



CARLOW COUNTY COUNCIL
COMHAIRLE CHONTAE CHEATHARLOCHA

Clár Éire Ildánach
Creative Ireland
Programme
2017–2022



Creative Ireland Carlow

Enabling Creativity in Every Community

Grant Scheme for Halloween Community Events

Closing date is no later than 5pm on Friday 8th September 2017.

Coordinated by Carlow County Council.

Grant Scheme for Halloween Community Events

The Carlow Creative Ireland Team is delighted to announce a new round of grant funding for 2017. The Carlow Creative Ireland Team will support arts, crafts, music, literary, heritage and cultural groups, communities, public spaces, schools and clubs from across the county who are interested in developing a creative Samhain (Halloween) Community Event, funded through a new Creative Ireland grant scheme.

Halloween in Ireland has been celebrated for centuries and first originated from the festival of Samhain which dates back over 2,000 years. Samhain in Ireland has always been an important festival, it marked the end of the bright half of the year and the start of the dark half.

We are interested in hearing from communities who would like develop a free family friendly Samhain themed community event during the week of **28th October - 5th November 2017**. We are also inviting you to consider the theme ***“exploring old Irish customs and traditions for celebrating Samhain”*** this could include costumes, masks, Halloween food, music, song, dance, poetry, story-telling, guided tours, talks etc.

How do I apply?

You must apply directly to Carlow County Council. Only completed submissions received via the approved application form will be considered. The completed form must be sent to **SINEAD DOWLING, CARLOW'S CREATIVE IRELAND TEAM COORDINATOR, ARTS OFFICE, CARLOW COUNTY COUNCIL, COUNTY OFFICES, ATHY ROAD, CARLOW.**

Applications must be received before **5pm on Friday 8th September 2017.**

Conditions:

- The project / event must be held within County Carlow from 28th October – 5th November 2017, inclusive.
- The project / event must be free and open to all members of the public.
- Groups / organisations must be registered with the Public Participation Network (PPN).
- Reports, invoices / receipts and photographs must be submitted prior to payment.
- Groups / organisations / individuals must be tax compliant.
- Appropriate insurance cover must be in place.
- Full compliance with Child Protection Policies if activities are involving children and young people (0-18yrs).
- **Items and expenses excluded from the fund:** Spend on fireworks, bonfires and alcoholic beverages. Any expenditure on items which were incurred before approval of grant aid was received.

If I am successful how do I draw down the funding?

The funding offered must only be used for the purposes specified in your application. Payment will only be made after the project / event has taken place. In order to receive the payment, the successful applicant must complete a short ***Post Event Report Form*** (to be supplied by Carlow County Council) and provide the following:

- Evidence that project/event has taken place (e.g. photographic evidence, copies of press features etc.)
- Evidence of Public Participation Network (PPN) registration.
- Receipts for the full costs.
- A completed Carlow County Council “supplier set up form” with tax registration number and copy of your bank statement header.
- Payment will be made by Electronic Fund Transfer (EFT) only.

Funding not claimed by the agreed deadline **30th November 2017** will be cancelled.

Acknowledgement

Once you have been notified that you have been successful in receiving funding, you must ensure that your event is promoted as part of this initiative and appropriate guidelines to support this will be included with the letter of offer.

Creative Ireland Carlow
'Grant Scheme for Halloween Community Events'

APPLICATION DETAILS

Name of Community Group/ Organisation / Individual:

Address:

One line about your group/organisation:

CONTACT PERSON

Name:

Address:

Telephone:

Email:

DETAILS OF PROPOSED PROJECT/ EVENT

Name of Project / Event:

Date:

Time:

Location:

Event Description – please consider the theme of “exploring old Irish customs and traditions for celebrating Samhain” in your application (300 words max):

Category: music, art, literature, heritage, etc.

Who will the project / event target?

Prior booking required / advised: (Yes/No)

Wheelchair accessible: (Yes/No)

BUDGET:

Total amount sought from Grant Scheme:

€

Please give a breakdown of the proposed expenditure in the project / event:

Item	Description	Amount

TOTAL:

Disclaimer – please read carefully

It will be a condition of any application for funding under the terms and conditions of the **Creative Ireland Carlow 'Grant Scheme for Halloween Community Events'** that the applicant has read, understood and accepted the following:

Carlow 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:

- The application or the subject matter of the application.
- The rejection for any reason of any application.

Carlow 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. By submitting an application, applicants agree to the processing and disclosure of the applicant's information by Carlow 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 scheme. Carlow County Council and the Department of Arts, Heritage and the Gaeltacht agree to employ appropriate measures to keep applicants data safe and secure, to prevent its unauthorised or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection Legislation.

Where a grant is allocated for a specific project/event Carlow County Council will not be responsible for the insurance of that project /event. Nor will Carlow County Council be responsible for your compliance with Child Protection Policies if activities are involving children and young people (0-18yrs). Carlow County Council recommends that the organisers have appropriate insurance cover in place prior to the commencement of a project/initiative/event.

Declaration of Applicant(s)

I/We have read and understood the information, criteria and disclaimer applicable to the **Creative Ireland Carlow 'Grant Scheme for Halloween Community Events'** and agree to comply in full therewith. 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/we have not applied to any other city / county council for funding for this event. *In the case of community groups or organisations more than one member must sign the application.*

1) Signed: _____

Date: _____

Name: (in block capitals):

2) Signed: _____

Date: _____

Name: (in block capitals):

On behalf of: (organisation's name):

Please return completed application forms

before 5pm on Friday 8th September 2017

RETURN TO:

**SINEAD DOWLING,
CARLOW'S CREATIVE IRELAND TEAM COORDINATOR,
ARTS OFFICE,
CARLOW COUNTY COUNCIL,
COUNTY OFFICES,
ATHY ROAD,
CARLOW.**

**Or by email to: kmooney@carlowcoco.ie
Ph: (059) 9136203 / 9136234 Fax: (059) 9141503**