



Making Waves Seed Funding Scheme 2026

Guidelines



Creative Places Balbriggan is part of the national Creative Places programme developed and funded by the Arts Council.

Comhairle Contae
Fhine Gall
Fingal County
Council



arts.
fingal.ie



Introduction

Creative Places Balbriggan is an Arts Council funded project for 3 years with its main aim to make the arts more socially accessible in the Balbriggan community.

Making Waves Seed Funding Scheme 2026 is an opportunity for artists, community groups and community organisations within Balbriggan to explore new avenues of creativity not previously open to them.

The scheme is also open to applications from artists based outside Balbriggan, willing to work with a community group or organisation in Balbriggan.

As per the Creative Places Balbriggan Strategy 2026-2027, the project has three main priority pillars. The intention of Making Waves is to seed fund programmes and opportunities to start to develop creative activities and participation under the direction of the pillars, which are as follows:

- Creative Youth
- Creative Industry
- Climate Action

The pillars aim to enhance arts in the Balbriggan Community with the following goals as outlined in the Creative Places Balbriggan Strategy 2026-2027:

- More young people in Balbriggan are participating in the arts, feeling valued and contributing confidently to their future and the future of Balbriggan.
- Balbriggan is a progressive community which actively supports and develops opportunities for artists and creative professionals and those interested in creative careers.
- Balbriggan is actively creating awareness and collaboration

around Climate Action through creative community engagement and artistic development projects.

These pillars and goals also align with three of the strategic goals of the Fingal County Arts Plan 2019-2029, namely Making Space for Art, Connecting People and Ideas and Enabling Excellence.

Making Waves will support collaborative, socially engaged creativity to seed fund programmes that will further these goals and provide opportunity for people in Balbriggan to participate in the arts as part of their daily lives in a way that is suitable and led by them.

Before Applying

Prior to application, any interested applicants need to book a consultation with Creative Places Balbriggan coordinator Cormac McDonagh.

Email: cormac.mcdonagh@fingal.ie

Ph. 087 7141691

Application Form

Once consultation has taken place, applicants that are deemed suitable to progress are required to fill out an online application form.

Amount of Funding that can be applied for

Making Waves will accept applications for consideration for the amounts between €1,000 and €5,000.

No less than €1,000 shall be awarded to any successful application; however, partial funding may be awarded based on the recommendation of the assessment panel.

Eligibility Criteria

1. Residency/operation:

- Community groups or organisations must be based or operate within Balbriggan.
- Artists may reside outside Balbriggan, but must be committed to working with a group or organisation in Balbriggan.
- Proposed activities must take place in Balbriggan and have specific significance to the Balbriggan community
- Applicants must be aged 18 or over at the time of making their application.

2. Artistic merit and social engagement:

- Fingal Arts Office and Creative Places Balbriggan subscribe to the Arts Council Paying The Artist policy. Therefore all applications must include appropriate artists fees and remuneration required to carry out the proposed programme of work. Any application that does not include this information will not be considered.
- Programmes described must demonstrate artistic merit and potential impact.
- Individual Artists applying must provide evidence of previous work or experience in the arts. Similarly, community groups or community organisations applying must have an artist engaged prior to application with evidence of a track record of previous work.
- All applicants must clearly demonstrate their capacity to successfully plan and execute their proposed programme and income and expenditure breakdown
- All proposed programmes should display evidence of socially engaged practice by being community-led and focusing on collaboration more so than having a specific finished outcome by programme completion - ***“Process over Production”***

3. Programme Timeline

- All applications must include a projected timeline for

implementation such as number and frequency of sessions, proposed locations and dates.

- All programmes must take place and be fully completed by February 28 2027.

What can be applied for?

Funding is available to cover artistic and creative costs directly related to the delivery of the proposed project. Eligible costs include fees for professionals and materials that contribute to the development and delivery of the artistic project.

1. Artist and creative practitioner fees:

Grant can be used to cover payments for professionals involved in facilitation, workshop activities and creative collaboration, such as:

- Visual artists i.e: paint, sculpture, design, drawing
- Musicians and composers
- Media facilitators for podcasting, filmmaking, animation, game design etc.
- Drama facilitators
- Writers or poets
- Dance choreographers
- Architecture and place making facilitators

2. Programme costs:

Grant can be used to cover payments for the following items to carry out the programme:

- Space rental and/or venue hire
- Equipment and/or instrument hire such as audio-visual equipment

3. Materials and supplies:

Materials directly related to the creation and execution of the artistic work, such as:

- Art supplies, such as paints, canvas, clay, etc.
- Props and costumes for theatre, dance, or visual arts.

- Writing materials such as pens/pencils and notebooks.

4. Accessibility costs:

- Transport (for participating group aged 55+ only or with individuals with disabilities),
- Carer / personal assistant support costs,
- Hiring sign language interpreters,
- Providing audio description or captioning services,
- Creating a Sensory Friendly Quiet Area.

What Cannot Be Applied for?

The following items will not be eligible under this funding scheme:

- One-off events
- Festivals
- Capital costs i.e. refurbishments or upgrades to buildings
- Equipment purchase
- Food and drink or any other refreshments
- Accommodation or travel costs
- Any retrospective costs towards the programme prior to application
- Contributions to fundraising or fundraising events
- Non-artistic events or programmes
- General administrative expenses, such as:
 - Website hosting
 - Postage and stationery
 - Office supplies, phone bills or credit,
 - Utilities and ongoing operational costs.
- Marketing and advertising costs, including posters, flyers, public relations services, and promotional items, such as t-shirts, banners, etc.
- Proposals that do not have a clear artistic objective, such as sports, heritage, or recreational events.
- Printed publications unless that of collaborative work created from the programme.
- Commemorative events, including historical celebrations.

Funding Priorities

- All proposed activities must demonstrate a clear collaboration between artist and community group or client members of a community organisation, which has a clear emphasis on a collaborative process over producing finished outputs.
- Applications must support at least one pillar of the Creative Places Balbriggan Strategy – Creative Youth, Creative Industry or Climate Action.
- Applications must display participation in at least one of the art forms as supported by the Arts Council: architecture, circus, dance, film, literature, music, opera, street arts and spectacle, theatre, traditional arts, and visual arts.
- Lead applicants must have a registered bank account in their name to be in receipt of funds.
- Community Groups applying must be registered with the Fingal PPN
- Receipts for all expenses applied for must be retained and submitted upon completion of the programme.
- A post-programme report will be provided for all successful applicants to be filled out upon programme completion.

Application Deadline

The closing date for Applications is **Friday June 26th 2026 at 5pm.**

Application Process

1. Application form:
 - Complete the online application form on Submit.com.
 - Provide detailed information about the proposed project. This includes objectives, programme plan and timeline.
 - Provide an itemised budget and include the amount of funding being sought.
2. Supporting documents including (but not limited to):
 - CV's or biographies of the artists, partners, and/or collaborators.
 - Examples of previous work. This can include photos, treatments, draft scores, and audio or video recordings (links to YouTube, Vimeo, Soundcloud, MP4 etc).

- Letters of support and/or commitment

3. submission:

- Applications must be submitted by the specified deadline:
Friday June 26th 2026 at 5pm
- Late, incomplete, or posted applications will not be considered.

Assessment Criteria

Applications will be assessed against the following criteria:

1. Artistic quality:

- Innovation, creativity, and artistic merit of the proposed programme
- The track record and experience of the individual, artists, community group or community organisation.

2. Alignment with Creative Places Balbriggan strategy pillars

- The proposed programme must align with at least one of the three strategy pillars; Creative Youth, Creative Industry and/or Climate Action.

3. Community impact:

- Potential benefits to the Balbriggan community.
- Engagement and participation of Balbriggan community members.

4. Feasibility:

- Clear and realistic programme plan and timeline.
- Detailed and justified budget.

How to apply

Applications are accepted via our online portal. A link to the application form will be provided to applicants via email from the coordinator after the initial consultation.

Closing Date for applications:

Friday, June 26 2026 at 5pm

Late / Incomplete Applications will not be accepted

Please contact Creative Places Coordinator Cormac McDonagh cormac.mcdonagh@fingal.ie with any questions or requests for application support.

Appendix

Award Conditions

1. All funding awarded is subject to the availability of funds. Grants may be withheld at the discretion of Fingal County Council.
2. Individuals, community groups and community organisations may only be involved in one application, as either lead applicant or part of an application.
3. The lead applicant is required to have a bank account into which the awarded grant will be deposited if the application is successful. The lead applicant must pay the artist and any other expenses relating to the proposed programme directly from the funding awarded.
4. The lead applicant must have access to appropriate facilities for the proposed programme i.e. digital capacity, storage, heated room, toilet facilities, hot and cold running water, management committee, chairperson, caretaker etc.
5. Applications and supporting documentation must be submitted online via the link provided.
6. Applications must be complete and have all relevant support documentation. Incomplete and/or late applications will not be accepted.
7. No emailed or posted applications will be accepted - applicants must apply through our online platform.
8. All applications must adhere to the guidelines set out in this document.
9. An online acknowledgement will be sent to the applicant confirming receipt of an application.
10. Applications may be assessed by a panel of professional arts practitioners and will include representation from Fingal County Council.

11. Shortlisting may possibly apply.
12. Applicants will be notified as soon as is practicable.
It is anticipated that the overall process from submission of applications to notification of outcomes will take approx. 6-8 weeks.
13. Successful applications must aim to be accessible to and inclusive of all members of the community.
14. Successful applicants may be required to provide evidence of Public Liability, Employers Liability and/or Professional Indemnity Insurance, as appropriate, upon signing the letter of offer.
15. Fingal County Council logo, Creative Places Balbriggan logo and Arts Council logo and/or accreditation i.e. “supported by Creative Places Balbriggan” must be included in all publicity, press and marketing materials, websites and social media campaigns produced in connection with the project.
16. A link to the logos will be shared with all successful applicants.
17. If a launch or celebration is organised as part of the project, the Fingal County Council Art Office must be notified in advance and be invited to attend.
18. If the programme is altered, postponed or cancelled – in whole or in part – contact Fingal County Council Arts Office immediately with a revised proposal. Activities that cannot be rescheduled in the approved timeframe will not be entitled to draw down funding and must refund any funding awarded prior to programme cancellation.
19. Successful applicants will, on completion of their programme, be required to submit a post-programme report, an Income and Expenditure account detailing how the funding was spent along with receipts, and proof of acknowledgement of the support of Fingal County Council. This includes any programme/brochure, posters, press cuttings, photographs, website screenshot, etc.
20. Funding awarded must be spent in full before February 28 2027.
21. Where relevant, compliance with best practice and legislation in Child Protection as outlined by the Department of Health and Children – www.dohc.ie must be adhered to.
22. Fingal County Council reserves the right to review the funding scheme at any time and make any changes deemed necessary without prior notification to applicants.
23. Applicants are required to read the Fingal County Council

- GDPR policy in its entirety.
24. Fingal County Council may publicly share information about all funded programmes and include information about these programmes in reports, publications, and publicity.
 25. All creative rights remain with the applicants. Please note that post-assessment, the provision of detailed feedback on applications submitted may not be possible.
 26. Any funding suspected to have been obtained or used fraudulently by an applicant, community group or community organisation will be investigated and resolved in accordance with the FCC Anti-Fraud and Corruption policy.

Data Protection Statement

Any personal information the applicant provides will be processed, stored, and managed in strict accordance with the EU General Data Protection Regulation.

The purpose for processing your data is to process the application for the Creative Places Balbriggan Making Waves Seed Funding Scheme 2026, in line with the criteria of this award. The information provided will be assessed by an Assessment Panel. The information will be retained in accordance with the Fingal County Council GDPR policy and the National Retention Policy for Local Authority Records. If the personal data requested is not provided, Fingal County Council will not be able to process the application.

The applicant has the following rights, in certain circumstances and subject to applicable exemptions, in relation to personal data:

- the right to access the personal data that we hold about the applicant, together with other information about our processing of that personal data,
- the right to require Fingal County Council to rectify any inaccuracies in the personal data,
- the right to require Fingal County Council to erase the personal data,
- the right to request that Fingal County Council no longer process the personal data for particular purposes,
- the right to object to Fingal Council Council's use of the personal data or the way in which Fingal County Council

process it.

- Please note that to help protect your privacy, Fingal County Council take steps to verify the applicant's identity before granting access to personal data.
- If the applicant would like to exercise any of these rights, please submit a request to Fingal County Council's Data Protection Officer outlining the specific details of the request. Email: dataofficer@Fingal.ie or visit www.fingal.ie/council/service/data-protection
- All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

Tips for Completing Your Application

- **Read the Guidelines Carefully:** Before starting your application, make sure to thoroughly read the guidelines to understand the eligibility criteria and terms of the Creative Places Balbriggan Making Waves Seed Funding Scheme.
- **Increase the Chance of Success:** By understanding the criteria and requirements fully, it gives the best chance of submitting a strong application.
- **Provide Relevant Information:** Make sure to give the assessment panel all the necessary information they need to assess the application accurately - be clear and concise.
- **Read Every Question Thoroughly:** Before answering, carefully read each question to ensure the responses are relevant and complete.
- **Treat it Like the First Application:** Don't assume the assessment panel knows the work of the individual or organisation. Approach each application as if it's introducing the programme for the first time.
- **Clarity is Key:** Several people will review the application, so it's important that the submission is clear and easy to understand.
- **Complete the Financial Sections:** Make sure both the income and expenditure sections of the application are fully completed. Please ensure to include the amount of grant funding being sought. Budget clarity is crucial for the panel's evaluation.
- **Know What You Want:** Have a clear, realistic idea of your programme and how much it will cost. A well-planned proposal is easier to evaluate and more likely to succeed. Focus on the 'Who', 'What', 'Where', 'When', and 'Why'.
- **Provide a programme timeline:** If relevant, include a programme plan and timeline to show that the programme will be completed on time and within budget.
- **Upload All Supporting Documentation:** Double-check that all the supporting documentation has been uploaded before submitting your application.
- **Get a Second Opinion:** Ask someone else to review your application before you submit it. A fresh set of eyes can help spot mistakes or unclear sections.

Step-by-step guide on how to complete and submit a form on Submit.com

Submit.com is an online platform designed to streamline the application process.

Step 1: Access the form

1. Click the direct link to the form provided to you via email.
2. Log in to your Submit.com account using the username and password or follow the instructions to register.
3. Once logged in, navigate to the form you need to complete from the dashboard. The form will usually be linked from fingalarts.ie.

Step 2: Complete the form fields

1. Carefully read each section of the form before filling it out. Each section may include:
 - Personal Information: Name, contact details, etc.
 - Proposal Details: Information about your arts programme
2. Answer all mandatory questions (marked with asterisks) and provide as much detail as needed in the open text fields.
3. For multiple-choice or drop-down menus, select the appropriate options based on your situation or project.
4. Save your progress regularly by clicking on the “Save” button at the bottom of the form.

Step 3: Upload documents

1. In sections where you need to provide supporting documentation (e.g., CV, biographies), look for “Upload” button.
2. Click the “Upload” button, which will open a file browser.
3. Select the file from your computer that you want to upload (files must be in PDF, Word, Excel or JPEG format).
4. Once the file is selected, it will appear as uploaded in the form. Ensure all requested documents are uploaded, such as:
 - CVs, biographies,

- Examples of previous work (images, videos, etc.)
- Letters of support or commitment

Step 4: Complete the budget section

1. Navigate to the section titled “Financial Breakdown”.
2. Fill in the budget template provided. Enter the following details:
 - Income: The amount of funding you are applying for plus any additional secured or expected sources of income
 - Expenditure: List all the expected programme costs (e.g., artist fees, venue hire, materials).
 - Make sure the total income equals the total expenditure. The system should automatically calculate this but double-check the totals to ensure the budget is balanced.

Step 5: Verify your signature

1. If the form requires a digital signature, scroll to the signature section at the end of the form.
2. Applicant will be asked to:
 - “Type your name” in a signature box to certify the information is accurate.
 - Use a digital signature tool to sign the form electronically.
3. Make sure to check any boxes confirming that applicant agrees to the terms and conditions of the application before submitting the form.

Step 6: Submit the form

1. Review the entire application to ensure all fields are completed, documents are uploaded, the budget is correct, and the signature is verified.
2. If everything is correct, click the “Submit” button” at the bottom of the form.
3. After submission, a confirmation message will be sent stating that the application was successfully submitted. Make sure to save this confirmation.

Notes:

- Please ensure all the documents are properly named (e.g., “CV_JohnDoe.pdf”) to avoid confusion.
- Double-check file size limits and formats (usually listed next to the upload button).
- If there is an error message when submitting, review any incomplete fields or missing documents before trying again.
- No emailed or posted applications will be accepted. Applicants must apply through our online platform.

