**Cavan County Council**



 **PROFESSIONAL ARTISTS AWARDS**

**Guidelines and Application Form (for Artists only)**

For projects taking place up to February 2020

**Deadline for submission of completed application: Thursday 24th January 2019 at 4pm**

Professional artists from all disciplines are welcome to apply to this scheme.Applicants must be originally from County Cavan, reside in the County or artists whose proposed work has a significant Cavan element.

The term “Professional Artist” assumes that you have a substantive body of work created and that you are recognised as such by your peers in the making of or developing the Arts.

**Criteria**

The Artists Awards are designed to assist artists in relation to any of the following three categories:

**Professional Development** (e.g. further training, mentoring, artist and interdisciplinary collaboration, attendance at workshops, travel grants within Ireland and abroad). Up to €2,000.

**New Artworks** (e.g. research and development, residency assistance**\***,

 production costs, materials assistance, etc.). Up to €1,000.

**Audience Initiatives** (e.g. audience research, performance and recording development assistance, publication and exhibition assistance, arts practice development in conjunction with arts or community groups). Up to €1,000.

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

##### Please Note

* The maximum amount awarded to any applicant will be €2,000
* It is envisaged that up to 8 awards will be issued annually.
* Applicants are encouraged to source funding from other agencies or sponsors.
* 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 1year
* 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**.

\*We offer residential opportunities in The Tyrone Guthrie Centre under this scheme. Please state if you require a Residency as part of your proposal. Other residential opportunities supported by the Arts Office include The Moth Studios and Cois Tine Soundscapes, and require a separate application.

**Artists Awards Application Form**

|  |
| --- |
| Name of Applicant  |
| Contact Address (all correspondence will be sent to this address) |
|  |
| Tel: | Mob: |
| Email:  | Web: www. |

1. Please give a short description of your art practice (max 50 words) proposed timeline,

2. Please describe how this Award would contribute to your development as an artist. This may include your objectives, activities, collaborations and other relevant information.

3. What is the proposed timeline and/or dates relevant to your proposal?

|  |  |  |
| --- | --- | --- |
| **Supporting Documentation** | **Number of Items Enclosed** | **Enclosed****(please tick)** |
| Curriculum Vitae  |  |  |
| CDs / DVDs / MP3 / publications or appropriate links |  |  |
| Other (photographs, catalogues and other printed or published matters of any medium. Please do not include original items as they cannot be returned. |  |  |
| Have you previously received support from Cavan County Council Arts Office? If so, please include a summary in your submission. |  |  |

**Supporting documentation must be included for the assessment of your application.**

**Financial Information**

|  |  |
| --- | --- |
| **Projected Income** | € |
| Your contribution towards your proposal |  |
| Other Contributions – e.g. (Arts Council or other grant, ticket sales, sale of product, income in kind, sponsorship or other) |  |
| Requested Amount from Cavan County Council |  |
| **Total Income** | **€** |
|  |  |
| **Projected Expenditure** (this can also include insurance, venue hire, utilities, professional fees, licence/rights, advertising, etc. as appropriate. Please list each item. Use additional sheet if necessary. | € |
| Fees – applicants, collaborators, other arts specialists, service providers, etc. |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Materials  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Travel & Subsistence |  |
|  |  |
|  |  |
|  |  |
| 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 professional development and arts practice 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 |

   