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

**Application Form**

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| **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 InishowenGlentiesLifford-StranorlarLetterkenny-MilfordUnknownCounty-wide |

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| **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.*

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| **SECTION C:** BUDGET |
| **10%** | Provide a detailed breakdown of costs below: | € |
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|  |  |  |
|  | **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) |  |
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*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.*

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| **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**. | **□** |

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

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| **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**

 If you have any questions, please contact creativeireland@donegalcoco.ie