

Dublin City Council – ARTS GRANT APPLICATION FORM for 2019

Closing Date Thursday 1st November 2018 at 12 noon



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Office Use Only:

REFERENCE NO:

Date Received:

ORGANISATION/GROUP/ARTIST NAME:

Completed Applications, **One signed original plus 4 photocopies (Total of 5)** with relevant accompanying material must be submitted in **hard copy only** **NO LATER THAN Thursday 1st November 2018 at 12 noon** to:

Arts Grant Applications
Dublin City Arts Office
The LAB, Foley Street
Dublin 1, D01 N5H6

Please ensure you have read the Guidelines and completed the form in full before submitting your application.

PLEASE NOTE, NO LATE SUBMISSIONS CAN BE ACCEPTED

Please submit typed application forms. If you do have to submit a handwritten form please write in BLOCK CAPITALS to ensure legibility.

Dublin City Council – ARTS GRANT APPLICATION FORM for 2019
All applicants must read the accompanying Criteria and Guidelines in full before completing the application form

1. DETAILS & FUNDING CATEGORY

- a. Organisation/Artist/s Legal Name: _____
- b. Contact Person: _____
- c. Full Postal Address: _____
- d. Telephone / Mobile: _____
- e. Email: _____
- f. Website: _____

g.

APPLICANT CATEGORY	<u>Tick one box only</u>
REVENUE (No new applicants)	
VOLUNTARY	
NEIGHBOURHOOD	
PROJECT	

h.

ORGANISATION DESCRIPTION	<u>Tick one box only</u>
ARTS CENTRE/VENUE	
DEVELOPMENTAL PROJECT	
FESTIVAL	
PRODUCTION COMPANY/COLLECTIVE	
RESOURCE ORGANISATION	
ARTIST	

i.

ARTISTIC DISCIPLINE	<u>Tick one box only</u>	ARTISTIC DISCIPLINE	<u>Tick one box only</u>
ARCHITECTURE		MUSIC	
CIRCUS		OPERA	
DANCE		THEATRE	
LITERATURE		VISUAL ARTS	
ALTERNATE FOCUS * (SEE GUIDELINES)		MULTI-DISCIPLINARY* (SEE GUIDELINES)	

j.

<u>Dublin City Co FUNDING HISTORY</u>	From ARTS OFFICE	From OTHER Unit of Dublin City Council.
FUNDING RECEIVED 2018	€	€
FUNDING RECEIVED 2017	€	€
FUNDING RECEIVED 2016	€	€

k.

<u>INCOME</u>	€	<u>EXPENDITURE</u>	€
PROJECTED 2019		PROJECTED 2019	
PROJECTED 2018		PROJECTED 2018	
ACTUAL 2018		ACTUAL 2018	
Amount requested from Dublin City Council 2019			

l. **Number of Staff Employed: FOR REVENUE applicants only.**

FULL TIME		PART TIME		CONTRACT	
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m. **Please state your organisation's policy on disability and your approach to making your work available to diverse audiences. (less than 150 words)**

2. DETAILS OF ARTISTIC ACTIVITIES

a. **Please state *briefly* (less than 120 words) your organisation's primary purpose & principal objectives:**

b. Please provide a brief (less than 250 words) summary of your organisation’s artistic / developmental activities for the last year, highlighting those initiatives you found to be particularly successful.

Note: Recipients of an Arts Grant in 2018 must separately submit a detailed report on how their actual programme met targets set in their original proposal.

C

For Revenue applicants Only

Please describe the primary target group for each separate piece of work.

For all other applicants:

Please describe your target group and, where relevant to the proposal, the level of their involvement in the project design.

d. Please provide details of your organisation’s planned work programme for 2019, highlighting how you believe it contributes to the artistic and developmental goals of your selected category. It is also advised to prioritise specific projects/work areas presented here, in respect of funding sought from Dublin City Council (DCC). You may duplicate this page if there is insufficient room for the work you wish to describe.

DESCRIPTION OF ACTIVITY / EVENT / PROJECT/SERVICE *please refer to the attached guidelines before completing this section.	PROJECTED COST	AMOUNT SOUGHT FROM DCC	AMOUNT FROM OTHER SOURCES
Name of activity/event/project/service			

e Payments to artists – please outline what and how you will pay artists.

f Please identify if you are outlining a Marketing Plan or an Audience Development Strategy.

Marketing Plan Audience Development Strategy

Please outline your plan here.

3. FINANCIAL AND GOVERNANCE DETAILS

a. Please complete Income & Expenditure Sheet below.

Total income for Organisation for Revenue Organisation.

INCOME	2018 (Actual)	2019 (Projected)
Dublin City Council Arts Grant		
Arts Council Grant		
Other Grant Income (give details)†		
Sponsorship/ Donations		
Box office		
Sales		
Membership fees		
Other earned Income (give details)		
TOTAL INCOME		
EXPENDITURE		
Arts Programme Costs		
Salaries/ Wages (Gross)		
Artists Fees		
Training		
Marketing & PR		
Materials		
Equipment Hire		
Rent		
Insurance		
Repairs/ Maintenance		
Light & Heat		
Printing/ Postage/ Stationery		
Telephone		
Accountancy Fees		
Legal Fees		
Bank Charges		
Travel/ Accommodation		
Entertainment/ Hospitality		
Other Costs (give details)		
TOTAL EXPENDITURE		

- For Project, Voluntary and Neighbourhood applicants – only artists’ fees and programme costs are eligible for support.
- † Please specify if you are receiving any income from any other Dublin City Council Department.
- You must also indicate sources of funding which are unconfirmed.

- b. Is your organisation tax registered: Yes _____ No _____
- c. Is your organisation VAT registered: Yes _____ No _____
- d. Is your organisation a registered charity? Yes _____ No _____

e. Please indicate your organisation's legal status:

Unincorporated Club or Association		Company Limited by Guarantee	
Trust		Company Limited by Shares	
Other (Please specify, sole trader etc)			

f. Please provide details of your Board of Directors:

Name of Board Member	Position on Board	Skills/ Expertise Area

- g. How frequently do the Board meet, e.g. monthly, bi-monthly? _____
- h. When was the organisation established? _____
- i. If membership based organisation, how many members do you currently have?

j. **Account Details (NB: The *only* method of payment of any grant approved will be by Electronic Funds Transfer. Successful applications will be required to complete an Electronic Funds Transfer form (EFT) when requesting the drawdown of funds awarded.**

PRIVACY (General Data Protection Regulation G.D.P.R.).

The purpose for processing your data is to process your application for an Arts Grant in according with the Arts Act 2003. This information you provide will be assessed by a panel made up of staff of Dublin City Arts Office and external invited arts specialists. Your information will be retained for five years if you are granted an Arts Grant and for one year if not granted an award.

If you do not furnish the personal data requested, Dublin City Council will not be able to process your application.

APPLICANT STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Name (Printed): _____ Signature: _____

Position: _____ Date: _____