

County Council Arts Awards Guidance Notes

Introduction

The Arts Awards are intended to stimulate and support the ongoing development of the arts in County Cavan. This award scheme is intended to assist organisations and individuals in the development of new and innovative Arts projects and events in County Cavan. Cavan County Council strives to work with individuals and communities to promote access and participation in all arts activities.

The main objectives of the awards are:

- To work with individuals and communities to promote access, inclusion and participation in a wide range of quality arts activities and experiences.
- To assist organisations and individuals in the development of new and innovative arts projects and events in County Cavan.
- To support organisations who contribute to the arts environment in the county.

Selection Criteria: The process of selecting successful applicant individuals and organisations is competitive and selection decisions will be informed by the following criteria:

- the level of experience
- benefits to ongoing professional development
- the quality of the proposal
- the quality of the proposed project
- the impact of the project on the wider arts environment in County Cavan

Consider the following:

1. Funding under the Arts Awards will be allocated to assist arts activities in the County. A definition of the arts for the purpose of this application include: architecture, choral, dance, theatre, literature, film, music,

opera, visual arts, traditional arts, multi-disciplinary, collaborative and participative arts work.

2. Applicants must be from or residing in County Cavan at the date of application or planning work that is relevant to the County.
3. Project, events or activities that have already taken place cannot be funded retrospectively.
4. Details of the project or event for which the grant has been requested must be supplied as fully as possible.
5. The appointed selection panel will use the above criteria to consider applications. For unsuccessful applicants the arts office will, where possible provide feedback when this is requested in writing.
6. The application for an Arts Award will be considered upon the timely receipt of a completed formal application form. There will be no exceptions to this. The applicant will be notified after the adjudication panel's recommendations go before a County Council Meeting.
7. The total level of grant will be based on the annual funding allocation by Cavan County Council. **The total budget for arts awards in 2014 was €10,000.**
8. Approved grant money will only be paid after the project or event has taken place. Money will be paid on receipt of the completed Report Sheet on the project / event, including images and supporting documentation where appropriate, and on submission of an invoice. It is essential that you clearly show acknowledgement of the support of Cavan County Council on any publicity or supporting documentation. The Report Sheet will accompany the letter of offer and the grant will only be paid after this has been returned to Cavan County Council Arts Office.
9. Organisations and individuals can receive no more than one grant per year.
10. Payment shall only be made to the trustees of the organisation or other approved personnel after the project completion (see point 8).

11. Cavan County Council reserves the right to utilise images and/ or documentation arising from the project for publicity purposes.
12. Cavan County Council reserves the right to review, amend, revise or revoke this Scheme at its own discretion at any time.

The Arts Awards are offered annually and applicants are required to select the award most suited to the proposed project from the following categories:

Arts Development Award

The primary focus of this award is on audience development, access, public forums and arts showcasing. This award will be open to community and arts organisations including festivals, and aims to enhance community ownership, enhance the arts infrastructure in the county, develop existing audiences and promote the arts to new audiences.

Arts Education and Participation Award

This Award is primarily for educational and training institutions and schools to encourage creative collaborations with a professional artist in an educational or training setting. The focus of the award is on process-based work and should be informed by consultations between participants. Schools applying for this award are strongly recommended to work with an artist to complete their application form. The arts office can suggest contacts in this regard.

Tyrone Guthrie Award

Cavan County Council Arts Office in partnership with the Tyrone Guthrie Centre is offering a two week residency at Annaghmakerrig to practitioners in all art forms. This Award aims to assist and encourage established and emerging arts practitioners, to provide an opportunity to work intensively in a unique environment. Candidates will be selected based upon previous achievements and on the work project they propose to undertake during the residency, which should take place within 12 months of receipt of their award.

Youth Theatre Group Award

This Award aims to support new and existing youth drama groups in County Cavan. Awards may be made for on-going running costs, new initiatives/productions or other purposes. Sustainable structures, development and mentoring are encouraged for the long-term success of the youth drama group. This is a competitive process and groups who have clear artistic vision,

good governance, individual and group centred learning will be favourably considered. This award is not for individuals and will not cover the cost of equipment.

Please Note:

Successful applicants must acknowledge the assistance of Cavan County Council by using the text '*Assisted by Cavan County Council under the Arts Awards*' and Cavan County Council logo in any promotional material relating to the project or event. Organisations are encouraged to supply us with PR Material relating to your project which we will endeavour to use on www.cavanarts.ie and other media outlets where possible. This information should be supplied in advance of the event (ideally 4 weeks) in a short word document with a good quality jpeg image attached separately. Please do not email pdf documents or word documents with images pasted into them. For Cavan County Council logo, please contact the Arts Office E: Joanne Gorman on jmcsherry@cavancoco.ie or call 049 4378548 for assistance.

Application Check list

Without the following items your application will not be considered:

1. Your bank details and a recent statement.
2. A detailed estimate of income and expenditure for your planned project/event.
3. Details of any other funding sources or grant applications being sought.
4. Your organisation must have a Child Protection Policy and follow best practise guidelines if your application involves working with young people. If you are an artist we recommend that your Child Protection Training is regularly updated.
5. Professional artists are advised to apply for the Professional Development Award (please see the Professional Development Award Form).
6. If you have received funding from Cavan County Council in the last two years, you must provide evidence of acknowledgement to Cavan County Council in your current application.

7. Any other supporting information which you feel may assist your application.

Please read the aim of each award in the guidance notes to assist your application.

Closing date for receipt of completed applications is no later than 3 February 2015 for project taking place between March 2015 and February 2016.

Post application forms to:

Cavan County Council Arts Office

ARTS AWARDS

Farnham Centre

Farnham Street

Cavan

Co. Cavan

Please note: Applications via email are not accepted.