**Donegal Culture & Creativity Project Awards Scheme 2024**

**Application Form**

|  |  |  |
| --- | --- | --- |
| **SECTION A:** APPLICANT | | |
|  | Applicant / Organisation Name: |  |
|  | Address:  *(including Eircode)* |  |
|  | Contact Person/Lead Applicant: |  |
|  | Position in Organisation:  *(if applicable)* |  |
|  | Contact Number: |  |
|  | E-mail Address: |  |
|  | Website Address:  *(if any)* |  |
|  | Any other Social Media:  *(if any)* |  |
|  | Municipal District/ Electoral Area the project will take place in:  *(delete those which don’t apply)* | Donegal  Inishowen  Glenties  Lifford-Stranorlar  Letterkenny-Milford  Unknown  County-wide |

|  |  |  |
| --- | --- | --- |
| **SECTION B:** PROJECT | | |
|  | **Project Title**: |  |
|  | **Project Location:**  *(where applicable)***:** |  |
| **40%** | **Project Description**:  *(max 500 words)*  Provide a brief description that covers the following:   * Project aims/objectives; * What you will deliver and any outputs; and * How your project is imaginative, innovative or creative |  |
| **30%** | **Engagement & Community**:  *(max 250 words)*  Describe how your project will encourage engagement with culture professionals, heritage specialists, creatives and/or local communities |  |
| **20%** | **Project Management & Capacity to Deliver**:  *(max 250 words)*   * Who will deliver the project, how will it be managed and what experience do they have of delivering similar projects? * How will the project be delivered within the available timeframe? |  |
|  | **Project Summary**: *(50 words)*  For the purposes of marketing please summarise your project in 50 words\* |  |

*\* If your application is successful, the project summary will appear on the Creative Ireland website and may be edited as required.*

|  |  |  |
| --- | --- | --- |
| **SECTION C:** BUDGET | | |
| **10%** | Provide a detailed breakdown of costs below: | € |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total Project Cost** (100%) |  |
|  | **Amount of Award Requested** | 2,000 |
|  | If the award request is less than 100% of the total project costs, what other sources of funding do you have to cover the balance?  (outline below) |  |
|  |  |  |

*Please note that the grant amount is fixed at €2,000 so project costs should be at least €2,000.*

*Please ensure that all questions have been answered. The questions relate directly to the assessment criteria so read and answer them carefully.*

|  |  |  |
| --- | --- | --- |
| **SECTION D:** SMALL PRINT | | |
|  | I/We understand that I /we will incur project costs initially and seek grant reimbursement before funding drawdown deadline of **20 September 2024**. | **□** |
|  | I/We understand if the project cannot be delivered in **2024**, the funding is not transferable to **2025**. | **□** |
|  | I/We understand the Council will use information provided in this form to communicate with me/us in respect of this application. | **□** |
|  | I/We understand all applications may be subject to release under Freedom of Information Acts. | **□** |
|  | I/We understand the form will be shared within the Council for the purposes of assessment, award management, research/evaluation and to avoid any double funding. | **□** |
|  | I/We understand the Council may share information with other government departments or organisations providing match funding or with a relevant legitimate interest or for the prevention or detection of fraud. | **□** |
|  | I/We can deliver the project and draw down the funding by **20 September 2024**. | **□** |

|  |  |  |
| --- | --- | --- |
| **SECTION E:** DECLARATION | | |
|  | Name: |  |
|  | Signature: | *An electronic /typed signature will be acceptable at this stage* |
|  | Position in Organisation: *(if applicable)* |  |
|  | Date: |  |

|  |  |  |
| --- | --- | --- |
| **SECTION F:** CHECK LIST | | |
|  | All questions have been answered in full. | **□** |

**CLOSING DATE: Monday 25 March 2024 AT 12 NOON**

Late applications will not be accepted.

The decision of the evaluation panel will be final.

**Applications must be submitted by e-mail as an attachment in a Word document to:** [**creativeireland@donegalcoco.ie**](mailto:creativeireland@donegalcoco.ie)

If you have any questions, please contact [creativeireland@donegalcoco.ie](mailto:creativeireland@donegalcoco.ie)