



Our Balbriggan Placemaking Fund 2021/2022 Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

1. Introduction

The Our Balbriggan Rejuvenation Office of Fingal County Council has established a Placemaking Fund. This fund has been established to make Balbriggan an even better place to live, work and play by exploring its most creative side and showing it in its best light. We will fund good ideas from a minimum of €1,000 up to a maximum of €5,000.

Placemaking is a multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being.

The Creative Balbriggan 2022 placemaking fund was established with a view to:

- Showcase local creativity within the town
- Enable more accessibility and opportunities for Creatives/artists
- Enhance Balbriggan town centre through arts and culture
- Create a sense of belonging
- Increases opportunities for social connection through creativity
- Support new Creative activities in public place's
- Strengthen the creative community through learning new skills
- Attract visitors and / or grow new commercial opportunities / products

2. Who is eligible to apply?

- Community & Voluntary Groups
- Business's & Business Groups
- Clubs & Associations
- Arts & Cultural Enterprises & Organisations
- Entrepreneurs

3. What projects are eligible for funding?

3a. What projects are eligible for funding?

- Unique creative events
- Creative Environmental Projects/Greening Projects/Urban Planting
- Atmospheric Lighting
- Street Art
- Places to Meet/Spaces to Relax
- Other Creative projects which will enhance residents/visitors experience in Balbriggan
- Business ideas in the creative industries

3b. What is not eligible for funding?

- The following expenditure is not eligible for funding:
- Any project not in keeping with the ethos of the Programme
- Projects that are not in keeping with the Creative theme of the fund
- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs (for *example, replacement of filters or light bulbs, painting, minor repair of components or items subject to wear and tear, etc.*)
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations

4. Requirements of the Programme

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met.

Tax Requirements

The applicant group/organisation does not have to be registered for tax purposes. Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.

Statutory Consents - Have any necessary permissions, consents or licenses in place required to deliver the project, applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.

Insurance - Have insurance and public liability for the delivery of the project where applicable, Written evidence of a valid insurance policy may be requested by the Council, where relevant, during the applications review process.

Acknowledgment of funding - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Our Balbriggan Plan or Fingal County Council. Other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms. Where signage is developed it should acknowledge the contribution of Our Balbriggan and the council.

Match-funding - this is not a requirement under this programme.

Health & Safety -Comply with any relevant Health and Safety regulations

5. Selection Criteria

All applications are reviewed according to the selection criteria by an advisory panel comprising members of the Our Balbriggan Team, Fingal County Council Officials and any other appropriate/relevant individual, who's expertise may be required. Each application must comply with the ethos and theme of the Creative fund which is to support local Creative ambition and talent in Balbriggan make it an even better place to live, work and play.

Projects will be judged having regard to the following criteria:

- Evidence of how the creative project will add to our overall aim.
- Evidence of Community and or Business Engagement and support for the project.
- Evidence of a well costed and thought out Creative project.
- Evidence of the project's sustainability following its completion.

- Quality of the artists, arts or design professionals, arts organizations, works of art, or services that the project will involve
- Connecting communities, people, places, and creative opportunity via physical spaces or new relationships.
- Potential to attract visitors and / or grow new commercial opportunities / products
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.

Projects may also be judged having regard to additional criteria deemed appropriate by the Our Balbriggan Team which demonstrate the added value of the project or element of a creative project in suitably addressing the funds aims.

6. Corporate Governance

Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability.

7. Approval Procedures

All applications for funding under this programme received will be reviewed and assessed to ensure consistency with the relevant criteria as set out above.

In deciding the final allocations of funding to projects, the Our Balbriggan team may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The Our Balbriggan team in evaluating proposals received may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Site Visits

The Local Authority or Our Balbriggan Project team may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

The Local authority and Our Balbriggan Project team reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilities audits and any site visits. When evaluating the applications received the Our Balbriggan Project team may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

Other

- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- There is no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the Our Balbriggan project to ensure an even distribution of funding.
- It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

9. How to apply

Application Form

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the application form in full and that any documentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

1. You can submit an online application by clicking [here](#)

2. Paper Applications should be forwarded to:

Our Balbriggan Placemaking Fund 2021

Our Balbriggan, Georges Square, Balbriggan, Co. Dublin.

Ár n-oifig clár mBaile Brigín, Cearnóg Sheoirse, Baile Brigín, Baile Átha Cliath.

3. Or sent by email to: ourbalbriggan@fingal.ie

For any queries please email: ourbalbriggan@fingal.ie