



ARTS ACT GRANT

ARTS ORGANISATIONS AND COMMUNITY GROUPS GRANTS 2019 APPLICATION

Carlow County Council will consider applications from Arts Organisations and Community Groups **working 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.

- **CLOSING DATE: FRIDAY 15TH FEBRUARY 2019 AT 4PM**

PLEASE ENSURE THAT YOU:

1. Read the *Arts Organisations and Community Groups 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 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. **Detailed budget breakdown**
3. **Detailed description of proposal**
4. **Contents list and support material (where required)**

*** Applications will only be considered for Arts Organisations and Voluntary Community Groups**

Arts Organisations and Community Groups Grants Scheme 2019
APPLICATION FORM

1. Name of Arts Organisation/Community Group

2. Contact Name

3. Address for Correspondence

4. Contact Number _____ E-mail Address _____

5. Name of Chairperson _____

Name of Secretary _____

Name of Treasurer(s) _____

6. Bank A/c Name & Number _____

7. Tax Reference or Charitable Status Number (CHY) _____

8. What are the aims and objectives of your Arts Organisation/Community Group?

9. Are you a first-time applicant? Yes No

Please note: Priority will be given to new applicants.

10. How much funding has your organisation/ group received from Carlow County Council in the last 3 years, for what was the funding allocated?

13. How many people will participate in your project and/or estimated audience number?

14. Budget Breakdown:

Please attach a detailed budget breakdown for the completion of the project you are applying for funding towards. Please include quotes, receipts/supporting material. Failure to do so will deem your application ineligible.

**Please itemise all your costs*

15. Outline the estimated cost of the activity/action _____

16. Amount sought from Carlow County Council _____

**Carlow County Council will only fund 75% of your total cost of project/idea/activity*

17. Please tell us where the balance of funds is coming from?

I/WE HAVE READ AND UNDERSTAND THE GUIDELINES AND TERMS OF [CARLOW COUNTY COUNCILS ARTS ORGANISATIONS AND GROUPS GRANTS SCHEME 2019](#). I ACKNOWLEDGE THAT ANY FUNDS AWARDED MUST BE USED FOR THE PURPOSE STATED.

I CONSENT TO THE PROCESSING OF MY/MY ORGANISATIONS 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: _____

ON BEHALF OF: _____

ARTS SERVICE

ARTS ORGANISATIONS AND COMMUNITY GROUPS NEW GRANTS SCHEME (2019) GUIDELINES

Ethos & Focus of Grants

The purpose of the Carlow County Councils Arts Organisations and Community Groups Grants Scheme is to assist local Arts Organisations and Voluntary Community Groups that would benefit from this support or to develop a particular project. Applications will not be accepted from statutory bodies. Only one application from any group will be considered.

Aims and Criteria of the Arts Organisations and Groups Grants Scheme

The aim of this Fund is to support community and voluntary groups in County Carlow who undertake projects that will:

- Carry out a service or project that makes a contribution to the quality of life in their local community.
- Demonstrate long term development of quality arts practice.
- Increase participation in the Arts.
- Target the socially excluded and increase their opportunities for participation.
- Support the valuable contribution of Arts Organisations and Community Groups in County Carlow.

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 your group, you are required to include their fee in your budget breakdown.
- Groups/committees/organisations must be formally constituted i.e. hold an A.G.M. or regular meetings.
- 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.**

**Completed application forms must be returned on or before
Friday 15th February 2019 at 4pm to
The Arts Office, Carlow County Council, County Offices, Athy Road, Carlow.**

Telephone:(059) 913 6203

E mail: kmooney@carlowcoco.ie Web-site: www.carlow.ie