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**Guidelines. Mayo County Council’s Culture Night 2024 Event Fund.**

*Culture Night 2024 takes place on Friday 20th September*

**Please read the guidelines carefully before completing the application form.**

**Deadline for applications is 5pm on Thursday 27th June, 2024.**

**Purpose of the grant**

The Mayo County Council’s Culture Night Event Fund supports the cost of events programmed for Culture Night which takes place on 20th of September 2024.

The 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.

Priority will be given to:

* events that support diversity and inclusion
* events that ensure late night offerings become a feature of Culture Night in Mayo

Events should respond to the Culture Night theme of – ‘One Night for All’ and align to the Creative Ireland Programme Pillar – Enabling Creativity in Every Community.

**Eligible and ineligible costs**

The grant **can cover** costs related to running of the event such as guest speaker fees, guest artist fees \*, arts materials, and technical support hire. Payment of a Grant is for specific activities outlined in the application.

\*All professional artists should be paid in line with the [Art Council’s policy for fair pay for artists](http://www.artscouncil.ie/News/The-Arts-Council-Launches-Policy-on-the-Fair-And-Equitable-Remuneration-Of-Artists/).

The grant **cannot cover** staffing costs on the night of the event, ongoing revenue costs, any capital costs, equipment purchase costs, charity fund raising events, cost of repaying existing debts, refreshments (soft/alcoholic), publicity costs, venue hire, travel or accommodation expenses.

Funding is **not available** for events already funded by Mayo County Council.

Some events may not require funding, please indicate this on your application form.

Events that do not require/receive funding may still be listed on [www.culturenight.ie](http://www.culturenight.ie)

Applying for funding does not guarantee that your event will be funded.

Events must take place in County Mayo on Culture Night and be free of charge.

**Funding Available**

The maximum amount of available funding is €1000, applicants can apply for smaller amounts. Funding is at the discretion of Mayo County Council and all applicants will be notified by 12th July 2024.

**The grant will only be paid after the event has taken place and applicants submit the following:**

**1. receipts for all expenditure covered by the grant**

**2. a short report on the event including programme, audience numbers, details of income & expenditure.**

This must be submitted by September 27th, 2024, at the latest.

**Conditions of Funding:**

Successful applicants must:

1. Ensure that appropriate insurance cover for the event is in place.

2. Ensure that, where appropriate, child protection policies are in place.

3. Ensure that the event complies with all Health and Safety and legislative requirements.

4. Agree that their contact details will be listed publicly on the Culture Night portal and on [www.mayo.ie](http://www.mayo.ie).

5. Ensure the Mayo County Council, the Arts Council and Creative Ireland are acknowledged in all publicity, including the use of logos.

6. Ensure all documents are summited for grant payment.

7. Applicants must have a bank account in the name of their organization and will need to be set up as suppliers with Mayo County Council if they are not already.

**Application Process:**

Applications should be made on the official application form and emailed to mayoculturenight@mayococo.ie with the name of your group in the subject line.

For further information or to receive an application form please contact: **Mayo Culture Night Co-ordinator, Mayo County Council.**

mayoculturenight@mayococo.ie

Application forms are available to download from <https://www.mayo.ie/arts/programme/culture-night>

**The closing date for receipt of applications for funding is 5pm on Thursday 27th June, 2024.**

*Culture Night is strategically funded by Mayo County Council and the Arts Council and is supported by Creative Ireland and participating groups & venues in Mayo.*