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**Kilkenny County Council**

**Creative Ireland & Cruinniú na nÓg**

**Grant Scheme 2021**

**APPLICATION FORM**

**Closing Date: 15th March 2021**

Completed applications, together with supporting documentation, must be emailed to: sinead.dunphy@kilkennycoco.ie

Community & Culture Section, Kilkenny County Council

Telephone: 056-7794910 or Email: sinead.dunphy@kilkennycoco.ie

**Creative Ireland & Cruinniú na nÓg** **Grant Scheme 2021**

**Closing date 15th March 2021 at 5.00pm**

**APPLICATION FORM**

**Purpose of the Scheme**

The main purpose of the Kilkenny Creative Ireland Grant scheme is to provide financial support to local and community groups and individuals, artistic and creative practitioners, event organisers and those involved in creative, cultural and heritage activities and projects, in order to encourage cultural participation throughout Kilkenny, and support the delivery of the [*Creative Ireland Kilkenny Culture & Creativity Strategy 2018-2022*.](https://www.kilkennycoco.ie/eng/Publications/Press_Releases/Creative_County_Kilkenny_Booklet.pdf)  It supports the delivery of Pillar 2 of the national [Creative Ireland Programme](https://www.creativeireland.gov.ie/en/creative-communities/), i.e. “Enabling creativity in every community”.

This scheme also includes funding for projects which will help deliver the **Cruinniú na nÓg** programme in Kilkenny. Cruinniú na nÓg (June 12th 2021) is the national day of free creative activity for children and young people up to 18 years of age, and is part of the national Creative Ireland Programme.

**Note: All initiatives and activities funded from this scheme must adhere to the public health guidance, laid down by the HSE and the Government, with regard to the COVID-19 pandemic.**

***BLOCK LETTERS PLEASE FOR HAND WRITTEN APPLICATIONS***

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| **SECTION 1: CONTACT INFORMATION** |
| **Name of the organisation (Applicant):** |  |
| **Name of project / event:** |  |
| **Contact person:** |  |
| **Your position in the organisation:** |  |
| **Correspondence address:** |  |
|  |  |
|  |  |
| **Telephone no.:** |  |
| **E-mail:** |  |
| **Website:** |  |
| **Twitter/Facebook:** |  |
| **SECTION 2: DESCRIPTION OF PROJECT** |
| **Please give a brief description of the proposed project/event and demonstrate how your project addresses each of the six criteria below:**This should be brief and include: 1. An outline of your proposed idea/project/initiative.
2. Demonstrate how your proposed idea links to [Pillar 2 in the Creative Ireland Programme](https://www.creativeireland.gov.ie/en/creative-communities/), or [Cruinniú na nÓg](https://www.creativeireland.gov.ie/en/creative-youth/cruinniu-na-nog/), as appropriate.
3. Demonstrate how your proposed idea links to the 5 Priorities and key Principles outlined in [Kilkenny’s Culture and Creativity Strategy 2018-2019 programme.](https://www.kilkennycoco.ie/eng/Publications/Press_Releases/Creative_County_Kilkenny_Booklet.pdf)
4. Provide details of who you are collaborating with.
5. Outline who the ‘audience’ is and who will participate/engage in your project.
6. Outline the potential and possible benefits of the project to Kilkenny.

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**(Please add max 1 x A4 page as required)****Describe the anticipated impact/outcome of the event for your community:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Who will be involved in the organising of the project/event?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Provide details of how your project/event will address COVID 19 restrictions; and include (i) Plan A which can take place at Level 5 COVID restrictions, and (ii) Plan B which can take place if face to face gatherings are allowed under Government/HSE COVID guidelines.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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| **SECTION 3: FUNDING** |
| **What is the estimated overall cost of the event/project? € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****How much are you requesting from the Kilkenny Creative Ireland Grants Scheme? €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Grant amounts available under this scheme* Creative Ireland Projects (€2,500 or €5,000)
* Cruinniú na nÓg Projects (max amount generally €5,000)

**Are you applying for funding from any other sources? Yes­­­­­­­ ­­­­­­­­­\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_** **If YES, please give detail****Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_****If NO, please indicate how you intend to fund the balance of your costs?****Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: €\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: € \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SECTION 4: PROJECT COSTS** |
| **Please provide details of proposed costs associated with the event/project:** |
| **Element of Work /Programme/ Item** | **Cost €** |
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|  |  |
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|  |  |
| **Total Cost €** |  |
| **SECTION 5: PARTICIPATION** |
| Recognition must be given to Kilkenny County Council and Creative Ireland in all promotional material associated with the project/event. Relevant logos will be provided to projects which are awarded grants. **Please state how your organisation proposes to publicly acknowledge Kilkenny County Council’s Creative Ireland Community Event/Cruinniú na nÓg** **Grant Scheme contribution?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DISCLAIMER** |
| **Kilkenny County Council will not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Kilkenny County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.****I/we have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation’s position.****Signed: -**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DATA PROTECTION** |
| **Kilkenny County Council collects some personal data during the application and processing of this grant scheme, particularly, names, addresses and contact details (emails and telephone numbers). These details are necessary for the consideration and adjudication on the grants scheme. The grant applications are sometimes shared between relevant County Council Departments for the purpose of supporting the application and also to ensure that similar events are not double funded, and in relation to other festival/events funded by the Council. At all stages the personal data is handled in full accordance with the Data Protection Legislation.** **Your express consent is required, acknowledging that you understand that you may be submitting personal data. Please sign here by way of agreement.** **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Please note** if you intend to work withchildren and young people you must provide evidence of your child protection policy or the child protection policy of your partner organisation.Groups/organisations/self-employed individuals/artists must be **tax compliant**, have **appropriate insurances** in place and meet all **Health & Safety** requirements.  |

**Advice Notes: MAKING YOUR APPLICATION**

* This scheme is an online process only and the sole address for applications is sinead.dunphy@kilkennycoco.ie please use “Kilkenny Creative Ireland Grant Scheme 2021” in the subject line of the email.
* Applications must comprise one PDF document only, which must be less than 10MB in size.
* All supporting material MUST be included in the PDF and attached to ONE email.
* Emails larger than 10MB will be rejected by our Firewall.
* On receipt of your application we will issue an acknowledgment of receipt.
* Note: As we have very strict security, we cannot download from external portals i.e. Google docs.
* LATE AND INCOMPLETE APPLICATIONS (SECTIONS NOT COMPLETED/ALL RELEVANT SUPPORTING MATERIALS NOT ENCLOSED) WILL BE INELIGIBLE.
* If you do not adhere to the above requirements your application will not be accepted for adjudication
* Late applications will not be processed and retrospective applications will not be considered.

**REMEMBER TO:**

* Label all material included.
* Allow sufficient time for completion, merging files and emailing of application before the closing date.
* Ensure all online supporting material opens/ works/ is easily accessed. If supporting material does not open/ work it is deemed ineligible. We will not be checking this on submission, this is the sole responsibility of the applicant.

**A Note on Covid 19 Restrictions**

It is recommended that you base your proposal on the best public health advice and guidance available at the time you are making your application. You should ensure that what you are proposing to do is feasible or adaptable should social distancing and/or other public health measures impact on all or part of the period to which this proposal applies.

Applicants are requested to address COVID 19 in their applications. Specifically, you are required to submit both Plan A and Plan B options. Plan A is based on delivering a project under restricted lockdown conditions, and Plan B should be based on our ability to hold face to face gatherings. and

In doing this you will show awareness of the challenges of Covid19 to your proposal and show preparedness to adapt whilst adhering to all Public Health Guidelines.

In the event that your application is successful, and you subsequently need to change or alter some or all of your proposal on the basis of changed public health advice, to your contingency plan, you should contact the grants administrator in advance to discuss this.

Kilkenny County Council recognises now more than ever communities and artists need support and we appreciate that your plans may change – however please do ensure you can provide as much information in your contingency plan in case what you propose changes due to unforeseen circumstances this year.

Further information on Public Health Guidance is available on HSE & Government websites and is updated frequently. [https://www.gov.ie/en/](https://scanner.topsec.com/?d=1500&t=d8fcf76025eb0856d40fc9f34eb2578e6fb8a145&u=https%3A%2F%2Fwww.gov.ie%2Fen%2F)  [https://www.hse.ie/eng/](https://scanner.topsec.com/?d=1500&t=6c3fc64d44a35982c3c69d95aac3b954e04f7bfb&u=https%3A%2F%2Fwww.hse.ie%2Feng%2F)

**Check List**

* Completed application form
* Completed Income & Expenditure (including quotations, as appropriate)
* Detailed description of proposal
* Curriculum Vitae (specific to artists / arts practitioners)
* Contents list and support material
* Images (Visual artists)