



Festival & Events Grant Scheme 2026

Application Deadline: Friday, 10th April 2026 at 4:00PM

About the scheme

The main purpose of the Festival & Events Grants Scheme is to provide financial assistance to groups and organisations engaged in festivals or events at a local level. The emphasis of the scheme is on providing funding for a diverse range of projects thus ensuring that the limited financial resources available are used to the maximum benefit of the community at large.

The allocation of funds is at the discretion of the Elected Members and as such will be a “reserved function” of each specific Municipal District area. Members also reserve discretion over the specific proportion of the project costs to be funded. The total level of grant will be based on an annual allocation by Cavan County Council. Grants will not normally exceed €1,000 per event, per year.

Selection Criteria

When the grants are being decided, the Municipal District Members will consider the following:

- The number of days the festival/event is running for
- The number & type of applications received per Municipal District Area.

Please ensure that you are familiar with the guidelines before you begin filling in the application.

Every year there is huge interest in this scheme from the many community and voluntary groups across County Cavan.

For this reason, we can only assess application forms that have been fully completed.

Incomplete application forms will not be considered for funding.

Operating Rules & Guidelines

The scheme will not fund debt agreements or projects for which adequate statutory funding is already available.

1. Propose & Scope

- **Target Projects-** This scheme is specifically designed for **festivals & events**.
- **Public Benefit-** Funding is restricted to public projects; applications for projects that benefit specific individuals are not eligible.
- **Project Distribution-** Cavan County Council aims to ensure a balanced geographical spread of funded projects within the Municipal District.

2. Applicant Eligibility

- **Financial Standing-** Recipient groups must be in good financial standing with the local authority
- **Debt Management-** Groups with existing debt with the local authority must have entered into an agreement with the local authority for the service of any debt owed to the local authority.

3. Project Approval & Drawdown

- **Letter of Offer-** Successful applications will receive a formal 'Letter of Offer' with awarded grant amount.
- **Commencement of Festival/Event-** The festival or event must be between the period of 1st April 2026 – 31st December 2026.
- **Compliance-** All works must comply with the Local Government Planning and Development Acts and where necessary have the approval of the planning authority.

4. Grant Timelines and Extensions

- **Spending Deadlines-** Grant monies must be spent within the time frame allocated at the at the time of the award.
- **Risk of Forfeiture-** Failure to adhere to the timeline may result in the reallocation of monies and/or the loss of the grant.
- **Extensions-** If an extension is required, permission must be sought and cannot exceed 12 months from the original project completion date.
- **Final Deadline-** All works must be completed by 31 December 2026.

5. Drawdown and Payment Process

Municipal District members will assess applications against these guidelines. The Chief Executive will approve grants after they have been evaluated by the relevant Municipal Districts.

- **System requirements-** Grant acceptance and drawdown are managed through the Submit.com portal.
- **Payment Method-** All payments are issued via Electronic Fund Transfer (EFT)
- **Bank Details-** Groups must provide a signed header of a bank or credit union statement to Cavan County Council, Finance Department. (Please note, if this has been submitted for previous grants, there is no requirement to submit again.)
- **Vouched Expenditure-** Final payment is only released after the submission of full evidence of expenditure, including:
 - Invoices, receipts and bank statements (from the group's own bank account) showing payment.
 - Before and after photos of completed works.

The festival or event must be between the period of 1st April 2026 –31st December 2026.

Freedom of Information

The Freedom of Information Act applies to all records held by Cavan County Council

All information provided in respect of the application for a Municipal District Discretionary Allocation grant may be made available to other Cavan County Council Departments as appropriate. Such information will be processed in line with the Local Authority's privacy statement which is available to view on www.cavancoco.ie.

Group Insurance

The attached sheet on insurance must be read, understood and accepted as forming part of the conditions of the grant scheme. Groups must have appropriate insurances in place (€6.5m public liability) and a specific indemnity to Cavan County Council under the group's public liability policy **must** be provided before funding is allocated.

The members of Cavan County Council may choose to review, change, or cancel this scheme at any time.

Cavan County Council Terms and Conditions

It will be a condition of any application for funding under the terms and conditions of the **Cavan County Council Community Grants Scheme** that the applicant has read, understood and accepted the following:

1. Cavan County Council shall not be liable to the applicant or any other party, in respect of any loss, damage, grant recipient expense or costs of any nature arising directly or indirectly from:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
 - c. The carrying out of the activity and/or the implementation of the purpose for which the application for funding was made.
 - d. The state of repair and condition and/or use of any building or property concerned in any application for funding.
 - e. The state of repair and condition of and/or use of any equipment or facilities concerned in any application for funding.
2. Cavan 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 for which any application for funding has been made. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implementation of this grant; the Grant Recipient further agrees to be responsible for making payment of any compensation arising on foot of any claim for damages or otherwise whatsoever.
3. The Grant Recipient agrees to be responsible for any loss, damage or injury whatsoever or howsoever caused to persons, animals or property, including persons working for the Grant Recipient arising out of the implication of this grant; the Grant Recipient hereby agrees to fully indemnify Cavan County Council in respect of any actions, expenses, costs, claims, damages and other liabilities whatsoever in respect of the injury to or death of any person, or damage to any property howsoever arising directly or indirectly out of:
 - a. The state of repair & condition of any property, premises or location at which any grant funded activity is carried out.
 - b. The User of any property, premises, location at which any grant funded activity is carried out.
 - c. Any works carried out or in the course of being carried out on any property, premises or location at which any grant funded activity is carried out.
 - d. Any activity or activities in which the Grant Recipient for funding is involved directly or indirectly.
 - e. The state of repair and condition of and/or use of any equipment or facilities concerned in any grant funded activity.
4. The Grant Recipient shall effect and maintain in full force and effect at all times employer's liability insurance, public liability insurance and insurance against all risks in respect of damage to buildings, equipment or facilities used or invested in by the Grant Recipient, its servants, agents, Licensees or invitees in connection with or under this Grant Agreement. The Grant Recipient acknowledges that Cavan County Council is not liable for any claim by the Grant Recipient, its servants, agents, licensees and invitees, a third party client or final beneficiary arising out of any negligence (by act or omission), breach of duty of care, fraudulent or reckless statements or negligent misrepresentations by the Grant Recipient, its servants, agents, licensees and invitees and the Grant Recipient shall bring this provision to the notice of each of its clients.