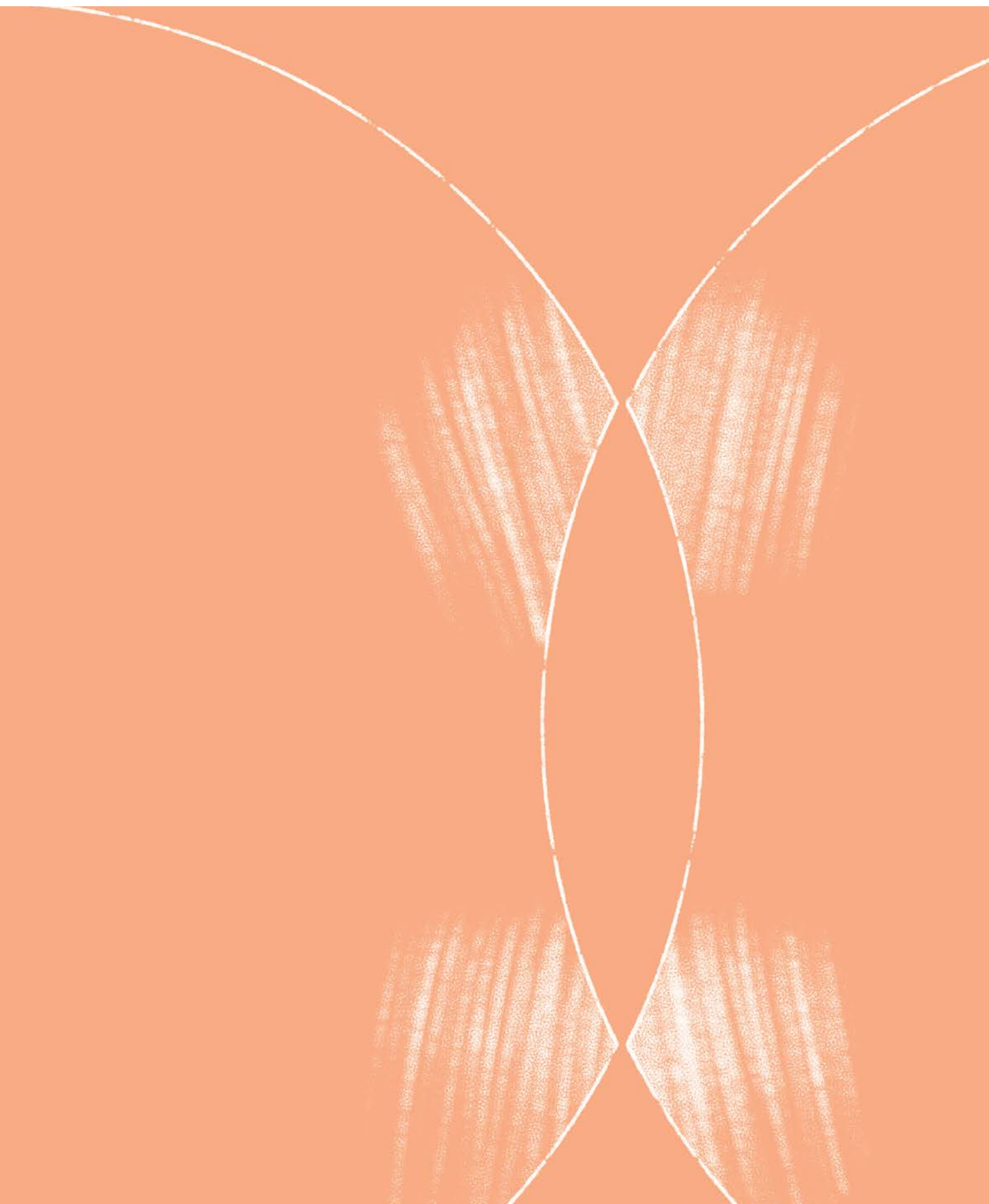


Arts Groups/
Organisations /

Award
Scheme
2020 /

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





ARTS GROUPS/ ORGANISATIONS AWARD SCHEME 2020

Information Page 1

BACKGROUND

Wicklow County Council Arts Office established the **Arts Groups/ Organisations 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 SCOPE OF SCHEME

The objective of this award scheme is to support arts groups/organisations in any discipline or genre of the arts to develop or realise a high-quality project or programme which will support their artistic development. It is the intention of this award to fund in total or in part either (i) a research and development phase of a planned initiative or (ii) the production/ realisation of a new arts project or programme in 2020.

The maximum award available under this scheme is €3,000. The average award made under this scheme in 2019 was €2,500. Where the realisation of the proposed project/programme requires financial resources above €3,000, evidence of confirmed funding from identified sources is required.

Please set out clearly all anticipated income and expenditure involved in this application. Evidence of funding supports from other sources will count positively in the assessment of proposals.

ARTS GROUPS/ ORGANISATIONS AWARD SCHEME 2020

Information Page 3

Assessment Criteria

To be successful under the Arts Groups/ Organisations Award Scheme applications must demonstrate the:

- Distinctive nature and artistic merit of the proposal
- Excellence of arts practice of those involved
- Good track record of the group's involvement in the arts
- Benefit of the award to the group's artistic development
- Feasibility of the proposal including evidence of advance planning / key elements being already in place
- Financial Feasibility of the proposal (including evidence of secured other funding should project budget exceed €3,000)
- Adherence to eligibility criteria (see below), the guidelines and, where relevant, Child Protection Policies

Who is not eligible?

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

FULL SUBMISSION REQUIREMENTS CAN BE FOUND ON THE APPLICATION FORM CHECKLIST

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 this 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 will not be assessed.
4. Successful applicants will be required to submit a short report and income and expenditure account of how the project has been realised.
5. All applications must adhere to the guidelines and criteria for each award scheme.
6. No emailed applications shall be accepted and applicants should supply all support information together with the application form in one pack.
7. Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council.
8. Wicklow County Council reserves the right to review the Award Schemes and at any time make necessary changes.

9. 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.
10. Shortlisting is likely to apply.
11. A written acknowledgment 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 project (up to three A4 pages maximum).
- Please also include a budget and relevant supporting documentation.
- Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council.

More information?

Questions may be directed to wao@wicklowcoco.ie
Make your subject line "Arts Groups / Organisations 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
Arts Groups & Organisations Award 2020
Municipal District of Bray
Civic Offices
Main Street
Bray
Co. Wicklow.

Closing Date

Thursday February 27th 2020 @ 12pm



ARTS GROUPS/ ORGANISATIONS 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 Arts Group/
Organisation

Year established

Lead contact name

Alternate contact

Contact email

Contact phone

Alternate contact phone

Please indicate principal
artform(s)/discipline(s)
involved (e.g. youth theatre,
visual arts, multiple artforms
etc)

Charitable Status Number
(if applicable)

Please indicate when and
where your project takes
place in 2020



Section 1 continued

Short Summary of the project/ programme proposal - max 150 words (A longer and more detailed description is required in support material)

Please indicate your audience figures, or number of participants who will benefit from the project:

How will you promote / document your proposal?

Section 2 – Budget Information

Please outline any income and expenditure for proposed arts project/ programme.

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.
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)	If applicable
Details of other activities undertaken by the group	Signed, written confirmation of the involvement of any professional practitioners named in the application*
Details of the group/ organisation's bank account	

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 e.g. composer with orchestra/theatre company performance/visual artist with young people etc.



Section 3 continued

Declaration:

I agree to abide by the criteria as set out by Wicklow County Council For the **Arts Groups / Organisations Award Scheme** and declare that all information supplied with this application is correct.

I understand that I will be required to credit Wicklow County Council as appropriate in any publicity arising from work developed through this award opportunity.

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.