



Arts Service

Arts Act Grant Application Form & Information

Important Notice

Carlow County Council Arts Service is currently reviewing all grant aids to groups, individuals and organisations.

From 2016 grant aid will be awarded according to a New Strategic Arts Plan 2015-2021, which is currently being developed.

Information

The following extensive information has been provided based on the conversations we have had with you.

Applications should be clear and concise.

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.

Evidence to be shown that the project will be fully realised in 2015.

No canvassing is permitted.

Also please note for applicants applying for an Arts Act Grant in 2015 and who have applied already for an Artlinks Bursary 2015, are NOT eligible to receive both funding sources, if you are successful. Only one funding source will be available to you in one calendar year.

Assessment Criteria and Conditions

Applications are assessed in a competitive environment by an external panel under the following priority headings:

A New Applicant (if you have been in receipt of funding previously you must declare this).

Artistic Quality/Merit of Idea.

Explicit evidence of (Individual applicant) how the grant aid will help realise your project and how it will professionally benefit you as an individual.

Evidence of the quality of community initiative you propose through the arts eg, quality of tutor you wish to bring in, or quality of engagement with the arts for your organisation or quality of audience reach for your event.

Evidence of long-term arts development benefits to you or your organisation.

What we do fund:

1. Literature Community writing groups and workshops with input by full-time or part-time writers; readings by full-time or part-time writers. Special projects (e.g. publications) undertaken by professional writers or community writing groups.

2. Visual Arts Classes and workshops in the visual arts with input by professional artists/art teachers. Special projects (e.g. exhibitions) undertaken by professional artists or community art groups.

3. Music Music education projects (but not individual tuition fees), classical and choral recitals; writing and performing of new popular music and musical theatre material.

4. Traditional Music and Dance Classes and activities designed to pass on the tradition; performance by new and established traditional musicians; workshops and classes in traditional dance. Professional showcase of work that you undertake outside the county.

5. Drama Theatre in education; drama workshops; writing and performing of new work.

6. Dance Classes and workshops; activities designed to gain a wider audience for dance.

7. Film and Electronic Media Showing of non-mainstream films; activities designed to widen participation in film, video and electronic media.

8. Community Arts Activities (as part of festivals, etc.) such as community drama, community participation events; professional/semi-professional artists focusing on the community.

9. Individual Activities Individuals undertaking research and development, project realisation or project completion.

What we do not fund :

1. A project that is already being funded by the Carlow County Council through partner organisations or any/or in part funded by other forms of state funding.
2. A proposal which is not lead by an artistic objective/artistic merit, for example sport, heritage, tourism, historical, general recreation, etc.
3. Building programmes.
4. A retrospective project.
5. Third party grant.
6. Hire Fee of other venues.
7. Ongoing revenue costs.
8. Mortgages or general living costs.
9. General administration costs.
10. Assistance to cover loans or deficits.
11. Projects which could be undertaken on a commercial basis, ie photography businesses and/or profit making organisations.
12. Grants may not be used for non-artistic purposes, for example fund raising, as prize money, the purchase of medals, cups or competitions etc.

Guidelines

Successful applicants will be required to acknowledge the assistance of Carlow County Council in any promotional material relating to the project/event.

A current CV and artist's statement will be required on behalf of individual applicants.

It is expected that most awards will be in the region of € 200-€1000. In exceptional circumstances grants will be awarded in excess of this amount and up to €3000. ***Please note a comprehensive budget breakdown will be required. If your project idea exceeds the €1,000 please provide a comprehensive rationale for the budget amount you require.**

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%.

Carlow County Council may require assurance that the applicant organisations' tax affairs are in order and in such cases grants may not be paid until these details have been satisfactorily supplied.

An application form for the scheme is provided for applicants as a guide to the information that is required for the assessment for the application. In addition, information on the constitutional status and financial position of the organization making application must be submitted. The submission of incomplete data or absence of information might cause a delay in the consideration of the application and therefore applicants are urged to provide as much detail as possible when applying.

Selection of projects/events will be made through the appointment of an independent expert assessment panel. These recommendations will be made to members of Carlow County Council.

Groups, organisations and individuals seeking assistance must be based in the County Carlow Administrative area.

Projects and events must take place in the County Carlow administrative areas and /or have specific significance to the County Carlow administrative area.

Please note that any application that does not comply with the above criteria will automatically be ineligible for consideration for Arts Act Grant funding or Individual Artists Awards.

CONDITIONS OF GRANT AID

The funding offered must only be used for the purposes specified in your application.

The grant must be spent in 2015.

Where a grant is allocated for a specific event / project Carlow County Council will not be responsible for the insurance of that event / project. Nor will we be responsible for your child protection. Carlow County Council recommends that the organisers ensure that adequate insurance is in place prior to the commencement of an event / project.

If the event or project is altered, postponed or cancelled – in whole or in part – the Carlow County Council, Arts Officer, must be contacted in order to discuss the matter.

Carlow County Council must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event.

Copies of all such material produced must be sent to the Arts Office. **A copy of our logo on disc is available on request.**

Regarding 'Equipment Purchasing' Grant, proof of purchase must be provided once equipment has been acquired.

You are required to send into Carlow Arts Office a detailed report stating how the funding allocated to you was used, with receipts which amount to the money you were awarded. Failure to submit such a report will require you to payback Carlow County Council the funding you were awarded.

Reports should include no more than 500 words outlining your project, what was achieved, how the funding was used, also enclosing supporting material i.e. invitation, press release, publicity information etc.

If you are successful funding must be drawn down no later than ^{2nd} November 2015, failure to drawdown the Fund may result in fund not being allocated to you.

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 how much 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.

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.

Application to Carlow County Council means the amount of money you require from us to undertake this activity.

Give a breakdown of all costs, i.e. how you reached each subtotal including funding in kind.

Itemise the cost of publicising your activity if applicable.

Itemise mail outs, phone calls and administration.

Itemise any journeys associated with your event and give details.

Itemise any items you may need to buy especially to undertake this project.

Itemise how you will evaluate your event and the cost of recording this self evaluation.

Groups and organisations in regards to your proposed event / project please complete in full the income and expenditure sheets overleaf. Indicate if you have sought or obtained grant(s) from any other agencies, giving the name of the 'agency' and the amount of grant sought/obtained. Has this figure been confirmed?

Please supply supporting documentation and mission statement.

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 to the development of your practise in general please supply details of how it will be spent.

Please supply a current CV, artist's statement and supporting documentation.

As an Individual Artists or Group whatever amount you are applying for (eg €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 (outlined below) eg : 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.

ARTS ACTS GRANT

Application Form

Which fund are you applying to: (please tick **one**)

Groups and organisations

Individuals

An application for a grant may be made under one of the categories.

Categories

1. Groups and Organisations promoting arts

- Carlow County Council will consider applications from organisations involved in the promotion of the arts in Carlow.

2. Individual Artists all Art forms

- Carlow County Council will consider applications from Practising Artists **living in Carlow** or **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.

Details

1 Full name and/or Organisation name:

2 Main contact:

3 Full contact address:

Telephone: _____

Email: _____

Website: _____

- 4 Please **clearly** describe the activity for which you are applying to Carlow County Council. With evidence of how it fits the criteria. **Please Note your application will be assessed on what you write below. (Max 300 words)**

In 2014 we/I propose to

- 5 **Priority will be given to new applicants.** Please list below any Arts Acts Grant you have received in the past 3 years and describe briefly how the funds were used.

We do have a record of this information however we would like you to complete the below:

2014	YES <input type="checkbox"/> No <input type="checkbox"/> Amount :	Activity:
2013	YES <input type="checkbox"/> No <input type="checkbox"/> Amount :	Activity:
2012	YES <input type="checkbox"/> No <input type="checkbox"/> Amount :	Activity:

- 6 Please tick the main type of arts activity involved in your work

- Visual Arts (painting, sculpture etc)
 - Theatre/Drama
 - Literature/Writing
 - Storytelling
 - Other Please specify:
 - Music/Song writing
 - Multi media
 - Crafts (jewellery, ceramics etc)
 - Photo/Video/Film
- _____

Please read attached Budget Information Sheet

	Project Budget 2013	€
1	Artists Fee - (Individual Applicants)	
2	Marketing / publicity of proposed activity i.e. invitations / posters / adverts in local papers etc.	
3	Overheads & direct administration costs i.e. hire of room, stationary, mail out, phone calls etc.	
4	Travel Expenses	
5	Materials & Equipment needed for project i.e. frames, canvas, paint etc.	
6	Other Costs i.e. any other related costs please itemise	
7	Total Cost Expenditure	
8	Other sources of income i.e. benefit in kind, grants, sponsorship of project etc.	
9	Your Contribution towards the costs	
10	Earned income i.e. ticket sales / sale of work etc.	
11	Total Income	
12	Amount sought from Carlow County Council	

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%.

Declaration / Checklist

I/We hereby declare that, to the best of my knowledge, the information given is correct. I/We hereby authorise Carlow County Council to make any enquiries, as they consider necessary for this application.

Signed: _____

Date: _____

CHECK LIST

Failure to supply the all relevant information may result in the elimination of the application for consideration.

To return to the Arts Office :

- A Fully Completed and signed Application Form.
- A Full comprehensive Budget **with breakdown of costs.**
- Clearly labelled supporting materials
- Please enclose an s.a.e. for the safe return of your application and/or any materials sent to compliment your application

Your envelope is clearly marked

'Arts Acts Grant – WRITE either 'Individual' or 'Community Group'.

**Completed application forms to be returned to:
Arts Office,
Carlow County Council,
County Buildings,
Athy Road, Carlow.**

HARD COPY APPLICATIONS ONLY PLEASE NO EMAIL APPLICATIONS ACCEPTED.

Closing date is no later than **4.00pm Thursday 19th March, 2015**

