

Heritage Week Grant Application Form

Heritage week runs from 15th – 23rd August 2026

This year's theme "Heritage at Risk" encourages us to explore the built, natural and cultural aspects of our heritage that are endangered, for us to reimagine and revive these sites, artefacts and practices.

The Heritage Office is making small funding grants available to assist groups and individuals organising heritage week events throughout the county.

In order to be eligible for funding, each project must be listed on the National Heritage Week 2026 portal by the individual groups / project organisers. Failure to do so will result in non-payment of grant from the Heritage Office.

Part 1 - Applicant	
Name of Group / Organisation	
Contact person	
Contact Telephone No	
Postal address for all group correspondence & Eircode	
Email address	
Social Media / Website	
Is your group/organisation affiliated to Cavan's Public Participation Network	Yes <input type="checkbox"/> No <input type="checkbox"/>
When was your group formed?	
What are the aims and objectives of your group?	

Part 2 - Details of Event

Title of Event	
Event Description Please give a description of the proposed event (please tell us what you want to do in max 500 words and please include photographs (if relevant))	
Has your event been funded by a Heritage Council stream	
Location of event	
Date of Event	
Time of Event	From _____ To _____
What are the aims of your event ? / What do you intend to achieve?	
Who will be involved in the event?	
What is the public benefit for the community in your area?	
Entry Fee	Do you plan to charge at this event Yes <input type="checkbox"/> No <input type="checkbox"/>
Is Booking Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How do you intend to inform and engage the public about the event?	
How do you intend to acknowledge Cavan County Council, Cavan Heritage Office & The Heritage Council?	

PART 3 – Budget for the Project

What is the total cost of the event?	€
How much are you seeking from this grant scheme?	€
Other sources of funding for this event:	
Own Resources	€
Fundraising	€
Borrowing	€
Sponsorship / Donations / Fees	€
Other grant schemes (please state which one)	€
Other	
Please provide an itemised breakdown of proposed costs associated with the event	
Item	Cost
	€
	€
	€
	€
	€
	€
TOTAL COST OF EVENT	€

Does your event require any of the following:

Road Closure Order (if yes, it is the responsibility of the applicant to make the application)	Yes <input type="checkbox"/> No <input type="checkbox"/> Making Application <input type="checkbox"/>
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Other approvals, permissions, licences or consents	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Please note: If the project involves activities in and around a National Monument, a site on the Record of Monuments and Places, Special Protection Area (SPA), candidate Special Conservation Areas (SAC), Natural Heritage Areas (NHA) or if it requires alternation or export of an archaeological or heritage object, legal permission to carry out such works must be granted by the relevant agencies. It is the responsibility of the applicant to be aware of the current heritage legislation and to obtain such consents. Cavan County Council cannot accept responsibility for actions arising from failure to provide correct information. Details on the locations of heritage sites and relevant data can be obtained from the Department of Culture, Heritage and the Gaeltacht websites www.archaeology.ie and www.npws.ie and www.heritagemaps.ie.</p>	

Checklist to be completed before submission of Application Form

1. Signed application form – completed in full.
2. Signed Agreement Form

Finance and Drawdown of Funds

The full 100% of the grant can be drawn down on completion of the event and only on producing the relevant eligible proof of payment.

GDPR

Cavan County Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy are available at [Data Protection Policy - Cavan County Council \(cavancoco.ie\)](http://Data Protection Policy - Cavan County Council (cavancoco.ie))

We request that you read these as they contain important information about how we process personal data. I consent to the collection and processing of the data provided by me to Cavan County Council. I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Signed on behalf of applicant / community group.

Name	
Signature	
Position in Group	
Date	

NOTE: Closing date for receipt of applications to the Heritage Office is Friday 26th June 2026

Please return to: Anne Marie Ward, Heritage Officer, Johnston Central Library, Farnham Street, Cavan or cavanheritage@cavancoco.ie

Heritage Week 2026 – Grant Conditions & Agreement Form

Please read all guidelines carefully before signing and return a copy of this agreement.

Name of Group / Organisation: _____

- We certify that the information provided in this application is a true and fair representation of the group's activities and the event for which is being sought. We have read the relevant guidelines and will comply with same.
- We undertake to ensure that any grant awarded to us by Heritage Office, Cavan County Council under this application will be used for the specific purpose for which it has been granted.
- We understand that we are responsible for ensuring that the appropriate level of insurance is in place for our event.
- We will acknowledge the support of the Heritage Office, Cavan County Council in any publicity pertaining to the event and to submit proof of same with our final event report. We will endeavour to tag Cavan Heritage Office and Cavan County Council on any social media posts relating to the event.
- We agree that any photographs submitted by us may be used by Cavan Heritage Office on their website, social media or otherwise in promoting Heritage and Heritage Week. The necessary permissions will be obtained and retained by us in accordance with Data Protection legislation.
- On completion of works, we undertake to submit proof of payment in relation to expenditure incurred on our event within 3 weeks of event taken place to Heritage Officer, Cavan County Council, Farnham Street, Cavan
- We understand that the Heritage Office, Cavan County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Cavan County Council, its employees or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and / or administration of individual events.

- Finance and Drawdown of Funds - The full 100% of the grant can be drawn down on completion of the event and only on producing the relevant eligible proof of payment. **Please note payments will be made to a Group / Committee / Club Bank Account only.**
- Freedom of Information Applicants completing this form please note that information provided to Cavan County Council may be disclosed in response to a request made under the Freedom of Information Act (1997 & 2003). However, every effort will be made to protect confidentiality particularly in relation to commercially sensitive material.

Signed for, and on behalf of, the group

Signature: _____

Position: _____

Date: _____

A signed copy of this form must be included with your application form.