

## **Heritage Week Event Grant Scheme 2024**

### **Guidelines and Criteria**

#### **Heritage Week 17<sup>th</sup> – 25th August 2024**

National Heritage Week, an initiative by the Heritage Council, celebrates all things heritage. It brings together communities, families, organisations, cultural institutions, academics and enthusiasts, to build awareness about the value of heritage and support its conservation. The overarching theme for National Heritage Week 2024 is **Connections, Routes and Networks**. All events that meet the objectives of National Heritage Week in a meaningful way will be promoted on the National Heritage Week website. To find out more and to register your event please visit <https://www.heritageweek.ie/>

This scheme is part funded by the Heritage Council under the County Heritage Plan programme.

#### **Who can apply:**

This grant scheme is open to individuals/community groups and not for profit organisations, heritage and biodiversity groups, venues and societies. **All groups in receipt of funding from Tipperary County Council must be members of Tipperary PPN.**

#### **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 in County Tipperary and celebrate an element of Tipperary's heritage
  - be organised by an individual/community/voluntary group based in Tipperary
  - 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
  - be completed and payment claimed by Friday 27<sup>th</sup> September 2024
- **In addition the following details must also be supplied**
    - A full breakdown of costs for hosting the event including copies of quotations
    - The anticipated target audience

#### **Items that are excluded from the fund include:**

- Fuel costs
- Equipment
- Spends on alcoholic beverages, food, accommodation, fines, legal costs, penalty payments, prizes
- Wages and salaries, 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.
- Successful applicants will receive a letter of offer which will detail all conditions and requirements, this must be signed and returned by the date specified, failure to do so may result in funding being withdrawn and reallocated to another project.
- 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.
- A fully completed event report form including audience/participation numbers and impact of the event.
- Tipperary County 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/>

**\*\*Failure to comply with any of the above may result in the grant being withdrawn.**

### **Please note:**

Where a grant is allocated to support a particular event or project, Tipperary County Council will not be responsible for the insurance of that event or project. Tipperary County Council recommends that event and project organisers ensure that adequate insurance is in place prior to the commencement of the project.

Tipperary County 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.

Applicants intending to work with or provide programmes for children or young people must provide an up to date child protection policy as a supporting document.

### **How to apply:**

Please complete and sign the attached application form. Applications should be marked '**Heritage Week Grant Scheme**' and can be submitted by email to [heritage@tipperarycoco.ie](mailto:heritage@tipperarycoco.ie).

Any queries can be directed via email to [heritage@tipperarycoco.ie](mailto:heritage@tipperarycoco.ie)

The closing date is **4pm on Friday 5<sup>th</sup> July 2024.**

**\*\*Any applications received after this time will not be assessed and will be returned to applicant.**

#### A note on 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/>

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal, you should contact the Heritage Office in advance to discuss this.