

# Guidelines for Applicants

## Background to the Creative Ireland Programme

Wicklow County Council's Culture and Creativity Team aims to support partnerships and increase opportunities for communities throughout County Wicklow to engage creatively with arts, culture, heritage, climate action and biodiversity in ways that are innovative, ambitious and dynamic.

Wicklow County Council seeks high quality applications featuring innovative ways to increase engagement between people, cultural heritage, climate action, biodiversity and creativity.

Awarded projects in the past include music concerts and masterclasses, heritage interpretation (e.g. trails, podcasts, and signage) diversity and inclusion initiatives, and creative engagements for children and young people.

Creative Ireland is a Government of Ireland Programme which places creativity at the centre of public policy, connecting people, creativity and wellbeing. This Programme is built around the key themes of: Creative Youth, Creative Communities, Creative Industries, Creative Health and Wellbeing, and Creative Climate Action and Sustainability.

Wicklow County Council recognises the value of creativity as part of our cultural services provision delivered through the Creative Ireland Programme. For full details see:

<https://www.creativeireland.gov.ie/en/wicklow/>

## Creative Wicklow Grant Scheme Objectives:

Wicklow County Council seeks to support projects that communicate and celebrate aspects of Wicklow people and place in creative and innovative ways. We are looking for projects that effectively capture and showcase the richness of County Wicklow's arts, culture, creativity, heritage, nature, biodiversity, and history.

Projects should be of a high standard with a countywide relevance in keeping with the objectives of the Wicklow Creative Strategy. Initiatives that target the engagement of new, marginalised and disadvantaged audiences will be particularly welcomed.

Projects outputs may include a wide range of formats such as podcasts, video/film, exhibition, trails, oral recordings, publications, interpretive signage or a mixture of all. Applicants are also encouraged to consider presenting the work as part of key calendar events such as Culture Night, Heritage Week or Biodiversity Week for example.

The Fund is administered by Wicklow County Council and will be evaluated by the Wicklow County Council Culture and Creativity Team.

## **WHO IS ELIGIBLE TO APPLY:**

This fund is open to not-for-profit organisations, local community groups, arts, heritage, biodiversity and cultural groups, venues and societies.

**Applications by individuals must be in partnership with local community, arts, heritage, biodiversity and cultural groups.**

**If an application is successful; the funding will only be paid to the community group, not to an individual.**

To be eligible for funding, the project/event/initiative must be based in or relate to County Wicklow. The project/event/initiative must be completed before 30th September 2026 and all final report documentation submitted to the programme team by the 30th September 2026.

## **WHAT AMOUNTS ARE AVAILABLE?**

Grants up to €3,000 will be allocated per project to successful candidates. The fund is limited and eligible projects will be evaluated on a competitive basis. There is no guarantee of funding for projects that achieve the minimum eligibility criteria.

## **WHAT TYPES OF PROJECT ARE TYPICALLY INCLUDED IN THE FUND?**

Projects and events that relate to the key themes of the Creative Ireland programme

Podcasts, video/film, exhibition, trails, oral recordings, publications, interpretive signage  
Creative workshops / projects /events for people of all ages based on arts, culture, heritage, climate action and biodiversity

Archive projects, e.g. photographic collections and/or oral histories of people and place, digitisation of records for contribution to Wicklow's Community Heritage website [www.wicklowheritage.org](http://www.wicklowheritage.org). All relevant permissions regarding copyright/ownership of material must be in place for digitisation projects and oral history projects must adhere to best practice as outlined by the Oral History Network of Ireland (<https://oralhistorynetworkireland.ie/practical-guidelines> )

Pop up markets, museums and exhibitions

Projects that showcase stories of Wicklow's culture and those which reveal geographic and thematic connections with cultural heritage elsewhere in County Wicklow, Ireland and/or internationally

### **ITEMS/EXPENSES THAT ARE NOT ELIGIBLE UNDER THIS AWARD SCHEME:**

- Alcohol, food & drink, hospitality expenditure
- Fines, penalty payments
- Legal cost, audit fees, general overheads (e.g. rent / utility bills).
- Purchase of Capital Asset(s)
- Expenditure which was incurred prior to the approval of grant aid.

### **CRITERIA USED FOR ASSESSMENT OF APPLICATIONS:**

Applications will be evaluated under the following criteria:

The extent to which the proposed project is aligned with the Creative Ireland Programme

The extent to which the proposed project is collaborative and maximizes community engagement

The extent to which the project is innovative, creative, interesting and likely to make a significant impact in the community

The feasibility and viability of project completion within the timeframe and budget allocated.

The applicant's capacity to deliver the project and to promote it in media as relevant must be demonstrated.

### **HOW TO APPLY:**

Read all documentation carefully.

- Under the 'Apply Online' section on our website, click on the link. You will be directed to 'Submittable' which is our online applications platform. You will then be asked to create an account with Submittable which simply entails entering an email address and a password.
- Applications must be made through our online platform \*Submittable. Here you will be able to upload all supporting material along with your application form. \*The Submittable platform works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported.
- Complete the online application form - emailed/faxed/posted applications will not be accepted.

- The applicant name you list on the application form should be that of the Community Group (not an individual)
- Upload a Budget document. **Ensure the amount of grant funding sought is included in the Budget document.**
- Upload supporting documentation

Please Note: Incomplete applications will not be considered.

## CONFIRMATION

You will receive an acknowledgement email from Submittable once you have made an application.

Applicants will be notified of outcomes as soon as is practicable, however, it is anticipated that the overall process from the submission of applications to notification will take 6-8 weeks.

**We strongly recommend that you upload your application at least forty-eight hours before the advertised deadline (4pm Thursday 5th February 2026). This will allow time to assist in resolving any technical problems should they occur.**

## IF SUCCESSFUL, HOW THE FUNDING IS DRAWN DOWN:

Successful applicants will receive a Letter of Agreement which must be signed and returned as directed.

Successful applicants who do not already have a Supplier Account with Wicklow County Council will need to complete Supplier Account Set Up Forms.

Successful applicants must have a bank/credit union account. The account holder name on the bank/credit union account must be that of the Community Group.

Payment will be processed when the signed Letter of Agreement is returned along with proof of insurance and a Supplier Account has been set up with Wicklow County Council.

Please note: **the payment will only be made to the community group, not to individual(s).**

On conclusion of the project, a short Project Report Form (to be supplied by Wicklow County Council) must be completed and include the following:

- A copy of the project output or other evidence of project completion e.g. photographic and/or video graphic evidence
- A final budget for the project and **evidence of payments** (i.e. Paid Invoices/ Receipts) to all parties.
- Copies of all press and media coverage

## CONDITIONS

All awards are subject to the availability of funds. Awards may be withheld or divided at the discretion of Wicklow County Council.

**1.** Wicklow County Council and Creative Ireland must be credited in any publicity, press and marketing materials relating to the work supported under this scheme. Wicklow County Council and Creative Ireland logos must feature on all publicity, press and marketing material produced in connection with this scheme. A Letter of Offer will set out the specific branding and accrediting requirements.

**2.** Applications must be complete and have all relevant supporting documentation. Successful applicants will be required to submit a Project Report Form (to be supplied by Wicklow County Council) and provide the following **by 30th September 2026**:

a. A copy of the project output or other evidence that the project is complete e.g. Photographic and/or video graphic evidence, (photographs and videos submitted for use must have the relevant permission signed. These signed permission(s) must be provided with the documentation – refer to letter of grant offer for full conditions)

b. A final budget for the project and evidence of payments / receipts to all parties.

c. Copies of all press and media coverage

**3.** All applications must adhere to the guidelines set out in this document.

**4.** No emailed/posted applications will be accepted, applicants must apply through our online platform.

**5.** All projects must either take place in, or benefit, the residents of County Wicklow. Applicants must clearly indicate their relationship with the County as per the Application Form.

**6.** Applicants must provide evidence that any organisational commitment referenced in support of their application has been confirmed e.g. letters of support to show that a collaborator is available, or an exhibition opportunity confirmed.

**7.** Proposals must be realised in full within the timeframe specified in the application.. Wicklow County Council reserves the right to review the Creative Wicklow Grant Scheme 2026 at any time and, as a result, may make any changes necessary without prior notice and at Wicklow County Council's discretion.

**8.** Applications will be assessed by the Wicklow County Council Culture and Creativity Team.

**9.** Applicants shall be notified as soon as is practicable, however it is anticipated that the overall process from the submission of applications to the notification of outcomes will take 6-8 weeks.

**10.** Shortlisting is likely to apply.

**11.** While we encourage the participation of returning applicants, please note that if you have previously received funding from this programme in past years, you must have submitted all required final project reports, budgets and invoices for those funds. Failure to comply with this requirement will render you ineligible for consideration in the current round.

**12.** An online acknowledgement will be sent to you to confirm receipt of your Application.

**13.** Please read the Wicklow County Council GDPR statement.

**14.** Projects must be completed and final report documentation submitted as directed by the 30th September 2026.

#### **DISCLAIMER – please read carefully**

It is a condition of any application for funding under the terms and conditions of the Wicklow County Council – Creative Wicklow project that the applicant has read, understood and accepted the following terms and conditions:

**1.** Wicklow 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.** Wicklow 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 related to the project. In respect of funding provided by Wicklow 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 Wicklow County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicant's 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.

**APPLICATION DEADLINE: 4pm Thursday 5th February 2026**

## **Application Support Service:**

For questions or application support, contact: [CreativeWicklow@wicklowcoco.ie](mailto:CreativeWicklow@wicklowcoco.ie)

Please make your subject line 'Creative Wicklow Grant Scheme 2026'.

The support service is available up to **5pm Thursday, 29th January 2026**