



**Cork
County Council**
Comhairle Contae Chorcaí



Clár Éire Ildánach
Creative Ireland
Programme
2017–2022



Say primary aim is not for profit groups and organisations

CREATIVE IRELAND COUNTY CORK

POP UP SHOP SCHEME 2018

Cork County Council and Department of Culture,
Heritage and the Gaeltacht

County of Cork: Guidelines and Criteria

1. Background:

"The Creative Ireland Programme is an invitation to the entire country to get involved in something truly inspirational. At its heart is collaboration - between central and local government, between culture and industry, between artists and policy makers - to facilitate an ecosystem of creativity."

Creative Ireland Programme

Our historic villages and town centres are an integral part of the character, culture and well-being of the County, both for locals and tourists alike. The Creative Ireland Programme encourages collaboration and this pop-up shops scheme, which is being financed through monies from the Department of Culture, Heritage and the Gaeltacht, sets out to encourage collaborative between local cultural advocates and property owners of buildings not currently in use.

The benefits of such a scheme are multifold with the primary aim being to assist local property owners and local arts and crafts people as well as community groups, in securing for cultural use, a building that might otherwise remain unused/vacant. As such, as well as supporting local cultural endeavours, this Scheme has the added benefit of adding to the diversity of local outlets/attractions, while at the same time, reducing the impact of empty properties. As such the scheme will complement the Municipal District Streetscape, Painting, Signage and Improvement Scheme, launched by Cork County Council in April 2017, by enhancing vibrancy, use and footfall regarding village/town centres, whilst also improving overall appearance and use of our historic streetscapes. The Scheme furthermore sets out to support the undertakings of Festival organisers, by working towards ensuring adequate space for their activities.

2. Criteria for Funding

In relation to this Grant Scheme each application must meet certain criterion, prior to proceeding to the final assessment process. *Please note that this Scheme is geared primarily towards not-for-profit groups and organisations and Collaborative Projects of a Community origin/focus will be given priority.*

The proposed temporary use of the identified property/properties (or use of the shop window(s) for display, as appropriate) must be in keeping with the overall aims of the Creative Ireland Programme. In this regard the proposal must meet with any one of the following five themes national themes:

- 1: Enabling the Creative Potential of Every Child
- 2: Enabling Creativity in Every Community
- 3: Investing in our Creative and Cultural Infrastructure
- 4: The Creative Industries including Media Production
- 5: Unifying our Global Reputation

The National Creative Ireland Programme was launched on December 8th 2016 and is available to view online at <http://creativeireland.ie> or via www.corkcoco.ie/arts-heritage/creative-ireland.

The Community Participation Strand outlined above (2: Enabling Creativity in Every Community) is being led by local authorities across the country. As part of the Creative Ireland Programme, each City and County will shortly be publishing a 5-year Culture and Creativity Strategy. The County Cork Strategy has benefited greatly from the numerous workshops held and submissions received, and it will be available soon at www.corkcoco.ie/arts-heritage/creative-ireland. This strategy is underpinned by the following 6 key priorities and applications under the proposed Pop-up Shops Scheme must also meet with any one or more of the following priorities:

Priority One: [Enhancing and Investing in our Local Cultural and Creative Infrastructure](#)

Priority Two: [Liberating Creativity – encouraging the exploration of creative ability through culture, both at the individual and community level](#)

Priority Three: [Knowing Ourselves – fostering a sense of belonging to place through our culture and heritage and expressing this creatively](#)

Priority Four: [Supporting and promoting full community engagement with culture](#)

Priority Five: [Showcasing County Cork – supporting and promoting Cork’s cultural wonders and talent at home and abroad](#)

Priority Six: [Our Native Voice – Our Irish Language](#)

Minimum Eligibility Requirements:

To be eligible for funding the following must be demonstrated:

- That the proposal is to take place in a property/properties located within the functional area of Cork County Council.

- That the proposal has been organised at individual/community level and will either encourage or benefit participation in the Creative Ireland Programme.
- In respect of the scheme, which is for vacant units only, proposed tenants must have public liability insurance and contents insurance, where appropriate, as well as the demonstrable support of the property owner. For the purposes of this Scheme, insurance costs can be deemed as a contributing item to the overall cost and hence the overall amount sought under the application process.
- That the proposal is in keeping with at least one (preferably many) of the five themes of the Creative Ireland Programme and any one or more of the six priorities set out in the County Cork 5-year Culture and Creativity Strategy (to be made available shortly).
- That the project will be accessible to diverse audiences and participants and will be appropriate and inclusive in theme and approach.
- That the proposal will enhance the awareness of culture in a local area / community.
- That the proposal will be designed on a realistic financial basis providing good value for money with all funding used effectively and only in accordance with the objectives of the proposed temporary use of the premises.
- That the proposal focuses on cultural activity involving any one or more of the following: the arts, creative industries, heritage, cultural tourism, cultural literacy and the Irish language. Pop-up Shops being utilised as part of Festivals will be encouraged.
- That the proposed project/event regarding the pop-up shop or window display will be completed and the request for drawdown of grant submitted to Cork County Council's Creative Ireland Office, by **Monday 5th November, 2018**, unless otherwise agreed.

In addition the following details must also be conveyed:

- The anticipated target audience, where relevant
- A breakdown of costs for undertaking the proposed project
- Any additional supports and funding that may be required and have been secured from relevant stakeholders

Please also note that the onus is on the applicant to ensure compliance with any and all relevant licences, child safety requirements, health and safety considerations, planning regulations, insurance(s) and rent/rates. Further information/advice on these matters can be sought from Cork County Council by emailing creativeireland@corkcoco.ie.

3. Particulars of Funding:

How much funding will be awarded per successful application?

Fund amounts granted will not exceed €5,000 for any individual project and it is envisaged that the majority of applications will be for events and projects that range in cost from a few hundred euro to a few thousand.

How will the Decision on funding be made?

Cork County Council will evaluate each application and determine which projects are to be funded.

Decisions will be taken on a number of grounds, including the following selection criteria:

- The extent to which the proposed event/project is aligned to the Creative Ireland Programme and the priorities of the upcoming Cork County 5-year Culture and Creativity Strategy
- The extent to which the proposed event/project maximises community/citizen engagement;
- The uniqueness and creativity of the proposed project
- The potential scope of the event/project and anticipated target audience;
- The length of the time that the pop-up shop and/or window display will operate for, and in the case of the former, the opening hours of the said pop-up shop;
- The ability of the pop-up shop (or window display) to add value to further cultural activities in an area, for example, complementing a local festival, etc.
- The cost of the proposed event/project and any additional supports and funding that may be required or have been confirmed; and
- The feasibility of completion within the current year.

Please note that there is no guarantee of funding for pop-up shops/window displays that nonetheless may have achieved the minimum eligibility criteria. The fund is limited and eligible applications will be evaluated on a competitive basis, including amongst other factors, the selection criteria outlined above. Also of note is that there are eight Municipal Districts in County Cork and geographical representation and distribution of funds will play a part in the overall awarding of grants. **In this regard applicants are strongly encouraged to consult with community groups and cultural practitioners in their locality, to increase the overall quality, scope and buy-in of their application.**

What items and expenses are excluded from the Creative Ireland County Cork Grant Scheme 2017?

- Spend on alcoholic beverages, fines, penalty payments, legal cost, audit fees, financial consultancy fees and wages and salaries of consultants
- In general, the cost of items for resale are ineligible.
- Projects that do not relate to the County's Culture and/or the Creative Ireland Programme

What typical projects/events are included in the fund?

- Projects and events that relate to Creative Ireland
- Any costs associated with the set-up, marketing and running of the pop-up shop or preparation and presentation of window display. Such costs can include insurance, rates (as applicable), training of pop-up shop operators, rent, utilities connections (as applicable), and set-up/installation costs and materials.
- Cultural Archive Projects; for example photographic collections and/or oral histories of people and place, digitising of records, etc.
- Creative workshops/projects for people of all ages and abilities, based on art, heritage, etc. as well as projects that support and promote the Irish language and showcase the stories of communities and their culture
- Audio/Visual culture-based projects, particularly those that link older generations with those younger
- Creative Ireland related lectures and cultural performances/re-enactments
- Pop-up Shops being utilised as part of Festivals will be encouraged.
- Projects that have been organised for, or coincide with, Cruinniú na nÓg, taking place around the County of Cork on Saturday June 23rd 2018
- Other – if a case can be made that it will form an appropriate component of Creative Ireland in the County of Cork and that it is in keeping with at least one of the key themes of the National Creative Ireland Plan and priorities of the upcoming County Cork 5-year Culture and Creativity Strategy.

If successful how is the Fund to be drawn down?

Payment will only be made after the event or project is completed, save the following exception: *{given the nature of some events/projects advance funding may be necessary and Cork County Council will decide on this matter on a case by case basis}*. In order to receive full payment, the successful applicant must provide the following:

- Evidence that the event or project has taken place, e.g. photographic and/or videographic evidence, together with a summary report on said event or project (said summary report to include total costs incurred, lessons learned/experience worth sharing; and estimated/actual footfall/number of people that the project reached)
- Receipts for all items and the full costs

Cork County Council reserves the right to audit the records pertaining to any event or project in order to ensure compliance with the Cork County Council guidelines.

Unless otherwise agreed, funding not claimed by the agreed deadline will be cancelled.

The deadline date is November 5th 2018.

Outcome on evaluation of applications:

Successful applicants will receive a Letter of offer in late May/early June 2018. This letter will form the contract between Cork County Council and the organiser and will detail all conditions and requirements. A list of successful applicants will be published on Cork County Council's website stating the title/ details of the event/project taking place. Upon request, unsuccessful applicants will also be informed as to why their application was unsuccessful.

Promotion:

Once you have been notified that you have been successful in receiving funding, you must ensure that your project is promoted as part of the Creative Ireland Programme and appropriate guidelines to support this will be included with the letter of offer. Please note that Cork County Council & Creative Ireland logos must be acknowledged on all publicity, press and marketing material produced in connection with the project / use of the premises. With any key events being undertaken, consideration should also be made by each organiser with regard to inviting local representatives and the Mayor of the County of Cork. Cork County Council may also publicise the proposed pop-up shop/ window display in its own publicity.

Submission of Proposed Projects:

Applications can be sent by post to Conor Nelligan, Cork County Council, Floor 3, County Hall, Carrigrohane Road, Cork and/or by email to creativeireland@corkcoco.ie, prior to **4pm on Thursday, 17th May, 2018.**

You may also submit accompanying additional documentation with your completed application form as appropriate and please note that information supplied is subject to the Freedom of Information Act.

If you would like an application 'as gaeilge' please send an email to creativeireland@corkcoco.ie requesting same.

Coordination of Events:

In support of Creative Ireland, Cork County Council will act as a vector in promoting a myriad of local cultural events throughout the County. These will include events that were successful in the Creative Ireland County Cork Pop-Up Shops Scheme 2018 as well as related and relevant projects where funding was not sought/received. This Programme will be made available online at <https://www.corkcoco.ie/arts-heritage/creative-ireland> and successful applicants must submit all details of events taking place for inclusion and promotion online (same to be done by emailing creativeireland@corkcoco.ie).



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COUNTY OF CORK APPLICATION FORM

Please read Guidelines and Criteria before submitting application.

CLOSING DATE: 4pm on Thursday 17th May 2018

1. GENERAL:

Applicant/Organisation Name(s):

Contact Person:

Contact Postal Address:

Phone no.: _____

Email: _____

2. APPLICATION DETAILS:

Town/Village and Municipal District area in which the project/event is based?

Address(es) of Premises to be used?

Name of Property Owner?

Has the Property Owner consented or expressed support for the proposed temporary cultural use and/or use of the shopfront window(s) for cultural displays?

Please provide details of your capacity to deliver this project (e.g. previous experience) and indicate whether or not you have operated a temporary pop-up shop before?

Has this project received or applied for other sources of funding? Yes _____ No _____

If yes, please state the source and amount of funding:

Would you like to be kept informed by email of upcoming heritage events, news and information regarding the Creative Ireland Programme in the County of Cork? If yes, please enter the corresponding email address here:

3. APPLICANT STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided is accurate.

Name (printed): _____

Signature: _____

Date: _____