

GUIDANCE DOCUMENT FOR DUBLIN CITY COUNCIL ONLINE ARTS GRANTS APPLICATION FORM 2021

N.B. It is important to fill in every part of the form even those areas that do not apply to you (where you can indicate N/A). An incomplete form may make your organisation ineligible for consideration.

SECTION 1 – ORGANISATION DETAILS & FUNDING CATEGORY

a. to i. Please provide full details, ensuring the named contact person is the person that will be dealing with any queries in relation to the application.

j. Please choose the application category that best describes the area most relevant to your organisation. The Arts Office may consider your application in another category if that is felt to be more appropriate.

Please refer to Categories of funding listed on the following link to get an outline of each category: <http://www.dublincityartsoffice.ie/supporting-artists/apply-for-funding-support>

k. Please tick the organisational description that best relates to your primary function – if more than one function applies you may indicate this in the ‘Other – please specify’ box.

l. Artistic disciplines listed are those cited in the Arts Act 2003. Multidisciplinary in this category is considered 3 or more art forms. Alternate Focus is where an organisation selects a particular art form to focus exclusively/predominantly on, in any given year. If you select this category you must indicate the proposed art form focus for 2021.

m. Applicants must provide accurate financial details. If you do not have a funding history with Dublin City Council please indicate this.

n. Applicants must provide accurate financial details.

Projected 2021 It is understood that 2021 figures may in part be speculative. Please give your best realistic estimate.

Projected 2020 It is understood that applicants may have projected figures in their plans for 2020 to themselves, Dublin City Council or other funders pre-Covid, please restate these here

Actual 2020 With your current knowledge, please state what your expected figures will be for 2020

o. For Revenue Only - Please provide accurate breakdown of staff employed.

SECTION 2 – DETAILS OF ARTISTIC ACTIVITIES

a. This should be stated in less than 120 words.

b. Bullet points may be used if considered useful. Supporting material (reports, programmes, brochures, newsletters, reviews etc.) in respect of work carried out in

2020 may also be included in your application, you can add links and also upload these at the end of the form. This should be stated in less than 250 words.

Submit only what is relevant and necessary for your application. It is better to submit one high-quality example rather than a large amount of lesser quality, irrelevant material.

c. For Revenue Applicants only: Please describe the primary target group for each separate piece of work for 2020 (e.g. commissioning new work – young/emerging artists; audience development project – a specific population in the city; community-based arts project – young people etc.)

For all other applicants please describe your project's primary target group for 2021

d. Demonstrate your awareness and ability to implement the Public Health Guidelines in relation to Covid-19. Please see <https://www2.hse.ie/conditions/coronavirus/protect-yourself-and-others.html>

e. Please describe the planned programme of work for which funding is sought you from Dublin City Council. Please number and rank in order of priority separate items of work. For each piece of work describe the nature of the activity (e.g. commissioned work, arts education, and audience development etc.), the artistic and other people involved, the timeframe and planned dates for presentation and planned methods for review and evaluation of work.

Revenue applicants should address **Artistic Ambition** Criteria when filling out this section

f. Please clearly indicate all artist fees. Dublin City Council is committed to the fair and equitable payment of artists and applications that do not honour this commitment will not be eligible

g. Identify your target audience or audiences. Pay particular attention to diverse audiences. Show how your marketing materials, P.R, online marketing etc. will lead to participation, attendance and engagement with your Project or Programme. Don't forget to upload your document(s) in supporting material at the end of the application.

Please note: If you are using the names of third parties in your application please ensure that you have their consent to do so.

Revenue Applicants (only) should note that there are three separate sections to fill here addressing:

Public Engagement Criteria (You may not be prioritising all areas in 2021 but you may be in a position to articulate a longer-term ambition. Where you have specific plans for Dublin City in 2021, you may identify costs for which you are requesting Dublin City Council funding)

Strategic Leadership (As above, where you have specific plans for Dublin City in 2021, you may identify costs for which you are requesting Dublin City Council funding)

Governance and Management please describe how you are addressing the criteria. No costs need be attributed in this section.

SECTION 3 – FINANCIAL AND GOVERNANCE DETAILS

N.B. All applicants for Revenue funding must supply your most recent set of audited accounts. All applicants for Revenue funding must supply a full set of audited accounts with their application. Where applicable in other categories (i.e. organisations with a turnover of more than €5000 per year) certified accounts must be supplied.

a. Please download , complete and then upload our Income and Expenditure form providing accurate financial details. Include all projected sources of income/funding and indicate where they are as yet unconfirmed. Income and expenditure break down must be clear and must specifically reference the project you are applying for/the focus of your programme. The headings provided are intended as a guide, but if you need to edit and replace items in expenditure please do so.

As well as Artistic programme, **Revenue Applicants** should note headings suggested for Public Engagement and Strategic Leadership, should you seek contributions in this area.

b. If your organisation is tax registered a Tax Clearance Certificate [or Tax Clearance Access Number] may be required before payment.

c. If you are VAT registered please supply your registered number.

d. If you are a registered Charity please supply your registered number.

e. It is anticipated that organisations applying for Revenue funding will have adopted the standard principles of governance as appropriate to their organisation's needs.

f. If applicable list your Board of Directors

g. State frequency of meetings

h. State date your organisation was established

i. If membership based, state numbers.

SECTION 4 - SUPPORTING DOCUMENTATION

This is where you upload your C.V., Artist's Statement, Marketing Plan etc.

· All applicants must provide supporting documentation including: Artist CV's, confirmation of venue etc.

· Letters of support are required where partnerships, communities or other organisational supports etc. are listed.

- A feasibility study indicating a clear understanding of financial, logistic, health and safety issues should be supplied with particular attention to Public Health Guidelines in the relation to Public events. A group or organisation requesting grant aid must display a significant extension of their service/practice in terms of artist ambition.

Revenue applicants should upload most recent audit, and any relevant policy documents that may support their application.

ELIGIBILITY

Applications for the purchase of equipment, marketing, administration costs and utilities are not eligible. A named professional artist must be engaged at the earliest possible stage of the proposal, and their artistic objectives must be clearly articulated.

Please remember to confirm Agreement to Privacy Policy and FOI ACT

Please remember to sign Applicant statement