

**The Sing in Wicklow Award Scheme** has been specifically created to advance the professional development of choirs, singing groups, and professional choir leaders in order to extend valuable opportunities for community participation in choral singing.

This Award forms part of a wider set of actions created by Wicklow County Council and funded by Creative Ireland to support the existing community choral infrastructure and enhance participation levels under the Creative Wicklow Strategy 2023 – 2027.

The Award is being administered by Wicklow County Council, and will be evaluated by the Wicklow County Arts Office.

### **Who is eligible to apply**

All choirs, singing groups and musical directors based in County Wicklow can apply. All proposals should be of benefit to the residents of the county.

Applications can be made by choir/singing group members or musical directors. The lead applicant is required to have a bank account into which the awarded funds will be deposited if the application is successful. The lead applicant must pay any expenses relating to the successful application directly from the awarded funds.

### **All proposed projects/events/initiatives must be completed before the 30<sup>th</sup> September 2025.**

**What amounts are available** Grants of up to €1,000 will be allocated per selected proposal. The fund is limited and eligible applications will be evaluated on a competitive basis. There is no guarantee of funding for projects which achieve the minimum eligibility criteria.

### **How to Apply**

Only completed submissions received via the approved application process will be considered.

Applications can only be made through \*Submittable where you will be able to upload all supporting material along with your application form. The \*Submittable platform works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported.

Applications must be received by **4pm on 07<sup>th</sup> April 2025.** Incomplete and late applications will not be considered.

### **If successful, how funding is drawn down**

Payment will be made to successful applicants on signing a 'Letter of Agreement' and confirmation of appropriate insurance cover being in place.

On completion of the project, a short '**Project Report Form**' (to be supplied by Wicklow County Council) must be completed and include the following:

- A copy of the project output or other evidence that the project is complete along with photographic and/or video graphic evidence
- A final expenditure budget for the project along with evidence of all payments /receipts to all parties.
- Copies of all press and media coverage

### **What typical projects are included in this fund?**

- Take part in specialist professional workshops for choir members

- Facilitate inter-choir collaborations, such as performances, training, peer learning, and networking
- Attend and/or participate in choir competitions
- Support the recruitment of new members
- Increase capacity within existing choral groups
- Purchase equipment and instruments
- Commission strategic development and planning

### **What items and expenses are NOT ELIGIBLE from the fund?**

- Alcohol / Hospitality/ Food & Drink expenses
- Spend on fines, penalty payments, legal cost, audit fees or general overheads (e.g. rent, insurance costs, utility bills).
- Expenditure which was incurred prior to the approval of grant aid.
- **Capital asset Purchases e.g. musical equipment**

### **Acknowledgement**

Successful applicants will receive a 'Letter of Offer'. Once you have been notified that your application has been successful, you must ensure that your project is promoted as part of this initiative, appropriate guidelines to support this will be included in your 'Letter of Offer'.

**Please note:** Wicklow County Council and Creative Ireland Logos/ acknowledgement must feature on all publicity, press and marketing material produced in connection with grant aided projects.

### **Conditions**

- All awards are subject to the availability of funds. Awards may be withheld or divided at the discretion of Wicklow County Council.
- The lead applicant (choir member or musical director) is required to have a bank account into which the awarded funds will be deposited if the application is successful. The lead applicant must pay any expenses relating to the successful application directly from the awarded funds.
- All choirs must be based in County Wicklow and be of benefit to the residents of the county. Applicants must clearly indicate their relationship with the county as outlined in the application form.
- Applicants must provide evidence that any organisational commitment referenced by the choir in support of their application has been confirmed, e.g. letters of support to show that a particular mentor is available, a place on a course is secured, or confirmation of participation in a choir competition.
- Applications and supporting documentation must be submitted online via the link provided on our website.
- Applications must be complete and have all relevant supporting documentation. Incomplete and/or late applications will not be accepted.
- No emailed applications will be accepted. Applicants must apply through our online platform.
- All applications must adhere to the guidelines set out.
- An online acknowledgement will be sent to the applicant confirming receipt of an application.

- Applicants will be notified of outcomes as soon as is practicable, however, it is anticipated that the overall process from the submission of applications to notification will take 6-8 weeks.
- Successful applicants will be required to submit documentation and high-quality visuals along with a brief report and an income and expenditure account at project completion.
- Wicklow County Council must be credited in any publicity relating to the work which was supported under this scheme. A letter of offer will set out our specific branding and crediting requirements.
- Where relevant, compliance with best practice and legislation in child protection as outlined by the [Department of Health and Children](#) must be adhered to. While it is expected that proposals should be realised in full within the timeframe specified in the application.
- Wicklow County Council reserves the right to review the award scheme at any time and as a result may make any changes necessary without any prior notice.
- Applicants are required to read the [Wicklow County Council GDPR statement](#) in its entirety.

**Disclaimer – please read carefully**

It will be a condition of any application for funding under the terms and conditions of the Wicklow County Council – Creative project that the applicant has read, understood and accepted the following:

1. Wicklow County Council shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:
  - The application or the subject matter of the application.
  - The rejection for any reason of any application.
2. Wicklow County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Wicklow County Council, the council does not undertake the role of ‘Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant’s information by Wicklow County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund. Personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.