



Comhairle Contae
an Chabháin
Cavan
County Council

Creative
Communities



Rialtas Áitiúil Éireann
Local Government Ireland



Clár Éire Ildánach
Creative Ireland
Programme

Creative Cavan 2025 – Guidance Notes

Please read these guidance notes carefully prior to completing your grant application.

The key objective of this funding is to offer community groups, organisations, venues, artists, performers and everyone involved in the culture and creative sectors an opportunity to develop high quality projects/programmes that enable groups and individuals to realise their full creative potential and encourage greater access, knowledge and appreciation of the arts, creative industries, heritage and the Irish language.

We encourage communities to engage with creativity in new and innovative ways and particularly welcome applications from groups who have not previously engaged with Creative Ireland.

How much is funded?:

Two levels of funding may be applied for during this grant process.

Micro Grants – between €500 and €2,500

The project must take place in County Cavan by the **27 September 2025** – if **this does not align with your project delivery then apply under strategic grant (eg Halloween event)**

Strategic Grants – between €2,500 and €15,000

The project must take place in County Cavan **by 31 August 2026**.

This grant will allow potential projects which will require a longer delivery time and respective budget to be delivered.

Only one application will be considered for each applicant, however you may be included as part of a collaboration led by another individual/organization.

For more information around project delivery please read the Creative Cavan Strategy at <https://www.cavanlibrary.ie/creativecavan> prior to submitting your application.

To be eligible for funding the project/event:

- Must take place in County Cavan and adhere to the deadlines above.
- Applicants must be 18 years or older.
- Be organised by an individual/community/voluntary group based in Cavan.

- Encourage or benefit participation in the Creative Ireland programme and enhance the awareness of creativity or culture in the County.
- If delivered in partnership a letter of support **is required** from the partner organisations.
- Be in keeping with at least one of objectives of the Cavan Culture and Creativity Strategy Programme,
- Recipients of grant assistance for projects involving children or young people must submit evidence that a current child protection policy and up to date Garda Vetting are in place.
- Cavan County Council and Creative Ireland logos should appear on all printed material, and be acknowledged on all video/film, event websites, and social media.
- It is the responsibility of the grant recipient to follow public health recommendations and guidelines in relation to COVID 19
- Details of all projects will be advertised on the Creative Ireland website.
- Be designed on a realistic financial basis and provide good value for money- please itemise your projected costs failure to do so may
- **Application Deadline** with a fully completed application form, fully completed budget, detailed description of your project and all supporting materials and a signed disclaimer form to be submitted by **5pm on Wednesday, 5 March 2025**; online using the online portal. If you are unable to complete the online portal please contact showe@cavancoco.ie to provide an alternative application. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**
- Applicants should NOT contact the Creative Ireland Office after this date. You will be notified by end-March by email, as to whether you have been successful or not. (Please note your project can not start until you have been notified as to whether you are successful, and this should be considered when proposing your ideas to us. Cavan County Council will not retrospectively fund and take no responsibility for proposed projects that have not been awarded funding by due process.
- The **deadline for project delivery** is **Friday 27 September 2025** (micro grants) **31 August 2026** (strategic grants). This deadline is to facilitate Cavan County Council's funding drawdown from the Creative Ireland Programme and is non-negotiable.
- It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your project are secured.
- Stock imagery is fine to use provided that the image is marked as such.

Items that are excluded from the fund include:

- Capital requests for building improvements to workspaces and venues.
- Assets or equipment e.g.: vouchers, memoirs for participants, art works, projectors, laptops, tablets etc.
- Fuel Costs.

- Spends on alcoholic beverages, fines, legal costs, penalty payments, and prizes.
- Wages and salaries relating to administrative costs.
- Generally, the cost of items for resale is ineligible.
- Items of expenditure incurred prior to the approval of grant funding are not eligible for recoupment.
- Activities dedicated solely to sport and fitness.
- Applicants requesting assistance in respect of commercial activities.
- Charitable events including fundraising.
- Applications for activities that are completed or have already commenced.
- Applications from employees of Cavan County Council. These individuals may not apply as lead applicants, however in certain circumstances can be involved as creative collaborators / advisors / participants in proposals submitted by a third party.
- Activities better suited to others awards and/or schemes offered by the county council.
- Activities that could be better supported by other public agency supports for example Arts Council, Culture Ireland, Design & Crafts Council Ireland, Music Generation.
- Projects taking place outside of the jurisdiction of Co Cavan
- Projects that do not relate to the Cavan Creative and Culture Strategy and/or the Creative Ireland Programme
- Film projects will only be considered if they are deemed to include an element of community development/engagement.
- Projects already in receipt of a 2024.2025 strategic grant awarded in 2024.

Community need

For projects which seek to engage their communities it is important to evidence a need within your community. This is particularly important when engaging older or younger people.

- Children and young people.
- As per the Rights of the Child (Article 12); The right of the child to be heard. We have an obligation to ensure a child centric approach and to enable without discrimination. We must engage and listen to the voice of the child in relation to our events. Organisations have the same obligations as government departments to uphold all aspects of the CRC. Useful resources available We encourage use of the Creative Ireland young people and children consultation Forms available on Creative Cavan website at: <https://www.cavanlibrary.ie/creativecavan>. Other Toolkit & Guidelines [Toolkit & Guidelines | Hub na nÓg \(hubnanog.ie\)](#)
- **All applications must therefore include evidence that the voice of the child has been heard.**
- For older people it is important to engage an Age Friendly approach to ensure that the voice of the older person is heard. This ensures that there is a “with us, not for us approach” to project delivery.

Assessment Process:

- All applications will be assessed by an independent panel which includes individuals with an arts background who are experienced in adjudication.
- Funding will be allocated based on the recommendations of this panel.
- The panel will use only the information provided as part of your application.
- All applicants will be advised of the decision by email.
- Successful applicants will receive a letter of offer and a funding agreement document that details terms and conditions. This document must be signed and returned by the date specified on the letter of offer. Failure to do so may result in funding being withdrawn and reallocated to another project.
- Due to resource constraints, it may not be possible to allocate funding to all projects, and eligibility and compliance with these criteria do not guarantee a letter of offer. Overall allocated grant totals to successful applications may be reduced to allow allocation in line with overall allocated funding.
- Applications are scored on elements of the submitted application. Possible marks are indicated on the application.
- Projects will be ranked by scores and should a project be unsuccessful in delivery the next ranked project will be offered the funding.

Policies and Guidelines

Applications must be received by 5 pm Wednesday 5 March 2025

If I am successful how do I draw down the Fund? Payment will be made following adjudication, notification of success and submission of requested documentation.

Micro Grants

An initial payment of 50% of the requested funding will be paid following approval and signing of a Creative Cavan Funding Agreement. The final 50% will be paid when the project is completed, a report is submitted (as per the criteria in the Funding Agreement) and accompanied with paid invoices to the Creative Cavan Office.

Large Grants

An initial payment of 25% of the requested funding will be paid following approval and signing of a Creative Cavan Funding Agreement. A further 25% will be paid on submission of a progress report (due September 2025) and the final 50% payment when the project is completed, a final report submitted (as per the criteria in the Funding Agreement) and accompanied by paid invoices to the Creative Cavan Office. If your project will require a different funding payment schedule eg 25% year 1 and 75% in year 2 please indicate this within your description.

Note: Payment will be made to the community group named on the application form, and not to individuals.

Payment will be by Electronic Funds Transfer only. A Supplier Set Up Form and Bank details must be submitted to facilitate the transfer.

Final/full Payment of the award will ONLY be made on completion of the project/event and the submission to the Creative Ireland office of an evaluation report, photographs, and paid receipts of money spent. This forms part of the Creative Cavan return to Creative Ireland and may be used for audit purposes.

It is the responsibility of the supplier to ensure that all details are correct and that your tax details are in order.

Acknowledgment- Successful applicants must ensure that their project is promoted as part of the Creative Ireland initiative. Appropriate guidelines to support this will be included in the Creative Cavan Funding Agreement.

Freedom of Information:

Applicants completing this Form should note that information provided to the Cavan Creative Ireland programme of Cavan County Council may be disclosed in response to a request made under The Freedom of Information Act (1997 and 2003). Every effort will be made to protect Client confidentiality.