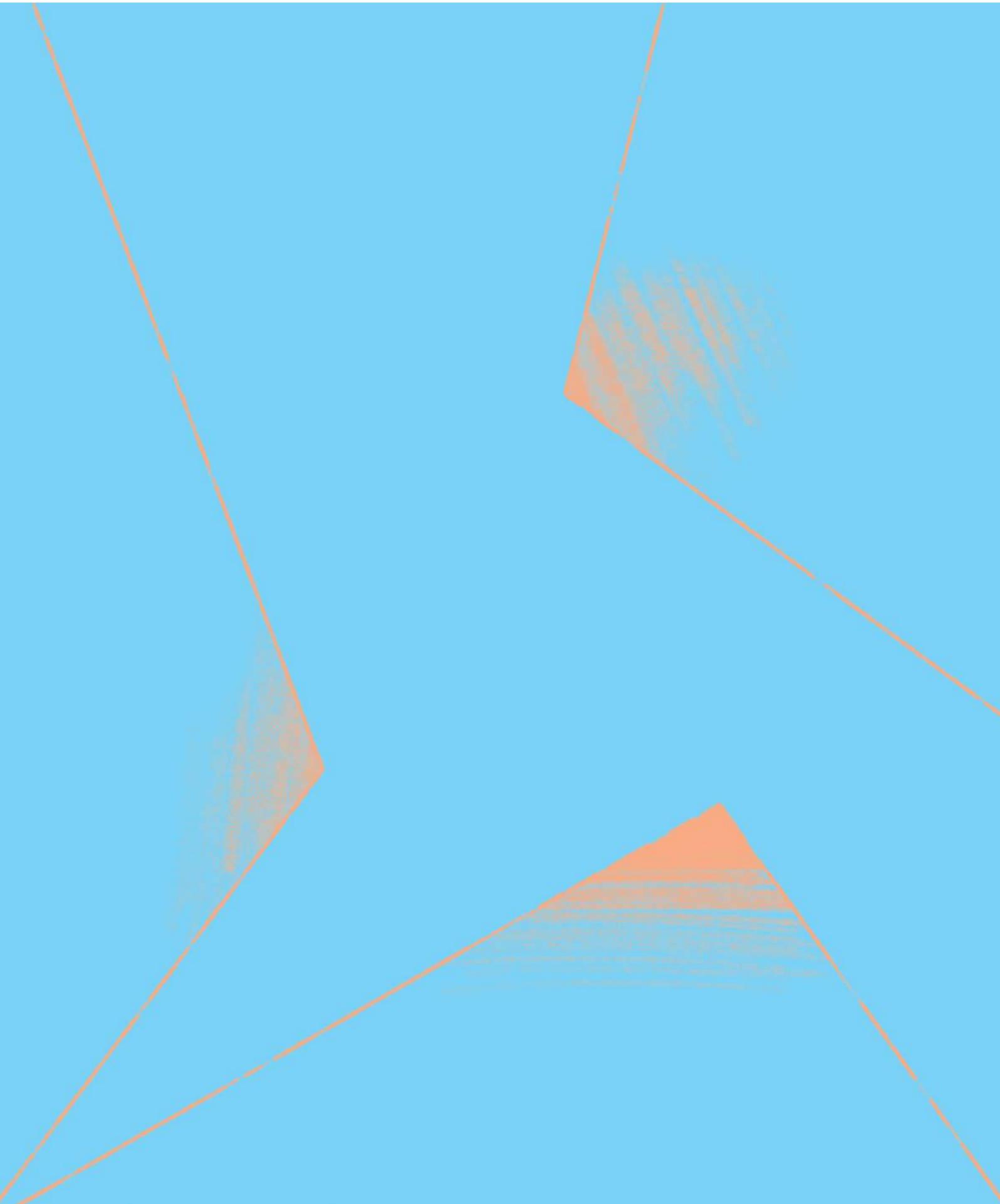


Arts Festival

Award
Scheme
2020

**Wicklow County
Council Arts Office
Funding Application
Form**





ARTS FESTIVAL AWARD SCHEME 2020

Information Page 1

BACKGROUND

Wicklow County Council Arts Office established the **Arts Festival Award Scheme** as one of a number of funding streams designed to support artists, arts participation and artform development. These schemes form part of a wider set of actions initiated or supported by Wicklow County Council directed at supporting quality practice and public participation in the arts in the county.

A new 5-year plan “Growing the Arts in County Wicklow” to be published in early 2020 provides the policy and strategic framework for all these programmes and supports.

For further information on the work of the Arts Office, please visit our website www.wicklow.ie/artsoffice

PURPOSE AND NATURE OF SCHEME

The purpose of the **Arts Festival Award Scheme** is to support programming and development of Arts Festivals in County Wicklow. It is the intention of this award to fund, in full or in part, a particular aspect of a Festival's development plan or programme for 2020.

Applications can be for:

- (i) the production/commissioning of new work for the Festival
- (ii) the engagement of professional artists / ensembles as part of the Festival programme
- (iii) specific actions directed at audience development and/or public engagement
- (iv) the development of new strategies and/or approaches to the delivery of the Festival.

Please note the maximum level of award under this scheme in 2020 is €10,000. The average award in 2019 was €2,500. This has increased 100% as previous years where the maximum award had been €5,000.

ARTS FESTIVAL AWARD SCHEME 2020

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Criteria

To be successful under the **Arts Festival Award Scheme**, applications must demonstrate the:

- Distinctive nature and artistic merit of the proposal
- Evidence of ambition and innovation building on previous festivals
- Excellence of arts practice of those involved
- A good track record of programming, presenting and producing an arts festival
- Feasibility of the proposal including evidence of advance planning / key elements being already in place
- Financial feasibility of Festival proposal (demonstrating match funding or other sources of income as appropriate)
- Adherence to eligibility criteria (see below), the guidelines and, where relevant, Child Protection Policies

What is not eligible?

1. Administrative costs
2. Non Arts Festivals
3. For-profit or fundraising projects
4. Competitive initiatives
5. Deficits or start-up costs for new organisations
6. Entertainment expenses
7. Festival projects which take place outside County Wicklow
8. Insurance costs
9. Capital improvements
10. Festival projects/programmes where the majority of costs relate to equipment hire
11. Projects focusing primarily on community rather than arts outcomes

Conditions

1. All awards are subject to the availability of funds. Awards may be withheld or divided at the discretion of Wicklow County Council.
2. Wicklow County Council must be credited in all publicity relating to the initiative which was granted funding under the scheme.
3. Applications must be complete and have all relevant support enclosures as requested. Incomplete and/or late applications will be returned to applicants and not assessed.
4. Successful applicants will be required to submit a short report and income and expenditure for the Festival after the event including audience numbers.
5. All applications must adhere to the guidelines and criteria for the Arts Festivals Award Scheme.
6. Emailed/faxed applications will not be accepted.
7. Applicants should supply support material and the application form in one pack.
8. Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council.
9. Applicants must already have a Festival bank account and constitution / memorandum of association.
10. Wicklow County Council reserves the right to review the Arts Festival Award Scheme at any time and as a result may make any changes necessary without any prior notice and at the Arts Office's discretion.

11. Applicants shall be notified as soon as is practicable, however it is anticipated that the overall process from the submission of applications to the notification of outcomes will take 6-8 weeks
12. Shortlisting is likely to apply
13. A written acknowledgement will be sent to you to confirm receipt of your Application

How to apply?

If you wish to apply for an award please complete the following:

- Send the attached form together with a description of your festival and proposed programme (2 x A4 pages maximum).
- Include details of the elements of your proposal to which you wish to apply any investment from Wicklow County Council.
- A Budget.

A written acknowledgment will be sent to you to confirm receipt of your application and details of the likely timeline for assessment and decisions will be included.

More information?

Questions may be directed to wao@wicklowcoco.ie

Make your subject line "Arts Festival Award Scheme 2020"

Return to:

Applications must be made in hard copy (email, pdf, fax copies will not be accepted).

Please send your application to:

Arts Office
Artist Supports 2020
Municipal District of Bray
Civic Offices
Main Street
Bray
Co. Wicklow.

Closing Date

Thursday February 27th 2020 @ 12pm



ARTS FESTIVAL AWARD SCHEME 2020

Application Form

Please complete all sections of this form.

NOTE: You can complete this form in Adobe Acrobat.

When complete, use the File > Save As... command and include your name in the file title

Section 1

Name of the Arts Festival	<input type="text"/>
Address for correspondence	<input type="text"/>
Contact name	<input type="text"/>
Contact phone (home)	<input type="text"/>
Contact email	<input type="text"/>
Contact phone (work)	<input type="text"/>
Alternate contact	<input type="text"/>
Alternate contact email	<input type="text"/>
Alternate contact phone	<input type="text"/>
Year established	<input type="text"/>
Number of committee members	<input type="text"/>
Charitable status number (if applicable)	<input type="text"/>



Section 1 continued

Main artform(s) in which the Arts Festival is involved

Give exact dates for the Arts Festival (from.../ to...)?

State venue(s)/location(s) where the Arts Festival takes place

Description of the Arts Festival

Description of target audience

Please provide the following:

Audience Figures in 2018

Audience Figures in 2019

Projected Audience Figures in 2020

How will you promote/ document the Festival



Section 2 – Budget

Please give details of the specific Arts activities within your festival programme for which funding is being sought (use a separate sheet if necessary).

Detail any professional arts assistance or professional practitioners' involvement in your programme (Written confirmation of such participation is required. See below under 'Support Documentation')

Section 2 – Financial Summary

Please outline the overall income and expenditure summary for the project for which funding is sought and sources.

Supply in a separate document with full budget detail.

Not all categories may be applicable.

Please put zero in the areas that are not relevant to your group/organisation's application.

Expenditure/Estimated Costs of Proposal	Cost (€)
Fees (for artists / arts professionals associated with your project)	
Administration Costs	
Documentation Costs (photography / video editing etc)	
Materials	
Other	
Total Expenditure/Costs	

Please indicate any other confirmed income for this arts project/programme & source

Income	Amount (€)
Fees	
Box Office	
Other Grants	
Total Income/Costs	
Amount Requested from Wicklow County Council	
*Please identify any elements of your income which were confirmed at this stage.	

Section 3 – Supporting Documentation & Declaration

Please submit the following compulsory information together with your application form. We strongly advise applicants to consider supporting their application so as to allow the panel come to a wholly informed decision. Tick as appropriate all relevant other information supplied.

Compulsory	Supply as Relevant
A Completed Application Form	Publications
Clear & Detailed Proposal (max. 3 A4 typed pages)	Reviews
CV/Biog of Professional Practitioners/Groups to be involved*	Scripts
Timescale/Schedule	Documentation to illustrate track record - maximum 5 pages. Include links to relevant work / images / annual reports etc
SAE (suitable for return of application if required)	A Copy of the Groups Memorandum or Articles of Association or Governance Code
Details of other activities undertaken by the group	Draft Programme 2020
Details of the group/ organisation's bank account	If applicable
	Signed, written confirmation of the involvement of any professional practitioners named in the application*

Supporting information/documentation should be clearly labelled.

*The involvement of professional practitioners could mean for example that a professional artist/practitioner works with the group in some development capacity i.e. composer with orchestra/theatre company performance/visual artist with young people etc.



Section 3 continued

Please attach the following to the application:

- A projected income and expenditure for the Festival in 2020.
- A copy of your Festival's constitution / memorandum of association

A copy of the programme of recent festivals (where applicable)

Signed

Dated

NB

Applications by groups who are working with Children or Young Persons are required to have adequate child protection policies and measures in place. All participating facilitators and practitioners must adhere to current vetting procedures which includes reference checks and completion of a standard Declaration Form.

Compliance with the Arts Council Policy in relation to working in the arts with Children and Young Persons is essential.