

**Mayo County Council**  
Creative Mayo Community Grant Scheme  
2025 Application Guidelines

**PLEASE READ THESE CAREFULLY BEFORE APPLYING FOR FUNDING**

**What is the Creative Ireland Programme?**

**Creative Ireland** is an all-of-government initiative, which places creativity at the centre of public policy. For full details on Creative Ireland see: [www.creativeireland.gov.ie](http://www.creativeireland.gov.ie)

**Mayo County Council's Culture and Creativity Strategy 2023-2027**

Mayo County Council has developed a five-year Culture and Creativity Strategy 2023-2027 in association with Creative Ireland. Our vision is to maximise opportunities for engagement in culture, heritage and creativity, to nurture our creative talent, whilst embedding the individual, social and economic benefits. Each year we wish to develop a programme of work/events which corresponds with one or more of the strategy priorities. <https://creativeireland.gov.ie/app/uploads/2019/12/Mayo-1.pdf>

**What is the purpose of Mayo County Council's Creative Mayo Community grant fund?**

The key objective of the fund is to provide support to local community groups; artistic, heritage and creative practitioners; event organisers and those involved in creative activities and projects, to encourage creativity, collaboration and cultural participation. The fund is being administered by Mayo County Council, and will be evaluated by the Mayo County Council Creative Ireland Culture & Creativity Team.

**What Fund amounts are available?**

For 2025, total funding of €70,000 has been allocated for this grant scheme.

Funding is available across 4 levels to support projects of varying scope and impact:

<b>Funding Level</b>	<b>Grant Range (€)</b>	<b>Anticipated Awards</b>
Level 1: Small-scale projects	Under €500	Up to 50 awards
Level 2: Medium-scale projects	Above €500 and under €2,500	Up to 10 awards
Level 3: Larger-scale projects	Above €2,500 and under €5,000	Up to 5 awards
Level 4: Major projects	Above €5,000 and under €12,000	Maximum of 3 awards

**Note:** Not all projects may receive the maximum grant amount. Funding will be allocated based on material provided in the application, assessment criteria, priorities, and available resources.

Grants will be awarded in descending order of funding levels, starting with Level 4 and proceeding to Level 1. Applicants are welcome to apply to multiple levels with different ideas or variations of the same idea. However, the highest level you applied for will be assessed and considered first.

If your application is successful at a higher level, your additional applications at lower levels will be given lower priority to ensure equitable distribution of funding. Priority for lower-level grants will be given to applicants who have not already been awarded funding at a higher level. This approach is designed to maximize opportunities for diverse participation in the funding scheme.

We encourage all applicants to plan their submissions accordingly and carefully tailor their ideas to the level of funding they seek.

### **Conditions:**

1. Fund is open to not-for-profit organisations, local community groups, arts, heritage and cultural groups, venues and societies. Applications by individuals must be in partnership with a community, cultural or heritage group. Assistance shall not be given in respect of commercial activities.
2. Applications will be accepted on the official application form only either through the consult portal or paper submission.
3. Applications may only be made for projects that will be delivered in County Mayo.
4. All recipients of grant funding under this scheme for projects involving children or young people and / or vulnerable adults must have appropriate policies in place as regards Child Protection and Safeguarding. By submitting an application you are confirming these policies and practices are in place.
5. All recipients of grant funding under this scheme must have appropriate insurance policies and Health and Safety procedures in place.
6. Grant aid provided by Mayo County Council under this scheme must acknowledge Creative Ireland and Mayo County Council in all publicity material associated with the project. **Failure to acknowledge appropriately may deem the grant aid invalid and support received may need to be refunded to Mayo County Council.**
7. All successful applications will receive a copy of Mayo County Council and Creative Ireland logos, along with guidelines, and consent form. One mandatory training on documentation and reporting will be delivered once the grants are awarded. There will also be optional trainings available.
8. We reserve the right to publicise the awarding of the Creative Ireland funding. And all images submitted to Creative Ireland and Mayo County Council must be accompanied by relevant consent.
9. **In order to claim your grant, completed final reports must be submitted to Mayo County Council on or before October 30<sup>th</sup> 2025. Failure to do so may deem the grant aid invalid.** All particulars are detailed further in the guidelines.

10. Closing Date for applications is March 21st at 5pm. Late or incomplete applications will not be considered. No other documentation can be submitted after the closing date.
11. All applicants will be informed of Mayo County Council's decisions in writing.
12. Depending on the level of grant awarded, a current Tax Clearance Certificate may be required.
13. Payments will be made to lead creative person or organisation only.

**Scoring Criteria:**

All proposals will be evaluated using the following marking scheme:

1	Quality of Creativity	200
2	Quality of Community Involvement	200
3	Evidence of Capacity to Deliver	200
4	Effort to Include People with Limited Access or Experience with Creative Activities	200
5	Value for Money	200
	Total	1000

**Note:** There is no guarantee of funding for projects which achieve the minimum eligibility criteria. The fund is limited, and eligible applications will be evaluated on a competitive basis. There is no guarantee that projects will receive 100% of the funding requested, as it will depend on the number of successful applications.

After assessments, in the case where the number of eligible applications exceeds the resources available, grants will be awarded based on the following priorities to ensure dispersed and impactful funding: Innovative Ideas - Projects that introduce fresh, unique creative concepts or creative skills, or bring creative activities that are new to a specific part of the county. New Areas - Priority to locations or groups who have not previously benefitted from the scheme. Geographic Balance - As much as possible ensuring fair distribution across Mayo's municipal districts. Diverse Engagement - That there is a range of projects engaging varied demographics, including age, gender, and underrepresented groups. These priorities may influence final allocations when demand exceeds available resources, with projects addressing multiple priorities given preference.

## What items and expenses are excluded from the fund?

- Spend on all refreshments including alcoholic beverages, fines, penalty payments, legal cost or general overheads. However, given that refreshments can be important for certain community activities exemptions can be made for some refreshments. Exemptions are possible if prior approval is sought from the Culture and Creativity Team. This will only be given if a clear explanation is provided for why the refreshments are important and that efforts to source refreshments through local sponsorship has already been made.
- Culture Night, Cruinniú na nÓg, and Heritage Week events are excluded from this funding as these are supported through different grant schemes.
- Any activity which has occurred before the application date.
- For profit events are excluded.
- Charity or fund-raising events are excluded.
- Applications from national organizations.
- Activities that are already the subject of a grant allocation from a source other than Mayo County Council, are also excluded, unless a clear case is made for how the additional funding through the Creative Mayo Community Grant Scheme will enable a new element to the existing project that significantly enhances creative opportunities locally. Please also note that if you are in receipt of funding from another State body for the project, you must prove that it is for different activities.

## How do I apply?

Applications should be submitted online via the consult platform. <https://consult.mayo.ie/en>

Or, if you prefer a paper application, you can request a form by contacting Anna livia Cullinan [acullinan@mayococo.ie](mailto:acullinan@mayococo.ie) or by visiting your local library branch.

Applications must be received **by 5pm March 21<sup>st</sup> 2025**. ***Incomplete applications will not be considered. No other documentation can be accepted after the closing date.***

## How will I know if my application has been successful?

Applications will be assessed by a technical panel. All applicants will be notified of decision via email within 30 working days of the application deadline. Feedback can be requested, however the decision of the panel is final.

Successful applicants will receive a Letter of Offer. This letter will form the contract between Mayo County Council and the organiser and will detail all conditions and requirements. The grant is not considered awarded until the Letter of Offer is signed and all requirements outlined in the letter are met. Failure to return the signed letter by the specified deadline will result in forfeiture of the grant. The funding originally allocated to your application will then be offered to the next eligible

applicant who met the assessment criteria but was unsuccessful due to the competitive nature of the process.

A list of successful applicants will be published on Mayo County Council's and Creative Ireland's websites stating project/event name and details.

### **What can I do if I am unsuccessful?**

Due to the high demand for the funding not all eligible projects can be funded.

If your application is not successful but your idea meets the eligibility criteria and receives a sufficient assessment score, you will have the option to add your name and project to an Additional Funding Opportunity list. This means if additional funding becomes available, your project can be considered for funding support.

You can also request to be added to the list for non-financial support. What this means is that you will proceed with the project through other fundraising efforts and would like to still access trainings, networking opportunities, promotional support, or venue support if and when those opportunities are possible.

### **If I am successful how do I draw down the fund?**

Payment to successful applicants will be made by electronic fund transfer and only after the project has been completed. In order to receive the payment, the successful applicant must complete a short **Report Form** (to be supplied by the Mayo County Council in the Letter of Offer) and provide the following:

- Evidence that the project/event has been completed (e.g. photographic evidence, newspaper cutting, etc.)
- Evidence of expenditure - Receipts/ invoices for the full costs
- Evidence of appropriate acknowledgement of Creative Ireland.
- Payment will be made to the organisation or lead creative practitioner who is referenced in the original application and confirmed in the Letter of Offer.
- Summary of project, any changes to project, numbers participated.

**Note** – There is an option to request 50% of the payment at the start and 50% of the payment at the end of the project, which requires monthly updates as well as the final report. Failure to complete this the monthly report and final Reporting Form will require the applicant to repay the grant(s) to Mayo County Council and will exclude applicants from future grant schemes. Guidance on how to request this two part payment will be included in the Letter of Offer.