

## CORK CITY COUNCIL 2025

### LOCAL COMMUNITY HERITAGE AND BIODIVERSITY GRANT SCHEME

Applications are sought by Cork City Council, for the Local Community Heritage and Biodiversity Grant 2025. This grant scheme 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.

#### **Local Community Heritage and Biodiversity Grant Scheme**

This grant scheme is aimed at providing core funding in the form of small grants for local, community-based Heritage and Biodiversity groups and individuals who are involved in ongoing work that benefits the Heritage and Biodiversity of Cork City. Funding of between €200 and €1,000 is available per grant. Examples of eligible activities include holding public talks and meetings, exhibitions, flyers and information leaflets, training and community events, Heritage Week projects and projects promoting the activities of Heritage and Biodiversity groups and organizations.

**The closing date for submission of applications is 11am on the 4<sup>th</sup> of February 2025.**

### LOCAL COMMUNITY HERITAGE AND BIODIVERSITY GRANT SCHEME CRITERIA

- 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 and Biodiversity related.
- 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 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 organization 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.

- 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.
- Applications by individuals will only be supported for a defined project e.g. leaflet, exhibition etc.
- **The funding for equipment, building maintenance, travel or stationery expenses, research, or administration costs, for individuals and groups will not be supported unless it is clearly demonstrated that it is an integral part of the project.**
- **Applications for signage is not high priority and will be dealt with on an individual basis.**
- Procedures should be put in place for the documentation and evaluation of the project.
- **If there is change in the topic of the project or 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.
- Priority will be given to applicants who organise an event in Heritage Week
- The support of Cork City Council for the project must be acknowledged in writing and with the Heritage and Biodiversity Plan and Cork City Council logo. This can be provided on request.

### **Finance and Drawdown of Funds**

- All projects must be completed by **2pm on the 5<sup>th</sup> of December 2025**
- The full 100% of the grant can be drawn down on completion of the project and only on producing a brief report, the relevant eligible invoices/receipts and photos. These invoices/receipts and photos must be originals or good quality legible scanned emails.

### **Application Form**

- Applicants must complete all sections of the form and submit by the closing date of **11am on the 4<sup>th</sup> of February 2025**.
- **The application form should ideally be sent in by email.**
- Application forms are available in Irish on request.

### **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.

**LOCAL COMMUNITY HERITAGE AND BIODIVERSITY GRANT SCHEME  
APPLICATION FORM**

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

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

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 nonprofit making organisation \_\_\_\_\_

### PROJECT DESCRIPTION

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

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

- 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
<b>TOTAL COST OF PROJECTS</b>	
<b>Funds from other Sources (give details of source and amount e.g. own resources, sponsorship, other grant etc)</b>	
<b>Other funding from Cork City Council (give details of Dept and amount)</b>	
<b>Grant amount requested.</b>	

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 organization.

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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 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.

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

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

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

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

**Applications must be received by the closing date of 11am on the 4<sup>th</sup> of February 2025.**

Completed applications must be returned to:

Email [heritage@corkcity.ie](mailto:heritage@corkcity.ie)

Or post to

The Heritage Officer, Strategic Planning and Heritage, **Planning and Integrated Development Directorate**, Cork City Council, City Hall, Anglesea Street, Cork City T12 T997

Canvassing will disqualify.