓg must be free of charge** | | | | | Ticketed – Cost after funding | | | | | |  | | |
| **How will you promote the Initiative?**  **(e.g. social media, print, adverts?)**  *A website for further information must be included (can be social media).* | | | | | Facebook  Instagram  TikTok  X  Website: | | | | | | | | |
| **Please give a breakdown of the project costs (please support with quotations/estimates for each element. These may be based on similar previous costings)** | | | | | **Item** | | | | **Estimated Costs** | | | | |
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| **Have you applied for, or received, other public funding for this initiative in 2023?** | | | | | **Yes** | | |  | **No** | | |  | |
| **If yes, please state the source, the items or elements of the event funded, and the amount of funding.** | | | | | **Funding source:** | | |  | | | | | |
|  | | | | | **Funding amount:** | | |  | | | | | |
| **Essential:**  **Images.** | | | | | At least one image illustrating the initiative and/or your organisation must be supplied with the application for use on the creativeireland.gov.ie and longfordcoco.ie and associated websites and social media accounts.  **Images should be high-quality, landscape, 700 x 450 pixels, and in JPEG or PNG format.**  Images of the initiative/event will also be required after completion.  **Please ensure that you, Creative Ireland, and Longford County Council have permission to use and distribute the image, to promote this initiative.** | | | | | | | | |

**Closing date for receipt of applications: Monday 19 February 2024 at 12 noon**

Please send the completed applications and all supporting documentation to: [creativeireland@longfordcoco.ie](mailto:creativeireland@longfordcoco.ie) Please include “Creative Ireland Longford 2024” and the name of the project in the subject line.

**Declaration of Applicant(s)**

I/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 I have not applied to any other city/county council for funding for this initiative.

*More than one project promoter/ organisation member must sign the application.*

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of: (organisation's name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disclaimer – please read carefully:**

It will be a condition of any application for funding under the terms and conditions of Longford County Council and Creative Longford grant fund that the applicant has read, understood, and accepted the following:

1. Longford 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. Longford County Council shall not be held responsible or liable, at any time in any circumstances, about any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Longford 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 applying, applicants agree to the processing and disclosure of the applicant’s information by Longford County Council, and to other related 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. Longford County Council and the Department of Tourism, Culture, Arts, Gaeltacht, and Sport are parties to a Memorandum of Understanding which reflects the terms of the arrangement between the parties, and all such parties agree to employ appropriate measures to keep applicants’ data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only by the relevant provisions of the Data Protection legislation.
4. All successful applicants must provide evidence of tax compliance including the completion of a supplier set-up form and tax clearance certificate.
5. All successful applicants must provide invoice/evidence of completion of the project within one week of completion of the event/project or before the 1st of November 2024.
6. All successful applicants must provide reports and feedback from their project in a timely fashion within one month of the finishing of an event or before the 1st of November 2024.
7. All successful applicants must respond to correspondence from the Creative Ireland team in a timely fashion.

**Data Protection notice**

We process your Personal Data provided in order to manage and administer the relationship between you and us to process your application. We process this Personal Data in the exercise of official authority vested in us under Section 66 of the Local Government Act 2001. For further details on how we process your Personal Data, please refer to our Privacy Statement on our website www.longfordlibrary.ie or ask for a copy at any of our offices. Alternatively, you can contact our Data Protection & Information Compliance Officer for further information at 043 33 44207 or email dpo@longfordcoco.ie.

**INFORMATION ABOUT THE CREATIVE IRELAND GRANT**

**The County Longford Culture and Creativity Plan 2023-2027, outlines the objectives of Longford County Council in developing and promoting culture, creativity, and well-being in the county under the Creative Ireland Programme 2023-2027. Under this initiative, a fund is being made available for local groups and creative practitioners who wish to organise a community/cultural event or undertake a cultural project to develop and promote culture/creativity in Longford in 2024 under the principles of Arts, Heritage, and Library.**

**What is the purpose of *Longford County Council’s Creative* *Longford* grant?**

The key objective of the Fund is to provide support to organisers to develop new and innovative initiatives that will encourage creativity and cultural participation. The fund can be used to activate new cultural/creative projects and events in the county or add creative value to existing initiatives. The grant is administered by Longford County Council, and applications will be evaluated by the Longford County Council Culture Team.

**What Fund amounts are available?**

* **Please note that funding for projects in 2024 is limited.** Grant amounts will typically be between €500 and €5,000.
* In exceptional circumstances, Longford County Council reserves the right to award a sum more than this, for transformative and/or wide-ranging projects that promote multiple elements of the Creative Ireland programme’s five Pillars and the County Longford Culture & Creativity Strategy 2023-2027. The onus will be on the applicant to make a strong case for this.

**Criteria**

The following must be demonstrated:

* The extent to which the proposed initiative(s) maximize engagement and mobilization around the key *Creative Ireland* themes, and alignment to the five strategic objectives of *Creative Ireland Longford*.
* Projects are encouraged to be unique, innovative, creative, interesting, and likely to make an impact.
* The potential scope of the project to engage with the identified target audience(s) and/or foster well-being within the wider community.
* The cost of the proposed project.
* Any additional support and funding that may be required and have been secured from relevant stakeholders.
* The feasibility of project completion within the timeframe allocated.
* Demonstrate a capacity to deliver i.e., the community event organiser(s) must provide a clear plan for delivering the project, as well as promote the initiative effectively.
* Longford County Council, as a member of the Local Community Development Committee, is committed to the values of dignity, autonomy, democracy, inclusion, and social justice and their associated value objectives as set out in the Equality and Human Rights Statement of the Local Community Development Committee (available at [www.longfordcoco.ie](http://www.longfordcoco.ie)). Applications will be assessed on how they achieve these values.
* Longford County Council will not be in control of the locations where works/events take place, therefore it will be the responsibility of the applicant to ensure the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where applicable), are implemented. Additional legislative requirements which may apply to the place of work will also need to be considered by the committee.
* An Event Management Plan may be required. If this is required, the organiser(s) should appoint an Event Controller to prepare the plan and manage the event.

**Who is eligible to apply?**

This fund is open to not-for-profit organisations, local community groups, arts, heritage, and cultural groups/ societies, and private companies. Applications by individuals must be in partnership with a community, cultural, or heritage group.

To be eligible for funding, the initiative must be based in County Longford and this year’s element be completed before 30 November 2024. However, all grants must be administrated by 1 November 2024.

**What items and expenses are excluded from the fund?**

* Spend on alcoholic beverages*,*fines, penalty payments, legal costs, audit fees, financial consultancy fees, wages, and salaries or other operational costs.

**How do I apply?**

* Please apply to the Longford County Council Culture Team.
* Only fully completed submissions received via the approved application form will be considered.
* Good quality submissions, with support documentation such as estimates, reports, video/photos, etc. where available will be prioritised for funding.
* Digital submissions, either as a PDF or Word document are preferred, and a signed version of the application must be scanned in and then emailed to [creativeireland@longfordcoco.ie](mailto:creativeireland@longfordcoco.ie).
* Please include “Creative Ireland Longford 2024” and the name of the project in the subject line.

Applications must be received **by Monday 19 February 2024.**

**INFORMATION ABOUT THE CRUINNIÚ na nÓG GRANT**

**The County Longford Culture and Creativity Plan 2023-2027, outlines the objectives of Longford County Council in developing and promoting culture, creativity, and well-being in the county under the Creative Ireland Programme 2023-2027. Under this initiative, a fund is being made available for local groups and creative practitioners who wish to organise a community/cultural event or undertake a cultural project to develop and promote culture/creativity in Longford for Children and Young People (0-18years old) in 2024 under the principles of Arts, Heritage, and Library.**

**What is the purpose of *Longford County Council’s Cruinniú na nÓg*  grant?**

The key objective of the Fund is to provide support to organisers to develop new and innovative initiatives that will encourage creativity and cultural participation for young people. The fund can be used to activate new cultural/creative projects and events in the county or add creative value to existing initiatives. The grant is administered by Longford County Council, and applications will be evaluated by the Longford County Council Culture Team.

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* An Event Management Plan may be required. If this is required, the organiser(s) should appoint an Event Controller to prepare the plan and manage the event.
* Garda vetting and a Child Safeguarding statement will be required for all events that involve children or young people. If the supplier does not have a child safeguarding statement, they must sign the Longford County Council Child Safeguarding statement and be compliance with same.
* The supplier must also be aware of the Longford County Council Child Protection policy and adhere to same.

**Who is eligible to apply?**

This fund is open to not-for-profit organisations, local community groups, arts, heritage, and cultural groups/ societies, and private companies. Applications by individuals must be in partnership with a community, cultural, or heritage group.

To be eligible for funding, the initiative must be based in County Longford, be available on Saturday 15 June and this year’s element must be completed before 6 July 2024. However, all grants must be administrated by the 13 July 2024.

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* Please apply to the Longford County Council Culture Team.
* Only fully completed submissions received via the approved application form will be considered.
* Good quality submissions, with support documentation such as estimates, reports, video/photos, etc. where available will be prioritised for funding.
* Digital submissions, either as a PDF or Word document are preferred, and a signed version of the application must be scanned in and then emailed to [creativeireland@longfordcoco.ie](mailto:creativeireland@longfordcoco.ie).
* Please include “Creative Ireland Longford 2024” and the name of the project in the subject line.

Applications must be received **by Monday 19 February 2024.**

**How will I know if my application has been successful?**

Successful applicants will receive a Letter of Offer. This letter will form the contract between Longford County Council and the organiser and will detail all conditions and requirements. Where appropriate, Creative Ireland-Longford may suggest partnerships to help develop the initiative and ensure the greatest reach.

**Acknowledgment**

Once you have been notified that you have been successful in receiving funding, you must ensure that your event/project is promoted as part of this initiative, acknowledging the fund, and using the correct logos. Guidelines on this will be included with the letter of offer.