

GUIDANCE DOCUMENT FOR DUBLIN CITY COUNCIL ONLINE NEIGHBOURHOOD / VOLUNTARY ARTS GRANTS APPLICATION FORM 2022

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 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.

k) 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 2022.

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

m) Applicants must provide accurate financial details.

Projected 2022 It is understood that 2022 figures may in part be speculative. Please give your best realistic estimate.

Projected 2021 It is understood that applicants may have projected figures in their plans for 2021 to themselves, Dublin City Council or other funders pre-Covid, please state your current projected figures for 2021.

Actual 2020 please state your actual figures for 2020

n) please enter the amount that you are requesting

SECTION 2 – DETAILS OF ARTISTIC AMBITION

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 2021 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) 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.

d) 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

SECTION 3: FEASIBILITY

a) Please describe your project's primary target group for 2022. Please describe the primary target group for each separate piece of work for 2022 (e.g. commissioning new work – young/ emerging artists; audience development project – a specific population in the city; community-based arts project – young people etc.)

b) Please outline your project plan in terms of scheduling/timeline

c) Please briefly outline any previous experience of managing creative or developmental projects and/or outline any partnerships or collaborations which support your project's feasibility

d) Please state the overall cost of the project

e) Please state amount requested through Dublin City Arts Grant

f) Please state amount secured from other sources

SECTION 4. DIVERSITY, ACCESSIBILITY AND INCLUSION

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

b) Give details of how you are supporting diverse audience/participants/artists and how you are building your knowledge in this area. Consider and state and short/medium/long terms goals and, if relevant, and collaborations or support you are building to this end.

SECTION 5 – FINANCIAL AND GOVERNANCE DETAILS

- 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.
- 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)** Please tick the appropriate box.
- 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 6 - 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.

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

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

