**Cavan County Council**



**ARTS DEVELOPMENT AWARDS**

**Guidelines and Application Form for Arts Providers**

For projects and events taking place up to February 2020

Organisations, groups or individuals running arts events and projects in County Cavan or promoting the County arts offerings elsewhere between February 2019 – February 2020.

**Criteria**

The Arts Developments Awards are designed to assist and enhance arts participation, engagement, and audience development for the arts in relation to any of the following categories:

**Arts Participation** (e.g. workshops, performance, arts production, etc. involving the general public and/or target groups)

**Arts in Settings** (e.g. Artist-led projects in settings such as community, education,

health care, landscape, etc.)

**Arts Events** (e.g. stand alone events, events as part of a festival, scheme or

communityproject, etc.).

**The examples above are meant as a guide only.** The scheme is open to other proposals that arts providers might wish to make which are relevant to their aims.

##### Please Note

* The total funds available under this scheme will not exceed €18,000.
* Applicants are encouraged to source funding from other agencies or sponsors.
* The maximum amount awarded to any applicant will be €1,000, however it is expected that most awards will be in the region of €400 - €600.
* The assessment and quality of your application will be adjudicated by a panel.
* Applicants are notified approximately six weeks after the closing date.
* Support material is essential to each application. If you wish for the return of any submitted material please ensure that you have enclosed a stamped addressed envelope for this purpose. Please do not submit original artworks.
* Unsuccessful applications will be held on file for a period of 1 year, successful applications will be held on file for a period of 5 years.
* Late applications cannot be accepted.
* If you are working with children, young people or vulnerable adults, you are advised to adhere to best practice guidelines: <http://www.artscouncil.ie/Arts-in-Ireland/Young-people--children-and-education/Child-protection-and-welfare>
* **Closing date is: Thursday 24th January 2019 at 4.00pm**

**Arts Development Awards Application Form**

|  |
| --- |
| Name of Individual, Group or Organisation: |
| Name of Secretary if different from above:  |
| Contact Address (all correspondence will be sent to this address) |
|  |
| Tel  | Mob  |
| Email  | Web: www |
| Please give a short description of your proposal (max 100 words) |

1. Please detail the structure of your organisation e.g. not-for-profit, private company, organisation with constitution, etc. Or in the case of individual or community group outline roles in respect of activities and any support structures already in place.

2. Please provide project details. This may include activities, number of artists and participants, location, timeline, marketing plan, and other relevant information (use additional sheets if needed).

3. Please describe how this Award would contribute to arts development. This may include project objectives and/or mission statement, target groups, quality of engagement, etc.

|  |  |
| --- | --- |
| **Supporting Documentation** | **Please Tick** |
| Biographies of Artists and/or Arts Specialists (CV’s may be requested if successful) |  |
| CDs / DVDs / MP3 / publications or appropriate links\* |  |
| Other (programmes, photographs, catalogues and other printed or published advertising, promotion or the arts \*  |  |
| Have you previously received support from Cavan County Council Arts Office? If so, please include a summary in your submission. |  |
| Applicants working with children must demonstrate that they have or are in the process of obtaining Garda Clearance (in the case of artists and facilitators), or a Child Protection Policy (in the case of an organisation).  |  |
| If you are organising an arts festival or public event please indicate if you have an Events Management Plan in place. |  |

\* This information should demonstrate your track record in arts development, and

 acknowledge the support of your funders where applicable.

**Supporting documentation must be included for the assessment of your application. If you have previously received funding from Cavan County Council or other funding agencies, please include examples with your application of how you acknowledged this funding i.e. posters, press, tickets, programmes, web links, etc.**

**Financial Information**

Please estimate your budget breakdown

|  |  |
| --- | --- |
| **Projected Income** | € |
| Sponsorship  |  |
| Grant aid |  |
| Ticket sales |  |
| Sale of product |  |
| Income in kind |  |
| Other Contributions |  |
| Requested Amount from Cavan County Council |  |
| **Total Income** | **€** |
|  |  |
| **Projected Expenditure**  | € |
| Artist Fees  |  |
|  |  |
|  |  |
|  |  |
| Other Fees (e.g. other professionals, service providers, etc.)  |  |
|  |  |
|  |  |
| Materials |  |
| Advertising |  |
| Administration |  |
| Travel |  |
| Subsistence  |  |
| Insurance |  |
| Rent |  |
| Utilities |  |
| License/Rights |  |
| Other |  |
|  |  |
|  |  |
| **Total Expenditure** | **€** |

**Your application will be scored using the following criteria and weighting:**

* Experience and track record of artists, and team where applicable 15
* Benefits to ongoing arts and audience development 15
* The quality of the proposal 25
* The quality of the proposed project 25
* The Impact of the project on the wider arts environment in County Cavan 20

**Freedom of Information Statement:** Cavan County Council is covered by Freedom of Information Act 2014, which provides members of the public with the rights to access information held by public bodies to the greatest extent possible, consistent with the public interest and right to privacy. This means that details contained in applications and supporting documents may, on request, be released to third parties.

 Read and accept

**GDPR:** The purpose for processing your data is to process your application for 2019 Arts Development Awards by Cavan County Council Arts Office. This information you provide will be assessed by a panel made up of staff of Cavan County Council and external invited specialists. Your information will be retained for five years if you are granted an award and for one year if your application is unsuccessful. If you do not furnish the personal data requested, the Arts Office will not be able to process your application.

Read and accept

**Mailing List**

If you wish to be included in the Cavan Arts Office Database in order to receive information on upcoming events, projects or opportunities please tick the boxes below. You can have your details removed from this Database at any time by contacting the Arts Office

**Email Post SMS**

**Health and Safety**

Organisations, groups or individuals should have a Safety Statement and Risk Assessments completed in compliance with the Safety, Health and Welfare at Work Act 2005.

If you need further information see:  <https://www.besmart.ie> Completion of the online questionnaire develops a policy which is printable and once signed by you, can be submitted with your application

 Read and acknowledged

The completed application and documentation should be addressed as follows:

**The Arts Office, Cavan County Council, Farnham Centre, Farnham Street, Cavan, H12 C9K1**

Closing date for the receipt of completed applications is

**Thursday 24th January 2019 at 4.00pm**

Please note that applications received after the closing date and time cannot be accepted.

For Office Use Only

|  |  |  |
| --- | --- | --- |
| Date Rec. | A.O. Recm. € | Co. Co. Approval |
| Ref. No.  | Date | Date |
| Signed | Signed | Signed |

|  |  |  |
| --- | --- | --- |
| Response Date | Payment Requested | Payment Sent/Paid |
| Signed | Date | Date |

   