**CORK CITY COUNCIL 2019**

 **LOCAL COMMUNITY HERITAGE GRANT SCHEME**

Applications are sought by Cork City Council, for the Local Community Heritage Grant 2019. This grant scheme is an action from the Cork City Heritage Plan 2015 – 2020 which outlines the aims and objectives of Cork City Council with respect to Heritage. 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 Heritage, Natural Heritage and Cultural Heritage.

**Local Community Heritage Grant Scheme**

This grant scheme is aimed at providing core funding in the form of small grants for local, community-based heritage groups and individuals who are involved in ongoing work that benefits the Heritage of Cork City. Funding of between €200 and €1000 is available per grant.

Examples of eligible activities include holding public talks and meetings, exhibitions, flyers and information leaflets, training and community events and projects promoting the activities of Heritage groups and organisations,

**The closing date for submission of applications is 5pm on the 8th of February 2019.**

**LOCAL COMMUNITY HERITAGE GRANT SCHEME CRITERA**

* Projects must be located in or refer to the Cork City’s administrative area.
* The work in respect of which funding is sought must be Heritage related.
* The project should link to an objective or action from the Cork City Heritage Plan 2015 – 2020
* 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 must be outlined.
* This grant cannot fund projects retrospectively.
* Applications should be accompanied by relevant supporting documentation e.g. history of organisation, past projects etc.
* Your organisation must demonstrate on request, observance of standard codes of practice in general welfare issues including child and vulnerable adult protection policy, health and safety, fire regulations, appropriate insurance, disability access and equal opportunities where applicable.
* Applications by individuals will only be supported for a defined project e.g. leaflet, exhibition etc.
* **The funding for equipment, travel or stationery expenses for individuals and groups will not be supported unless it is clearly demonstrated that it is an integral part of the project.**
* Procedures should be put in place for the documentation and evaluation of the work being carried out.
* **If there is change in the topic of the project of if it is not going ahead you must inform the Heritage Officer at the earliest possible instance**
* The applicant must publicise the project e.g. exhibition, walk, talk, press release, poster etc
* The support of Cork City Council for the project must be acknowledged in writing and with the Heritage Plan and Cork City Council logo. This can be provided on request

**Finance and Drawdown of Funds**

* All projects must be completed by 5pm on the 10th of December 2019 and a brief report on the project with relevant receipts submitted to Cork City Council.
* **The full 100% of the grant can be drawn down on completion of the project and only on producing the relevant eligible invoices/ receipts. These invoices/receipts must be originals or good quality legible emailed scans of same**
* The final report must be provided by the **10th of December 2019** order to draw down the funds

**Application Form**

* Applicants must complete all sections of the form and submit by the closing date of Friday the 8th of February 2019
* **The application form should ideally be sent in by email**
* Application forms are available in Irish on request

**Freedom of Information**

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

**LOCAL COMMUNITY HERITAGE GRANT SCHEME APPLICATION FORM**

Name of Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heritage Category (Please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| Archaeology  |  | Natural Heritage  |  |
| Built Heritage |  | Cultural Heritage  |  |

Indicate which best describes your group (Please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| Mainly under 18 |  | Mainly female |  |
| Mainly between 18 and 34 years |  | Mainly male |  |
| Mainly between 34 and 60 years |  | Mixed sex |  |
| Over 60 years |  | Mixed age group |  |

If other please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long has the group been established \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a membership based organisation how many members do you currently have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there is a fee for membership how much is the fee per annum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a non profit making organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT DESCRIPTION**

Please give details of the project for which you are seeking funding (max 200 words) ie what exactly will the grant support, what is the heritage benefit of this project etc. Attach further pages if necessary

Please state what this grant will support (max 200 words).

How does your project link to an objective or action from the Cork City Council Heritage Plan 2015-2020?

Please give a brief history and back ground information on applicant (max 200 words)

**Timeframe**

**FINANCIAL INFORMATION**

* Please indicate the project breakdown i.e. the total cost of the project, what elements the grant will support e.g. venue hire, printing costs, marketing and advertising, equipment costs etc.
* 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 must be outlined.

|  |  |
| --- | --- |
| **PROJECT EXPENSES** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL COST OF PROJECTS** |  |
| **FUNDING FOR PROJECT** |  |
| **Funds from other Sources (give details of source and amount e.g. own resources, sponsorship, other grant etc)** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Other funding from Cork City Council ( give detail of Dept and amount)** |  |
|  |  |
| **Grant amount requested** |  |

Please give details and put a monetary value on any voluntary contribution and unpaid work contributed to the project by yourself and members of your organisation

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How will your project be communicated to the public? e.g. exhibition, walk, talk, press release, poster

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Will you be participating in Heritage Week? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPLICANT 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 is 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 grants scheme and to inform you of further relevant heritage grant schemes and events

I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applications must be received by the closing date of 5pm on the 8th of February 2019.**

Completed applications must be returned to:

The Heritage Officer,

Cork City Council,

City Hall,

Cork

Tel 021 4924018

Email heritage@corkcity.ie

Canvassing will disqualify