



**Arts
Groups /
Organisations
Awards
Scheme 2018**

**Funding
Application
Form**

Wicklow
COUNTY
ARTS OFFICE
 2018



Arts Groups/ Organisations Awards Scheme 2018

Information Page 1



Purpose & Nature of Scheme

The objective of this award scheme is to support arts groups/organisations in the realisation of an arts project or programme which will support their artistic development.

It is the intention of this award to fund in total or in part a project/programme, which sees the realisation/showcasing of new work. Applications can be for a research and development phase of a new initiative or for the production/ implementation of a new arts project or programme for 2018.

The maximum award available under this scheme is €3,000. Please note the average award in 2017 was €985. Where the realisation of the proposed project/programme requires additional financial resources over and above €3,000, evidence of confirmed funding is required from identified sources.

Please clearly fill out all expected income and expenditure involved in this proposal. Applications which show evidence of funding supports from other sources will be prioritised.

Groups & Organisations

Information Page 2

Criteria

In order to be successful under the scheme groups must illustrate the:

- Artistic merit of proposal
- Quality of arts practice
- Demonstrated track record of the groups' involvement in the arts
- Benefit of the award to the group's artistic development
- Financial Feasibility of the proposal (to include evidence of other funding secured should it exceed a total budget of €3,000)
- Adherence to the guidelines and, where relevant, Child Protection Policies for the scheme

What 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 received and applicants should supply all support information together with 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 any prior notice and at the Arts Office discretion.

How to apply?

If you wish to apply for an award **please complete and send the attached form together with a description of your project (up to three A4 pages maximum)**. Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council. The panel decisions will be placed before members of Wicklow County Council in March 2018. Applicants shall be notified as soon as is practicable, however it is anticipated that the overall process from the date of advertisement to receipt of funds will take at least 8 weeks.

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

More information?

Questions may be directed to wao@wicklowcoco.ie Make your subject line "Arts Groups/ Organisations Awards Scheme 2018"

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 2018
Municipal District of Bray
Civic Offices
Main Street
Bray
Co. Wicklow.

Closing Date

Monday February 19th at 12 Noon



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

Name of main contact

Contact phone

Contact email

Alternate contact

Alternate contact phone

Address for correspondence

Charitable Status Number

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

Please indicate when and where
your project takes place in 2018



Section 1 continued

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



Section 1 continued

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/organisations application.

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



Section 2 - Budget Information continued

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

	Cost (€)
Income	
Total Income/Costs	
Amount Requested from Wicklow County Council	



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

A Completed Application Form

Clear & Detailed Proposal
(max. 3 A4 typed pages)

CV/Biog of Professional Practitioners/Groups to be involved*

Timescale/Schedule

SAE (suitable for return of application if required)

Details of other activities undertaken by the group

Supply as Relevant

CD

DVD

Video

Catalogue(s)

Photographs

Publications

Reviews

Scripts

A Copy of the Groups Memorandum or Articles of Association or Governance Code

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

Declaration:

I agree to abide by the criteria as set out by Wicklow County Council for this 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

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.