# Creative Places Baltinglass Community Creative Activation Fund

This document contains the application questions for the Creative Places Baltinglass Community Creative Activation Fund. This document should be used for reference purposes and to assist with the gathering of information between collaborating partners involved in projects.

\*Applications **must** be received online through the platform Submittable (link [here](https://wicklowcountycouncil.submittable.com/submit/336092/2025-creative-places-baltinglass-community-creative-activation-fund)).

\*\*All questions are mandatory, except where noted below.

## Section 1 – General Information

Lead applicant Name

Lead applicant Address

Lead applicant phone number

Lead applicant PPS Number

Lead applicant Email address

Lead applicant website [optional]

Social Media Platforms (e.g. Facebook / X / Instagram) [optional]

Name of artist/s working on project

Name of community / local group collaborating on the project

## Section 2 – Application Details

1. State the nature of the collaboration between the artist(s) and community groups involved in the project [limit: 200 words]
2. Project Aims and Objectives [limit: 500 words]

\*Note: What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do/achieve.

* Outline your reasons for applying for this award.
* Describe in detail your proposal including mentors, artists or collaborators involved
* What you want to do and why? What is your anticipated outcome?
* Outline your role and expected time commitment to the project, and how your knowledge, skills and expertise will be enhanced by this project.
* Include a timeline for the project.

1. Project Description [limit: 700 words]

\*Note: In the Project Description you should:

* provide clarity about the project you are proposing; everything from its purpose to its scope should be described.
* describe the project in the simplest possible manner without omitting any important details. Do not include information on other unrelated projects or events. This should be a snapshot of the entire activity.
* include everything worth knowing about your project to demonstrate a well-rounded idea and planning.
* include relevant and up-to-date data to reinforce the purpose of your proposed project.

1. Project Outcomes [limit: 500 words]

\*Note: The aims of the Community Creative Activation Fund are to implement a range of locally driven initiatives to meet the aims of the Creative Places Baltinglass Programme which are to:

* Enliven the town as a place of social creativity
* Work with families to build new habits around arts and culture
* Facilitate creative engagement of young people to inspire and connect
* Build local arts practice / development capacity towards a sustainable future
* Create increased opportunities for arts participation
* Leave a legacy through socially engaged art interventions and community development

1. Project Timelines [limit: 200 words]

List the project timelines and completion date. For this Fund, projects must take place between December 1st 2025 – May 31st 2026. A second round of this fund will be opened in Spring 2026 for applications between June 2026 – May 2027.

1. Any other information you may wish to provide in support of your application [limit: 200 words]

## Section 3 – Supporting Documentation

Budget summary – provide a summary of total project income and total project expenditure.

Grants will be awarded in the range of €3,000 - €5,000. Applicants must provide ten (10) percent match funding, which can be cash or in-kind.

1. Upload a detailed budget summary in PDF or Excel format.
2. Upload a project outline.
3. Upload letters of support.

Letters of support outlining the full agreement of collaborators / other funders and all parties to the application to indicate that this project was conceived in partnership and that they are ready to participate

1. Upload supporting documents [maximum: 4 files – accepted types: PDF, image, audio, video]

Documents including:

* Confirmation of venues to be involved
* Confirmation of site permissions (if applicable)
* CV’s and three work samples from each artist / creative practitioner involved in the proposal

## Section 4 – Insurance requirements and declaration

**INSURANCE** - You must tick the box to confirm that in the case of your application being successful, you agree to provide evidence of insurance cover deemed appropriate for your project.

Insurance requirements will include Professional Indemnity Insurance (with minimum cover €1m) and, potentially, Public Liability (with minimum cover €6.5m) and / or Employers Liability Insurance (with minimum cover €13.5m) depending on the nature of the awarded project.

Insurance policies will also need to include indemnity in favour of Wicklow County Council.

If your application is successful, details of the level of Insurance cover required will be outlined in your Letter of Offer.

YOU MUST PROVIDE EVIDENCE OF INSURANCE COVER WHEN INSTRUCTED TO DO SO.

DRAWDOWN OF FUNDING WILL BE WITHHELD UNTIL THE REQUISIT INSURANCE SCHEDULE DOCUMENTS HAVE BEEN SUBMITTED TO THE ARTS OFFICE.

IN THE CASE OF FAILURE TO SUBMIT EVIDENCE OF INSURANCE IN A TIMELY MANNER, THE FUNDING OFFER WILL BE WITHDRAWN.

**DECLARATION** - You must tick the box to confirm you understand and will comply with the terms and conditions listed below.

* Successful applicants will receive a Letter of Agreement which must be signed and returned to the Wicklow Arts Office.
* Award drawdown(s) will not be processed until the signed Letter of Agreement along with evidence of Insurance has been received by the Arts Office
* All issues relating to health and safety, child protection, insurance, financial risk and any other matters relating to the work undertaken from this Fund remain the sole responsibility of the Lead Applicant.
* Applications will be assessed and scored by an adjudicating panel; this is a competitive fund with only a limited number of awards possible.
* If an application is successful the lead applicant must agree to document the activity undertaken during this time and produce a short write up of their experience for social media platforms, websites and email bulletins. This may be shared by Wicklow County Council and its funding partners. The lead applicant must obtain and keep on record all necessary consents/permissions from participants for use of photos and details.
* The award may only be used for the specific costs indicated in your application budget.
* You must notify the Arts Office in advance of any changes to a significant element of your application. The Arts Officers decision on the matter will be final.
* This Fund is designed to support locally driven initiatives which meet the aims of the Creative Places Baltinglass programme.