### **GUIDANCE DOCUMENT FOR DUBLIN CITY COUNCIL ONLINE PROJECT ARTS GRANTS APPLICATION FORM 2024**

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 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 2023.

**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 100 words.

**b. Highlights from last year.** Bullet points may be used if considered useful. Supporting material (reports, programmes, brochures, newsletters, reviews etc.) in respect of work carried out in 2023 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.** Here is where you outline your project in more detail, your clear concept, and personnel. You should also attach your CVs and biogs, of the artistic and other people involved, the timeframe and planned dates for presentation and planned methods for review and evaluation of work.

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 a 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, 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 short/medium/long terms goals and, if relevant, and collaborations or support you are building to this end.**

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

1. 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.
2. 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.

**e.** Applicants must provide accurate financial details.

**Projected 2024** It is understood that 2024 figures may in part be speculative. Please give your best realistic estimate.

**Projected 2023** Please supply 2023 forecast figures.

**Actual 2022** Please state what your figures were for 2022

**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 honor this commitment will not be eligible.

**g.** 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.

**h.** Please upload your Income and Expenditure form here

**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’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**

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