

Cork City Council Creative Communities Grant Scheme 2025

Guidance Notes

Closing Date: 12pm on Wednesday, 12th February 2025

For queries, contact:

Louise Tangney
Creative Communities Engagement Officer
Cork City Arts Office

louise_tangney@corkcity.ie

021 492 4768 / 086 1917404

Contents

1. Introduction
2. Funding Criteria
3. Assessment
4. Eligibility
5. Funding Conditions
6. How to Apply
7. Drawdown of Funds

1. Introduction

Welcome to the Cork City Council Creative Communities Grant Scheme, funded by Creative Ireland — a government-backed culture and wellbeing programme which aims to inspire and transform people, places, and communities through creativity. The grants we offer aim to support exciting and creative proposals that extend the impact of the national Creative Ireland Programme in Cork City, striving to enable creativity in every community.

This grant scheme is designed to financially assist community groups in actively collaborating with artists and creatives. Our focus is on projects that not only celebrate artistic expression, but also integrate it into the daily life of the community. We encourage ambitious and innovative projects which grow the capacity of individuals and communities and use culture and creativity to create positive social impacts.

Funded projects must address at least two of the five strategic priorities of the [Cork City Culture & Creativity Strategy 2023-2027](#). These are:

1. To tell our own story
2. To enrich our sense of place
3. To support creative industry, ambition and risk-taking
4. To promote well-being through creative engagement
5. To be climate active

Each of these five priorities is outlined on page 10 of the strategy document linked above and at www.corkcity.ie/creative-ireland.

The deadline for project proposals is 12pm on Wednesday, 12th February 2025. Funding decisions will be announced in early March for delivery by early November 2025.

For more information about Creative Ireland in Cork City go to www.corkcity.ie/creative-ireland.

2. Funding Criteria

For 2025, we are introducing a **pilot two-tier funding scheme** to encourage both small-scale and more ambitious creative projects while maintaining the scheme's accessibility and inclusivity for all community groups.

Funding Levels:

Level 1: €1,500 - €3,000

Ideal for small, focused projects that experiment with new ideas or offer creative engagement on a smaller scale and/or collaborations with limited scope.

Criteria

- Projects with short timelines (3-6 months) engaging a defined community group or targeting a specific participant base.
- Immediate, impactful activities designed to spark creativity and engagement in the community and likely to create modest but clear benefits for community cohesion.
- Realistic budgets with a focus on community participation. No match funding required.
- Flexible use of funds for creative workshops, community events, or pilot initiatives testing innovative ideas with low financial risk.

Level 2: Up to €6,000

Designed for larger, more complex projects with significant scope, scalability, or longer-term ambitions.

Criteria:

- Projects with strong potential for significant and lasting impact in the community.
- Longer timelines and/or broader participant engagement.
- Involvement of multiple artists or creative professionals, with roles clearly defined.
- Proposals must include a detailed plan for sustainability and ongoing community benefits, such as continued use of project outputs.
- Collaboration with multiple partners is encouraged.
- While not mandatory, match funding or in-kind contributions will be considered as evidence of sustainability.

To ensure a high standard and effective allocation of resources, **no more than two projects will be funded at Level 2** in 2025. Applicants are encouraged to consider whether their project is better suited to Level 1 funding before applying for Level 2. Level 2 applicants will be asked to outline what they could achieve with Level 1 funding as a first phase and how additional funding could scale or expand their project.

3. Assessment

Funding requests will be assessed based on how well the following have been considered:

1. Creative Merit: Appropriate creative practitioners/organisations engaged to realise the objectives in a way that facilitates inclusive and diverse community engagement;
2. Strategic Merit: The proposal meets the strategic priorities of Cork City Culture & Creativity Strategy 2023-2027;
3. Feasibility: The timeline and budget* (including any relevant information on 'in-kind' resources) are realistic for the proposed activities; and
4. Legacy: Creativity, innovation, and ambition are embedded in the proposal in a way that will cause lasting, positive impact for the context engaged.

***Fair Payment of Artists:** In line with the Arts Council Policy on [Paying the Artist](#), all project budgets should clearly demonstrate fair payment for artists and creative facilitators.

4. Eligibility

Community groups from all backgrounds in Cork City are encouraged to submit creative project proposals. Eligible groups may include schools, health and social care settings, youth clubs, prisons, community centres, neighbourhoods, hobby or interest-based groups, cultural or social communities, environmental groups, and more. However, groups whose sole connection as a community is their shared creative practice are not eligible for funding under this scheme.

Projects that are eligible for funding include, but are not limited to, those that fall into any of the categories below:

Circus	Film	Literature
Creative Writing	Music (all genres)	Dance (all types)
Street Arts & Spectacle	Theatre	Traditional Arts
Visual Arts	Cultural Heritage	Multi-disciplinary Arts
Architecture	Podcasting	Murals
Augmented and Virtual Reality	Fashion	Comedy
Design (all kinds)	Digital Games	Creative Digital Technology
Animation	Cooking	Graffiti

We encourage collaboration between community groups based in the same area, as working together can strengthen the reach and impact of creative projects. Such partnerships will be viewed positively during the grant assessment process.

Ineligible projects include:

- Those dedicated solely to sport and fitness;
- For-profit initiatives;
- Charitable events;
- Any project where it is determined that the main beneficiary would be a private entity;
- Projects that target the general public, without focusing on a specific named community;
- Projects that do not meet the criteria as stated.

In addition, financial support cannot be claimed for spend on building, venue or workspace improvements, purchase of equipment, alcoholic beverages, fines, penalty payments, legal costs, accountancy/audit fees, financial consultancy fees or the cost of items for resale.

5. Funding Conditions

Completed applications must:

- be submitted to Cork City Council by 12pm on 12th February 2025;
- specify a named community as the target of the proposed project;
- facilitate activities that are not already funded by Creative Ireland through Cork City Council;
- clearly identify at least one creative practitioner or creative organisation that will work with the group using creative processes, in support of the delivery of the Cork City Creative Ireland Strategy 2023-2027; and
- enclose the creative practitioner/organisation's CV, biography, and information on prior experience of similar projects, including up to five samples of previous work.

Funding is conditional on commitment to the following:

- fair payment of artists/creative practitioners;
- management of Garda Vetting of personnel, if applicable;
- observation of a Child Safeguarding Policy, if applicable;
- provision of written consent¹ for use of media featuring project participants such as audio recordings, video, photographs etc;
- insurance of activities at appropriate levels;
- provision of evidence of tax compliance (such as a Tax Clearance Certificate);
- health & safety assurances in place for all funded activities; and
- acknowledgement of the support of Cork City Council and Creative Ireland in all informational and publicity material relating to the project.

¹ The **Media Consent Form** provided by Cork City Council at time of funding offer must be used. Alternative consent forms are not sufficient to meet the requirements of Creative Ireland and Cork City Council.

6. How to Apply

The **Cork City Council Creative Communities Grant Scheme Application Form** should be completed online at corkcity.submit.com. If you do not already have a Submit account with Cork City Council, you will need to register for one. A draft of your application can be saved so you do not have to complete it in one sitting.

Applications can be made by a representative of a specific community, or by a creative practitioner/organisation. The **Lead Applicant** must be based in Cork City Council's administrative area. Where an application is submitted by a creative practitioner/organisation, the target community group must be clearly identified and a letter of support for the proposal from that community must be provided to confirm their interest in participating in the project.

7. Drawdown of Funds

Successful grant applicants will be notified in writing by early March 2025. Grant funds can be drawn down in two tranches.

Tranche 1 – 75% of grant total: To be drawn down on acceptance of grant offer accompanied by completed FORM A (information for Creative Ireland website), an invoice, and other required documents as requested. Failure to draw down Tranche 1 within 28 days of acceptance of grant offer may result in a withdrawal of that offer.

Tranche 2 – 25% of grant total: To be drawn down after funded activities have taken place on provision of completed FORM B (project report) accompanied by Income & Expenditure Report, high-res photos of funded activities, signed media consent forms, and additional documents as requested.

Please note: Forms A & B must be submitted in **editable format** (e.g. Word or editable PDF).

If you have any questions about the Creative Communities Grant Scheme, or if you need help with your application, please contact louise_tangney@corkcity.ie.

Scan the QR code
to complete
your grant application

