

# ARTS SERVICE

## INDIVIDUAL ARTS GRANTS SCHEME (2019)

### APPLICATION FORM

Carlow County Council will consider applications from Practicing Artists **living in Carlow** or **who are from Carlow** to enable them to pursue their practice and to develop within their chosen discipline, including research and development, project realisation or project completion. Application Form and Budget sheet to be **fully completed**, including actual breakdown of cost. (Please read Budget Information sheet to help you complete this section). Full Supporting documentation (including; images/sketches/CVs of artists/training events/promotional material etc.) to be included \*attached to application. Successful applicants will be required to acknowledge the assistance of Carlow County Council in any promotional material relating to the project/event.

**CLOSING DATE: FRIDAY 15<sup>TH</sup> FEBRUARY 2019 AT 4PM**

**COMPLETED APPLICATION FORMS MUST BE RETURNED TO:**

**THE ARTS OFFICE, CARLOW COUNTY COUNCIL, ATHY ROAD, CARLOW.**

**Telephone: (059) 913 6203**

**Email: [kmooney@carlowcoco.ie](mailto:kmooney@carlowcoco.ie)**

**PLEASE ENSURE THAT YOU:**

1. Read the *Individual Arts Grants Scheme Guidelines and Conditions*
2. Read the form fully and complete **all** sections

**Note: Incomplete applications will not be processed**

**REMEMBER TO:**

- Label all material submitted, including each DVD / CD where appropriate.
- Include a stamped addressed envelope for safe return of submitted material if appropriate.
- Allow sufficient time for completion and delivery of application before closing date.

### CHECK LIST

**PLEASE ENCLOSE A COPY OF EACH OF THE FOLLOWING:**

1. **Completed application form**
2. **Short statement of interest**
3. **Detailed description of proposal**
4. **Curriculum Vitae**
5. **Contents list and support material**



# ARTS SERVICE

## INDIVIDUAL ARTS GRANTS SCHEME (2019)

### GUIDE LINES

#### **Ethos & Focus of Grants**

The purpose of *the Individual Arts Grants Scheme 2019* is to assist local Artists who would benefit from this support or to develop a particular project. Applications will not be accepted from statutory bodies. Only one application from any individual will be considered.

#### **Aims and Criteria of the Individual Arts Grants Scheme**

The aim of this Fund is to support Individual Artists in County Carlow that will support

- The on-going practice of Artists to enable them to:
  - Realise an exhibition,
  - Publish work
  - Attend a professional development course
  - Allow for artistic time and space to develop their work
  - Realise a show, performance or piece of theatre or film.
- Artists can work in any of the following disciplines: Visual Art, Music, Dance, Performance, Theatre, Film and multi-media, Composers, Circus/street arts, Traditional Arts, Social Engaged arts etc.

#### **Eligibility – Please Note**

- The maximum award under this scheme is €3,000
- Priority will be given to new applicants
- Please note that only 75% of your total budget, if successful will be awarded to you. No applicant will receive the full 100% budget proposed therefore evidence must be shown about how you will self-finance the 25%
- If you intend engaging an invited artist to work with you, you are required to include their fee in your budget breakdown
- Copy of income and expenditure from last year must be submitted with application form
- On completion of the project, invoices, receipts together with photographs must be submitted prior to payment
- Where a grant is allocated for a specific project Carlow County Council will not be responsible for the insurance of that project. Nor will Carlow County Council be responsible for your compliance with Child Protection Policies if activities are involving children and young people (0-18yrs). Carlow County Council recommends that the organisers have appropriate insurance cover in place prior to the commencement of a project. Where a project includes a large gathering of people Carlow County Council recommends that the organisers ensure that an Event & Safety Management Plan, Litter Management Plan and Traffic Management Plan as appropriate is in place.
- **You are only entitled to apply for one Grant Scheme across all departments of Carlow County Council within one calendar year**
- **Festivals and Events are not eligible under this scheme**

## Personal Details

Name:

---

Address:

---

---

Phone:

---

Mobile:

---

Email:

---

Are you a first-time applicant?

Yes

No

*Please note: Priority will be given to new applicants.*

**If yes, how much funding have you received from Carlow County Council in the last 3 years and for what was the funding allocated?**

---

---

---

**WHICH **ONE** ART FORM DOES THIS APPLICATION PRIMARILY INVOLVE?**

**Dance**

**Film and multi-media**

**Literature**

**Music**

**Theatre/Drama**

**Visual Arts**

**Circus/street arts**

**Traditional Arts**

**Social Engaged arts**

**Performance**

**Multidisciplinary**

(list main art forms involved, e.g. music and dance etc.)

**Give a brief description of the purpose for which you are applying for this grant (Max 300 words)**

Please note, a separate detailed description of your proposal is required as part of supporting documentation.

**BUDGET INFORMATION SHEET** Please read this information sheet before completing your budget

The budget should include the **total cost** of the activity you are applying for and of that total amount you are seeking from Carlow County Council. Evidence will need to be shown as to how you reached this total amount by itemising all related items and costs.

- Provide information on all sources of income relevant to your proposed activity for example evidence is to be clearly shown of how much you are seeking from the County Council and evidence shown of all other income streams associated with the proposal.
- **Application to Carlow County Council** means the amount of money you require from us to undertake this activity.
- **Earned Income** means income created from ticket sales, catalogue / programme sales etc.
- **Income in Kind** means services or goods offered to you, i.e. if someone is willing to design posters for you for free, donate wine for the preview etc. the value of this income in kind is the price of that service had they not offered to drive you for free.
- **Other Income** means monies you have been awarded from other grant giving organisations, sponsors etc.
- **Give a breakdown of all costs, i.e. how you reached each subtotal including funding in kind. Be sure to itemise the cost of:**
  - publicising your activity if applicable.
  - mail outs, phone calls and administration.
  - any journeys associated with your event and give details.
  - any items you may need to buy specially to undertake this project.
  - how you will evaluate your event and the cost of recording this self-evaluation.
- **Individuals** please give details of income and expenditure if your application is in respect of a specific event / project / undertaking regarding your practice. If it is in respect of the development of your practice in general, please supply details of how it will be spent.
- As an Individual Artist whatever amount you are applying for (e.g. €200) a **detailed breakdown** of how you intend spending that amount/the cost is required. Please include quotes, receipts and / or supporting material.
- **Assessment of application will include an itemised Project Budget e.g.: If you are applying for a grant of €500 we require evidence of how you arrived at this amount. Therefore a detailed breakdown of costs is required. PLEASE ITEMISE ALL YOUR COSTS.**

Please read attached Budget Information Sheet before completing.

<b>Expenditure:</b>	<b>€</b>
<b>ARTISTS FEE</b>	
<b>MARKETING / PUBLICITY OF PROPOSED ACTIVITY i.e. invitations / posters / adverts in local papers etc.</b>	
<b>OVERHEADS &amp; DIRECT ADMINISTRATION COSTS i.e. hire of room, stationary, mail out, phone calls etc.</b>	
<b>TRAVEL EXPENSES</b>	

<b>MATERIALS &amp; EQUIPMENT NEEDED FOR PROJECT i.e. frames, canvas, paint etc.</b>	
<b>OTHER COSTS i.e. any other related costs please itemise</b>	
<b>TOTAL EXPENDITURE:</b>	

Please note that only 75% of your total budget, if successful will be awarded to you. No applicant will receive the full 100% budget proposed therefore evidence must be shown about how you will self- finance the 25%.

<b>Income/ your contribution towards your proposal incl. other funding (please itemise)</b>	<b>€</b>	<b>€ Confirmed (Tick box)</b>
<b>PRIVATE INCOME:</b> (e.g. own resources, donations etc.)		
<b>EARNED INCOME</b> (e.g. ticket sales etc.)		

<b>INCOME IN KIND</b> (e.g. value of services given to you- free)		
<b>OTHER INCOME</b> (give details, other funding awards, organisations, trusts, etc.)		
<b>TOTAL INCOME</b>		
<b>AMOUNT REQUESTED FROM CARLOW COUNTY COUNCIL</b>		

**I HAVE READ AND UNDERSTAND THE GUIDELINES AND CONDITIONS OF [CARLOW COUNTY COUNCILS ARTS SERVICE INDIVIDUAL ARTS GRANTS SCHEME 2019](#). I ACKNOWLEDGE THAT ANY FUNDS AWARDED MUST BE USED FOR THE PURPOSE STATED.**

**I CONSENT TO THE PROCESSING OF MY PERSONAL DATA AND SHARING OF IT WITH EXTERNAL ASSESSORS FOR THE PURPOSES OF THIS AWARD ONLY. I BELIEVE THAT THIS INFORMATION WILL NOT BE USED FOR ANY OTHER PURPOSES.**

**PLEASE TICK THE BOX IF YOU WANT TO BE ADDED TO OUR EMAIL DATABASE FOR UPCOMING ACTIVITIES AND FUNDING OPPORTUNITIES WITH THE ARTS OFFICES** Yes  No

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CLOSING DATE: FRIDAY 15<sup>TH</sup> FEBRUARY 2019 AT 4PM**

**COMPLETED APPLICATION FORMS MUST BE RETURNED TO**

**THE ARTS OFFICE, CARLOW COUNTY COUNCIL, ATHY ROAD, CARLOW.**

**Telephone: (059) 913 6203 Email: [kmooney@carlowcoco.ie](mailto:kmooney@carlowcoco.ie)**