

DUBLIN UNESCO CITY OF LITERATURE

SMALL GRANT SCHEME 2026 INFORMATION

Dublin UNESCO City of Literature Small Grants Scheme, supported by Dublin City Council, is now open for applications.

Please read the following information carefully before completing the application form for the Small Grants Scheme 2026.

INTRODUCTION

We invite individuals and organisations based in Ireland to apply for a small grant of up to a maximum of €5,000 for non-profit literary events / programmes in the Dublin City Council Administrative Area during 2026.

We encourage applications from all areas of the community regardless of gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socioeconomic background.

OBJECTIVES

The Small Grants Scheme provides funding to support, promote and develop Dublin's literary profile as a UNESCO City of Literature.

Dublin UNESCO City of Literature invites submissions for funding under the following key priority areas:

- Promotion of Dublin city's rich contemporary literary life and its deep literary heritage with literature, drama and poetry playing an important role in the city
- Literary events for a broad audience, free to attend at universally accessible venues, which promote domestic and foreign literature displaying innovation and diversity and enhancing cultural participation
- Quality, quantity and diversity of publishing in the city

We are committed to allocating our limited resources across as many organisations as possible and this may mean that recipients who have been successful in receiving funding in the recent past may not necessarily be allocated a grant again in 2026.

It may be possible for a partial grant to be given, so it is useful for us if you break down your submission into constituent parts to enable us to identify where we may be able to assist in some way.

Multiple applications may be made.

EXPENDITURE

Costs which may be covered by grant funding are fees for writers, facilitators etc, production costs, travel and subsistence costs, dissemination and publication costs.

Costs which are not eligible for funding are ongoing core costs, capital costs, or costs for events/ programmes that do not occur within the Dublin City Council administrative area.

Match funding is not essential but should be indicated in your budget detail.

ELIGIBILITY

- All applicants are required to meet the Terms and Conditions as set out in Appendix 1.
- Only applications from an individual or organisation based in Ireland will be considered.
- Programmes and events must take place in the Dublin City Council Administrative Area during 2026.

TIMELINE

The following table sets out the timeline for 2026 applications:

Closing date for applications	5pm Friday 17th April 2026
Decision date	Beginning May
Drawdown deadline	5pm Monday 9 th November 2026

ASSESSMENT OF PROPOSALS

All applications for funding received by Dublin City Council for the Dublin UNESCO City of Literature Small Grants Scheme 2026 will be treated fairly and impartially. Applications will be assessed by Dublin City Council staff in a competitive context with consideration of the application details.

Marks will be given for

- Quality of the Project proposed (40%) - ambition and impact of the project
- Feasibility of the Project (40%) - evidence that the applicant organisation/group is properly governed, has a good track record and capacity to deliver the programme within the budget proposed
- Alignment with Dublin UNESCO City of Literature priority areas (20%), outline that illustrates the potential of the proposed grant funding to benefit one or more of the key priority areas and themes

HOW TO APPLY

Applications for the Dublin UNESCO City of Literature Small Grant Scheme will only be accepted online via this link: <https://dublincitylibrariesforms.ie/dublin-unesco-city-of-literature-small-grants-scheme-2026/>

Deadline for receipt of applications is **5pm Friday 17th April 2026**. No late applications will be accepted.

For further enquiries, please contact the office at cityofliterature@dublincity.ie

APPENDIX 1: DUBLIN UNESCO CITY OF LITERATURE SMALL GRANTS SCHEME

TERMS AND CONDITIONS

1. The information supplied by the applicant organisation/group must be accurate, complete and signature verified. Misinformation may lead to disqualification and/or the repayment of any grant made.

2. It is the responsibility of each group to ensure that it has proper procedures and policies in place including appropriate insurance where relevant. Where a group is successful, a specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the Dublin UNESCO City of Literature Small Grants Scheme, may be required.

3. Recorded content in all forms (photography, video, etc.) may be required by Dublin City Council for publication on social media sites/newsletters, etc. to promote the grants available and awarded. It is the responsibility of the applicant to ensure compliance with GDPR and that consent for publication has been given by all participants in the recorded content submitted. Subject to the requirement that all grantees demonstrate written consent from parents/guardians for the use and dissemination of all recorded content in all forms (photography, video etc.) that features child dependents is obtained, grantees can engage in communications using mixed media related to their project proposal and/or grant.

4. The Freedom of Information Act 2014 applies to all records held by Dublin City Council. Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision on whether or not to release the information is made. In the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

5. It is the responsibility of each applicant group/organisation to consider if the service it provides falls under the category of a relevant service as per the Children First Act 2015. If the applicant group/organisation considers the service it provides does fall under the category of a relevant service as per the Children First Act 2015, the applicant group/ organisation is responsible for having all the requirements in relation to Child Safeguarding as per the Act in place.

6. The full amount of the grant must be spent on the approved proposal. Prior to submitting an invoice to draw down part or all of the grant, please email cityofliterature@dublincity.ie to obtain a PO number which must be then quoted on the invoice. All funding must be drawn down by 5pm Monday 9th November 2026 at the latest, by submitting all documents on the letter of offer checklist and supplying an invoice to this office quoting cost centre 624001. Any funding that remains unspent by this date must be returned to Dublin City Council.

7. Under financial regulations, Dublin City Council is required to make all payments by Electronic Fund Transfer (EFT). An EFT Form must be completed and submitted by all successful applicants with the group's bank details in a timely manner. Dublin City Council cannot issue any payments which will bring total funding in a 12 month period to a sum in excess of €10,000 (inc. VAT) without receipt of a tax clearance access number along with a PPS/tax reference number. If applicable, it will also be necessary to submit these details.

8. Dublin UNESCO City of Literature and Dublin City Council must be publicly acknowledged in all materials and website content associated with the grant. If you are having a launch, please send an invitation to cityofliterature@dublincity.ie.

9. Dublin UNESCO City of Literature and Dublin City Council logos must appear in your final products and on all online sites, social media and promotional materials. New logos will be issued with a letter of offer of a grant and must be used from March 2026.

10. On completion a short report must be provided on the project or event, setting out any conclusions or end product and any media comment or coverage. Photos / video footage of any events that promote the city, with consent to use, would be appreciated for the Dublin UNESCO city of literature website.

11. Further information may be requested – Dublin City Council reserves the right to request further information from you in order to assess your application, if so required.

12. Information provided in respect of this application will be held electronically. In order to process this application it may be necessary to collect personal data from you. Dublin City Council reserves the right to request further information from you in order to assess your application, if so required. Such information will be processed in line with the Privacy Notice above.

13. Submission of false or misleading information at any stage is treated very seriously. Any group that does not comply with the terms and conditions of the Programme may be subject to inspection, may have their grant withdrawn and may be required to repay all or part of a grant.

APPENDIX 2: THE DUBLIN UNESCO CITY OF LITERATURE SMALL GRANTS SCHEME PRIVACY NOTICE

This Privacy notice explains how we collect, use, share and retain your personal data, and outlines the legal basis for our processing.

WHO ARE WE?

The annual Dublin UNESCO City of Literature Small Grants Scheme provides funding to support, promote and develop Dublin's literary profile as a UNESCO City of Literature.

REASON FOR PROCESSING PERSONAL DATA?

Your information is collected to enable us to process your online application to the Dublin UNESCO City of Literature Small Grants Scheme.

INFORMATION REQUIRED?

Information collected by us is limited to 'personal data' e.g. contact names, email addresses and phone numbers, provided in respect of your online application. By submitting an application form, you consent to our use of personal data. Your personal data is used for the purpose of assessing your application. You may withdraw consent at any time where processing is based entirely on your consent.

THE LEGAL BASIS FOR PROCESSING PERSONAL DATA?

The legal basis for processing the personal data is provided for under Section 66 of the Local Government Act 2001 which states: 66 (1) (a) In this section “assistance in money or in kind such as “grants, loans, guarantees or other financial aid” 66 (3) (a) “a local authority may take such measures, engage in such activities or do such things in accordance with law _ as it considers necessary or desirable to promote the interests of the local community” 66 (3) (b) “For the purposes of this section a measure, activity or thing is deemed to promote the interests of the local community if it promotes, directly or indirectly, social inclusion or the social, economic, environmental, recreational, cultural, community or general development of the administrative area...of the local authority concerned or of the local community”.

ACCOUNTABILITY AND CORPORATE GOVERNANCE

Successful applicants will be required to comply with the highest standard of transparency and accountability as documented in the Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds Circulars.gov.ie

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publicly funded assets without prior approval.

Dublin City Council reserves the right to inspect and evaluate projects receiving funding from the grants scheme. Groups must declare if they are receiving funding from any other sources.