

**Funding
Application
Form**

Arts Festivals Awards Scheme 2019

Wicklow
COUNTY
ARTS OFFICE
2019



Arts Festivals

Awards Scheme 2019

Information Page 1

Purpose & Nature of Scheme

The objective of this 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 2019.

Applications can be for: the production/commissioning of new work for the Festival; the engagement of professional ensembles as part of the Festival programme; the engagement of audiences; or the development of new strategies and/or approaches to the delivery of the Festival.

Please note the maximum that a festival can apply for in 2019 is €5,000. The average award in 2018 was €2,250.



Arts Festivals Awards Scheme 2019

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Criteria

In order to be successful under the scheme the Festival must demonstrate the

- Artistic merit of proposal
- The quality of the proposed programme/practice
- A demonstrated track record of producing a Festival Programme
- Financial feasibility of Festival proposal (demonstrating match funding or other sources of income as appropriate)
- Adherence to the guidelines and, where relevant, Child Protection Policies of the Scheme

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

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.
5. All applications must adhere to the guidelines and criteria for the Arts Festivals Awards Scheme.
6. Emailed/faxed applications will not be accepted.
7. Applicants should supply support material and the application form in one pack.

Wicklow County Arts Office reserve the right to review the grant scheme at any time and as a result may make any changes necessary without and prior notice and at the Arts Office discretion.

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).
- Include details of where you wish to apply the investment from Wicklow County Council.
- Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council.
- Supporting information which you feel will help the panel reach a decision (i.e personnel involved, event details, past programmes, development plans).
- A Budget.

Applicants shall be notified as soon as is practicable, however it is anticipated that the overall process from the date of advertisement to the receipt of funds will take at least 8 weeks.

A written acknowledgment will be sent to you to confirm receipt of your application.

More information?

Questions may be directed to wao@wicklowcoco.ie
Please make your subject line "Festivals Fund 2019"

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 Festival Awards 2019
Municipal District of Bray
Civic Offices
Main Street
Bray
Co. Wicklow.

Closing Date

Thursday 14th February 2019 @ 4pm



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

Contact name

Contact email

Contact phone (mobile)

Contact phone (home)

Contact phone (work)

Address for correspondence

Year established

Number of committee
members



Section 1 continued

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

Is the Arts Festival accessible to people with disabilities?

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

When in 2019 will the Arts Festival take place (from.../ to...)?

Description of the Arts Festival

Description of target audience



Section 2 - Budget Information

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



Section 2 - Budget Information continued

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

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State amount of funding sought from Wicklow County Council

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Outline details of grant aid / sponsorship from any other source towards the festival for 2019

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Section 2 - Budget Information continued

Please supply a budget if you are applying as an individual or organisation.

Expenditure/Estimated Costs of Proposal	Amount (€)
Projected Income	

Expenditure	Cost (€)
Artist Fees	
Other Fees	
Administration Fees	
Other	
Total Expenditure/Costs	

Amount Requested from Wicklow County Council	Amount (€)
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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	CD
Clear & Detailed Proposal (max. 3 A4 typed pages)	DVD Video
CV/Biog of Professional Practitioners/Groups to be involved*	Catalogue(s) Photographs
Timescale/Schedule	Publications
SAE (suitable for return of application if required)	Reviews Scripts
Details of other activities undertaken by the group	A Copy of the Groups Memorandum or Articles of Association or Governance Code
Confirmation the group has a bank account	
	If applicable
	Confirmation of professional practitioners involvement*
	Projected Audience figures (where relevant)

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 - Supporting Documentation & Declaration continued

Please attach the following to the application:

- A projected income and expenditure for the Festival for 2019.
- If your Festival has a constitution, or programme of the most recent venture, please enclose a copy.

Signed

Dated

If this form is not sufficient in length please summarise on form and present additional information such as press documentation, programme line-up, vision or ethos for festival. This will assist the panel to come to a wholly informed decision.

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