

GUIDANCE DOCUMENT FOR DUBLIN CITY COUNCIL

PROJECT ARTS GRANTS APPLICATION FORM 2026

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 application 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 context is considered 3 or more art forms. Alternate Focus is where an organisation or individual applicant can work across a number of artforms but selects a particular art form to focus on predominantly in any given year. If you select this category you must indicate the proposed art form focus for 2025.

SECTION 2 – DUBLIN CITY COUNCIL FUNDING HISTORY

a. to c. Applicants must provide accurate financial details. If you do not have a funding history with Dublin City Council please indicate this with a numerical zero 0.

d. Please indicate the amount you are requesting

SECTION 3 – QUALITY AND ARTISTIC AMBITION OF THE PROJECT PROPOSED (40%)

a. Short description of your project. This should be stated in less than 50 words.

b. Here is where you outline your project in more detail, your clear concept, and personnel. You should also attach CVs and biographies, of the artistic and other personnel involved, the timeframe and planned dates for presentation and planned methods for review and evaluation of work.

c. Please describe the practice and skills in more detail of the people involved in your project. In particular, let us know the role and responsibilities of the team. Please include track record of artists, producers, communications, tech people and whether the project team have worked together on a previous work or how they will be supported to work as a new team.

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

SECTION 4 – DIVERSITY, ACCESSIBILITY & INCLUSION (20%)

Dublin City Council through all of its programmes wants to engage with all of the residents and visitors to Dublin. We know that some may feel excluded for physical, cultural, economic, racial, gender or other reasons and as a Local Authority we want to address this exclusion and celebrate the diversity of Dublin. As an applicant for an Arts Grant please let us know how you address diversity whether by including and encouraging diverse practitioners or participants in your programme or through catering to diverse audiences.

a. Identify your target audience or audiences. Pay particular attention to diverse audiences. Show how your marketing/communication materials, 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.

SECTION 5 - FEASIBILITY OF THE PROJECT IN KNOWN AND REALISABLE RESOURCES (40%)

a. As this is Dublin City Council funding, the public presentation of your project must happen within the Dublin City Council administrative areas. See map for guidance on the administrative areas of the Council.

b. Please upload your Marketing or Audience Development plan.

c. Please identify your partners and the role of partnership and collaboration in your project. Tell us about the role of your partners and how they make your project more feasible to deliver for example a partner bring could expertise in a particular field and/or additional resources. Please upload letters of support where feasible.

d. The more evidence and detail of financial support already in place the better. Please be as clear as you can about cash or in-kind funding that is already in place. Please be as clear as you can about intended cash or in-kind funding/support that may be generated should your project be successful with a Dublin City Council Award.

Applicants must provide accurate financial details.

Projected Income: How much funding will you need to secure in order to complete this project

Projected Expenditure: How much will your project cost to complete.

Amount sought from Dublin City Council: How much funding are you requesting from this grant.

Amount from other sources: How much funding are you seeking or have you secured from other sources.

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

f. 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 breakdown 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.

g. Please upload your Income and Expenditure form here. This is mandatory.

SECTION 6 - FINANCIAL AND GOVERNANCE DETAILS (For Organisations / Companies)

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

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

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

d. Please select your organisation's legal status and tick box.

e. If applicable list your Board of Directors

f. State frequency of meetings

g. State date your organisation was established

h. If membership based, state numbers.

SECTION 7 – SUPPORTING MATERIAL

This is where you upload your C.V., Artist 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.

ADDITIONAL DATA

To assist Dublin City Council collate some data regarding impact of our grants we require that you give realistic projected figures for the following.

No. of Artists and Arts professionals engaged; No. of Audience; No of participants (where relevant)

We understand that quantity is not the only measure and you are not being assessed on these figures, so please keep to your best achievable estimate.

ELIGIBILITY

An incomplete form may make your application ineligible for consideration.

Applications for the purchase of equipment and general marketing and 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. Applications who do not secure at least 30% of the total funding required from other sources will be deemed invalid.

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

Please remember to confirm Agreement to Privacy Policy and FOI ACT

Please remember to sign Applicant statement