



Creative
Communities



Rialtas Áitiúil Éireann
Local Government Ireland



Clár Éire Ildánach
Creative Ireland
Programme

Creative Wicklow Grant Scheme 2024

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 Places, and Creative Nation*.

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/>

Background to the Wicklow Creative Grant scheme 2024

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.

To be eligible for funding, the project/event/initiative must be based in or relate to County Wicklow and be complete before 30th September 2024.

What amounts are available?

Grants between €1,000 and €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
- 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.

What is the Funding Criteria?

Applications received 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.



Creative
Communities



Rialtas Áitiúil Éireann
Local Government Ireland



Clár Éire Ildánach
Creative Ireland
Programme

How do I apply?

Only completed submissions received via the approved application process will be considered.

All applications must be made through *Submittable where you can upload all supporting material along with your application form.

Applications must be received by **4pm on Tuesday 19th March 2024**. Incomplete applications will not be considered.

If successful, how is the fund to be drawn down?

Successful candidates will receive a Letter of Agreement which they must sign and return to the Arts Office. Payment will be processed when the Arts Office receives the signed Letter of Agreement along with proof of insurance. 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 / receipts to all parties.
- Copies of all press and media coverage

What items and expenses are excluded from the fund?

- Spend on alcoholic beverages, fines, penalty payments, legal cost, audit fees or general overheads (e.g. rent / utility bills).
- Expenditure which was incurred prior to the approval of grant aid.

Acknowledgement

Once notified that your application has been successful, you must ensure that the project is promoted as part of this initiative and appropriate guidelines to support this will be included in your Letter of Offer. Please note that Wicklow County Council and Creative Ireland logos/ acknowledgement must feature on all publicity, press and marketing material produced in connection with grant aided projects.



Creative
Communities



Rialtas Áitiúil Éireann
Local Government Ireland



Clár Éire Iddánach
Creative Ireland
Programme

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 relating to the work supported under 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 before by 30th September 2024:
 - a. A copy of the project output or other evidence that the project is complete e.g. photographic and/or video graphic evidence. (Please ensure photographs and videos submitted for use have the relevant permission signed and 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 2024 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 necessary 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.



Creative
Communities



Rialtas Áitiúil Éireann
Local Government Ireland



Clár Éire Ildánach
Creative Ireland
Programme

12. An online acknowledgement will be sent to you to confirm receipt of your Application.
13. Please read the Wicklow County Council GDPR statement.

Disclaimer – please read carefully

It will be 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 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.

