



Comhairle Cathrach Chorcaí
Cork City Council



National
Heritage Week
A Heritage Council programme



An Chomhairle Oidhreachta
The Heritage Council

CORK CITY COUNCIL 2024 HERITAGE WEEK EVENT GRANT SCHEME

Applications are sought by Cork City Council, for the Heritage Week Event Grant 2024. National Heritage Week 2024 is from the 17th to the 25th of August and is an initiative by the Heritage Council to celebrate all things heritage. Heritage Week brings together communities, families, organisations, cultural institutions, academics and enthusiasts, to raise awareness, promote and protect our local heritage. The overarching theme for National Heritage Week 2024 invites us to explore the ways we are connected to each other through physical or cultural connections. To find out more and to register your event please visit <https://www.heritageweek.ie/>

This grant scheme is funded by the **Heritage Council and Cork City Council** and is an action from the Cork City Heritage and Biodiversity Plan 2021 – 2026 [Heritage and Biodiversity Plan - Cork City Council](#) which outlines the aims and objectives of Cork City Council with respect to Heritage and Biodiversity. Grant aid is distributed in accordance with these aims and objectives. For the purpose of these grant schemes Heritage is deemed to include Archaeology, Built, Natural and Cultural Heritage.

Cork City Council Heritage Week Event Grant Scheme

This grant scheme is aimed at providing funding in the form of a small grant for local, community-based not for profit Heritage and Biodiversity groups and individuals to organise a Heritage Week event in Cork City. Funding of between €200 and €500 is available per grant.

Examples of eligible activities include holding public talks, exhibitions, walking tours etc which promote Heritage and Biodiversity in Cork city.

The closing date for submission of applications is 5pm on the 1st May 2024

HERITAGE WEEK EVENT GRANT SCHEME CRITERIA

Who can apply:

This grant scheme is open to individuals/community groups and not for profit organisations, heritage and biodiversity groups, venues and societies.

What Funding is available:

The level of grant assistance for any one event will range from **€200 to €500**.

To be eligible for funding projects/events must:

- Take place during Heritage week 2024 which runs from 17th-25th August 2024
- Take place in Cork City and celebrate an element of Cork City's heritage



Comhairle Cathrach Chorcaí
Cork City Council



National
Heritage Week

A Heritage Council programme



An Chomhairle Oidhreachta
The Heritage Council

- Priority will be given to individual/community/voluntary group based in Cork City
- The project should link to an objective or action from the Cork City Heritage and Biodiversity Plan 2021 – 2026 Heritage and Biodiversity Plan - Cork City Council
- The work in respect of which funding is sought must be carried out on a not-for-profit basis.
- Applications should be accompanied with details of matching funding and efforts to secure other sources of income. Where applicable details of funding from other sections from Cork City Council or the Heritage Council must be outlined.
- Meet the objectives of Heritage Week in a meaningful way, follow this link for further information <https://www.heritageweek.ie/get-involved/organise-an-event>
- Be designed on a realistic financial basis and provide good value for money. Applicants should provide a full breakdown of costs for the event/project and include copies of quotations where possible
- Outline details of the anticipated target audience, and procedures for the documentation and evaluation of the project

Items that are excluded from the fund include:

- Fuel and travel costs
- Equipment or building maintenance
- Spends on alcoholic beverages, food, accommodation, fines, legal costs, penalty payments, prizes
- Wages and salaries, stationary and administration costs.
- Generally the cost of items for resale are ineligible

Assessment process:

- All events and projects will be assessed on their own merit by an assessment panel
- Funding will be allocated based on the recommendations of this panel subject to approval by Council
- Due to resource constraints it may not be possible to allocate funding to all projects and eligibility and compliance with these criteria does not guarantee a grant offer.

Terms and Conditions

Payment is only made after the event is completed. If you receive a grant you will be required to provide the following once the event/project has taken place in order to draw down your grant:

- Evidence that the event has taken place (photographs/newspaper reports) in .jpg format.
- **Proof of payment** for all items. These invoices/receipts and photos must be originals or good quality legible scanned emails.
- A fully completed event report form including audience/participation numbers and impact of the event.
- Cork City Council and the Heritage Council logo **must** be acknowledged as a funder in **all publications and media activity**. Proof of this will be required to draw-down payment.
- All events must be registered on <https://www.heritageweek.ie/>

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal, or if your event is not going ahead you must contact the Heritage Office immediately

Grant drawdown must take place before the 20th of September 2024



Comhairle Cathrach Chorcaí
Cork City Council



National
Heritage Week
A Heritage Council programme



An Chomhairle Oidhreachta
The Heritage Council

Please note:

- Where a grant is allocated to support a particular event or project, Cork City Council will not be responsible for the insurance of that event or project. Each event and project organiser must ensure that adequate insurance is in place prior to the commencement of the project.
- Cork City Council will not be responsible for any approvals, planning permissions, licences or consents needed for the project; it is the responsibility of the applicant/organiser to ensure these are in place.
- Cork City Council will accept no responsibility or liability for costs and expenses incurred as a direct or indirect consequence of the project/publication or statements in connection with the project/ publication to include without limitation statements in any project which are alleged to be plagiarism, libelous, offensive, or defamatory.
- **Applicants intending to work with or provide programmes for children, young people or vulnerable people** must demonstrate, observance of standard codes of practice in general welfare issues including child and vulnerable adult protection policy, health and safety regulations, appropriate insurance, disability access etc

How to apply:

- Applicants must complete all sections of the form
- Applications should be marked '**Heritage Week Grant Scheme**' and can be submitted preferably by email to
- heritage@corkcity.ie or by post to Heritage Officer, Cork City Council, City Hall, Cork
- Application forms are available in Irish on request.

The closing date for receipt of applications is 5pm on the 1st of May 2024.

Public Health Guidance

You should base your proposal on the best public health advice and guidance available at the time you are making your application. Further information on Public Health Guidance is available on HSE & Government websites and is updated frequently. <https://www.gov.ie/en/> <https://www.hse.ie/eng/>

Freedom of Information

Applicants completing this form please note that information provided to Cork City Council may be disclosed in response to a request made under the Freedom of Information Act (1997 & 2003). However, every effort will be made to protect confidentiality particularly in relation to commercially sensitive material.



CORK CITY COUNCIL HERITAGE WEEK EVENT APPLICATION FORM

Part A – Applicant

Name of Group/Organisation	
Contact Person	
Address for correspondence	
Phone No	
Email	
Social Media / Website	
Is your group/organisation affiliated to Cork City Public Participation Network	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part B – Applicant Details

When was your group formed?	
What are the aims and objectives of your group?	
Is your group not for profit?	
Is there a membership fee for your group?	

Part C – Project

Title of the event	
--------------------	--



<p>Event Description Please give a description of the proposed event.</p> <p><i>(Please tell us what you want to do in max 500 words and please include photographs (if relevant))</i></p>	
<p>Has your event been funded by any other source eg Heritage Council or Cork City Council funding stream.?</p>	
<p>Location and date of the event <i>(Please confirm that you have relevant permission from location owner)</i></p>	
<p>What are the aims of your event? <i>(What do you intend to achieve?)</i></p>	
<p>Who will be involved in the event?</p>	
<p>What is the public benefit for the community in your area?</p>	
<p>Does your project involve working specifically with children or vulnerable people?</p> <p><i>(If so please give details and protection measures)</i></p>	



Do you have insurance?	
How do you intend to inform and engage the public about the event?	

Does your project require any of the following?

Road Closure Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Making application <input type="checkbox"/>
Other approvals, permissions, licenses or consents	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please Note: *If the project involves activities in and around a National Monument, a site on the Record of Monuments and Places, a Special Protection Area (SPA), a candidate Special Conservation Areas (SAC), a Natural Heritage Areas (NHA) or if it requires alteration or export of an archaeological or heritage object, legal permission to carry out such works must be granted by the relevant agencies. It is the responsibility of the applicant to be aware of the current heritage legislation and to obtain such consents. Tipperary County Council cannot accept responsibility for actions arising from failure to provide correct information. Details on the locations of heritage sites and relevant data can be obtained from the Department of Culture, Heritage and the Gaeltacht websites www.archaeology.ie and www.npws.ie and www.heritagemaps.ie*

Part D – Budget for the project

	Amount €:
How much will the total cost of event be?	
How much are you seeking from this grant scheme?	
Other sources of funding for this event:	
Own Resources	
Fundraising	
Borrowing	
Sponsorship/Donations/Fees	
Other grant schemes (please state which one)	
Other	
Please provide an itemised breakdown of proposed costs associated with the project	
Item	Cost



Comhairle Cathrach Chorcaí
Cork City Council



National
Heritage Week

A Heritage Council programme



An Chomhairle Oidhreachta
The Heritage Council

Total Project Cost (€)	

APPLICATION AND GDPR STATEMENT

Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy are available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>. We request that you read these as they contain important information about how we process personal data.

I consent to the collection and processing of the data provided by me to Cork City Council for the purposes of adjudication of the Heritage and Biodiversity grants scheme and to inform you of further relevant Heritage and Biodiversity grant schemes and events. I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate and I am authorised to sign this application.

Signed on behalf of the applicant organisation:

Name (CAPITALS)	
Signature	
Position in group	
Date	

Applications must be received by the closing date of 5pm on the 1st of May 2024.

Completed applications must be returned to:
The Heritage Officer, Strategic Planning and Heritage, Strategic & Economic Development,
Cork City Council, City Hall, Cork
Email heritage@corkcity.ie

Canvassing will disqualify.