

**CORK CITY COUNCIL ARTS OFFICE ARTS IN CONTEXT AWARD 2020**

Arts in Context applications are invited by the Cork City Councils Arts Office for 2020. Cork City Councils Art Strategy outlines the policies and strategies of the council for the development of the Arts Sector. Grant aid is distributed in accordance with these policies.

Arts allocations are in alignment with the policies set out by the Cork City Council Arts and Cultural strategy 2011 – 2015, extended to 2019. This strategy is available at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/publications-and-links.html>

This application form is available in Irish, large print and word format on request, by email to [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie) It is available to download in PDF at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html>

Cork City Council may offer amounts of grant aid less than the amount sought. Grant assistance will be awarded only where applications meet the criteria set down by Cork City Council.

**SUBMISSION INFORMATION**

**DEADLINE FOR RECEIPT OF APPLICATIONS IS 4PM THURSDAY 21<sup>ST</sup> NOVEMBER 2019.**

**Completed hard copy applications must be returned to**

Arts Office, Community Culture & Placemaking, Cork City Council, City Hall, Anglesea St, Cork

**If you wish to submit your application electronically you can do so via:**

- **WeTransfer** to [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie) Please note the **MAXIMUM** file size is **2GB**.
- **Email** to [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie) Please note the **MAXIMUM** email size is **5 MB**, larger email **WILL BE BLOCKED** by the IT department and you **MAY NOT** receive a non delivery notification.

Do not submit your application over multiple file transfers or emails. It is your responsibility to ensure your application is complete before sending.

**BLOCK CAPITALS ONLY** The application may be typed or hand written using additional paper where required.

**DO NOT BIND, FOLDER OR STAPLE THIS APPLICATION FORM OR SUPPORTING MATERIAL. PAPER CLIP ONLY.**

## APPLICATION CATEGORIES

The Arts in Context award provides for **ONE** of the categories listed below, this award aims to provide opportunities for community groups to work together with artists to realise arts projects in Cork city. It supports projects that place in community context. i.e.: schools, hospitals, community care settings, youth clubs, prisons, community centres, clubs etc.

- **SECTION A - Research / development of a project:** Applicants can apply for a research and development phase for a project up to **€1,000**. This category is to support an artist's time in researching a project and the application *must be completed by the artist*.
- **SECTION B - Project Realisation:** Applicants can apply for up to **€6,000** for the realisation of an arts project. The application *must be completed by the artist and the community group*.
- **SECTION C -Project completion:** Applicants can apply for up to **€1,000** funding for completion of a project, generally this would address publication, dissemination and / or documentation costs. *Applications must be completed by the artist*

**NOTE:** only **ONE** of the above categories can be applied for at one time

## ASSESSMENT OF APPLICATIONS

Applications are peer assessed by an independent panel of practitioners from the arts sector and one elected member of Cork City Council.

### **CRITERIA FOR ALL APPLICATIONS**

- Community / Voluntary group must be based within the Cork City Council administrative area.
- Be fully completed, signed and submitted before the stated deadline.
- Requested accompanying material must be submitted.
- Be carried out on a not-for-profit basis
- Be artistic or cultural in nature.
- Match funding of 30% is required for project realisation grants. This can be achieved through in Kind support.
- Adhere to the branding and acknowledgement requirements of Cork City Council when funding is accepted.

### **ADDITIONAL CRITERIA**

#### **ARTISTIC**

- Artistic ambition of project proposal.
- Involvement of professional artists and arts workers in the planning and implementation of the project/ activity.
- Technical and artistic expertise of the facilitator(s).
- Quality of artistic samples.
- Relevance of artistic project to the specified community group.
- Impact on professional development of the artist in their area of practice.

**STRATEGIC**

- The nature and the quality of the partnership within the project.
- The level of involvement of participating groups.
- The capacity to animate a particular community.
- Identifying and strategising to reach specific populations (e.g. children and young people, older people, underserved groups).
- The depth and quality of the planned experience for participants.
- Stimulating dialogue on importance/ relevance of art within a community.

**OPERATIONAL**

- Evidence of collaboration and co-operation with proposed participants in project planning.
- Organisational capacity of applicant group.
- Must take place within the year of application.
- Programme should be accessible to all – thought should be given to venue, cost and access requirements.
- Public presentation of work or sharing.
- Organisation must demonstrate observance of standard codes of practice in general welfare issues such as, child and vulnerable adult's protection policy, healthy and safety regulations etc.
- You must have procedure in place for the documentation and evaluation of the work you are carrying out.

**ESSENTIAL ENCLOSURES**

- Artist/s C.V. and other key personnel as relevant.
- Examples of previous work, USB's are not accepted
- Evidence of local support, match funding partners including confirmation of match funding, letters from partners etc
- Outline of proposed evaluation
- List of enclosed documentation and material included in the application.
- Stamped addressed envelope for return of documentation

<b>FREEDOM OF INFORMATION</b>
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Cork City Council proposes that the following information relating to this grant application competition will be made available on request:

- Name of the successful applicants.
- Reasons an applicant did not qualify for grant consideration.

Cork City Council undertakes to use its best endeavours to hold confidential any information provided by applicants subject to its obligations under law, including the Freedom of Information Act 2014. Applicants are requested to consider if any of the information supplied should not be disclosed because of its sensitivity. If this is the case, candidates should, when providing the information, identify same and specify the reasons for its sensitivity. If such information is not identified as sensitive and Cork City Council on consideration does not deem it sensitive, then such

information is liable to be released in response to a Freedom of Information request without further consultation with the applicants. Cork City Council will consult with any candidates about sensitive information before making a decision on any Freedom of Information Act request received.

<b>CONTACT</b>
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Arts Office, Community Culture & Placemaking, Cork City Council, City Hall, Anglesea Street, Cork, Ireland Tel: 021 4924000 Email: [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie)

<b>APPLICATION FORM</b>
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**TO BE COMPLETED BY ALL APPLICANTS**

**WHAT ARE YOU APPLYING FOR? Please tick one only.**

- **PROJECT REALISATION (max award of €6,000)** \_\_\_\_\_
- **RESEARCH AND DEVELOPMENT (max award of €1,000)** \_\_\_\_\_
- **COMPLETION (max award of €1,000)** \_\_\_\_\_

**NAME OF ARTIST/S** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**NAME OF GROUP** \_\_\_\_\_

**NAME OF CONTACT PERSON** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**Please state clearly, who is responsible for contact from the Arts office, including acknowledgement receipt of email, payment details and application queries.**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PROJECT TITLE** \_\_\_\_\_

**AMOUNT REQUESTED** \_\_\_\_\_

**PLEASE PROVIDE A FIFTY WORD (MAX) SYNOPSIS OF WHY YOU SEEK FUNDING.**

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**VOLUNTARY / COMMUNITY**

**COMMUNITY/ VOLUNTARY GROUP INFORMATION** to be completed by those applying for project realisation funding only.

Please also attach to this application a letter of support outlining your commitment to undertake this project.

**WHICH OF THE FOLLOWING DESCRIBES YOUR GROUPS ACTIVITY? Please tick as appropriate.**

Music group	<input type="checkbox"/>	Craft group	<input type="checkbox"/>
Social club	<input type="checkbox"/>	Writers group	<input type="checkbox"/>
Youth club	<input type="checkbox"/>	Community event	<input type="checkbox"/>
Community Event	<input type="checkbox"/>	Festival	<input type="checkbox"/>
Art/ Painting group	<input type="checkbox"/>	Other	<input type="checkbox"/>

**WHICH OF THE FOLLOWING DESCRIBES YOUR GROUP? Please tick as appropriate.**

Mainly under 18yrs	<input type="checkbox"/>	Mainly female	<input type="checkbox"/>
Mainly 18-34yrs	<input type="checkbox"/>	Mainly male	<input type="checkbox"/>
Mainly 34-60yrs	<input type="checkbox"/>	Mixed sex	<input type="checkbox"/>
Over 60yrs	<input type="checkbox"/>	Mixed Age group	<input type="checkbox"/>

**GIVE A BRIEF HISTORY OF THE GROUP RELATING TO THIS PROJECT**

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**HOW LONG HAS THE GROUP**

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**IF MEMBERSHIP BASED, HOW MANY MEMBERS DO YOU CURRENTLY HAVE?**

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**IS THERE A FEE? IF SO, WHAT IS THE COST PER ANNUM?**

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<b>SECTION A - RESEARCH AND DEVELOPMENT</b>
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**To be completed by the Artist. Complete this section if you are applying for support for the research and development phase of a project only.**

**PLEASE DESCRIBE USING BLOCK CAPITALS THE PROJECT YOU WOULD LIKE TO RESEARCH INCLUDING A DESCRIPTION OF THE GROUP YOU WANT TO WORK WITH.**

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**WHEN DO YOU INTEND TO CARRY OUT THIS RESEARCH?**

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<b>FINANCIAL INFORMATION</b>
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Please give a breakdown of all anticipated expenditure. Please indicate the number of hours you intend dedicating, along with your hourly rate for fees. Details of estimated costs of materials, equipment hire, documentation, travel subsistence etc should also be included if requested.

DETAILS	AMOUNT
	€
	€
	€
	€
	€
	€

<b>AMOUNT REQUESTED €</b>
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<b>SECTION B - PROJECT REALISATION</b>
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To be completed by the Artist. Complete this section if you are applying for a **PROJECT REALISATION GRANT**.

**ARTIST INFORMATION**

**ARTISTIC DISCIPLINE, please tick as appropriate**

Architecture		Sound Art	
Circus		Theatre	
Dance		Music	
Festival		Opera	
Literature		Visual Arts	
Digital Arts		Traditional Arts	
Film & Video		Multi – disciplinary	
Community Arts		Other	

**IF OTHER, please specify**

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**PLEASE ATTACH A C.V OF PREVIOUS WORK AND TRAINING**

**ARE YOU REGISTERED WITH CORK ETB?**      Yes \_\_\_\_      No \_\_\_\_

**HAVE YOU GARDA CLEARANCE?**      Yes \_\_\_\_      No \_\_\_\_





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**WHERE WILL THE PROJECT TAKE PLACE?**

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**WHEN WILL THE PROJECT TAKE PLACE?**

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**WHAT ARE THE MAIN OBJECTIVES OF THE PROJECT?**

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**WHAT ARE THE EXPECTED OUTCOMES?**

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**WILL THE PROJECT HAVE A PUBLIC PERFORMANCE EXHIBITION / PUBLICATION?**

Yes \_\_\_ No \_\_\_

**IF YES, PLEASE DESCRIBE USING BLOCK CAPITALS**

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**WHAT ARE YOUR PLANNED METHODS OF DOCUMENTATION AND EVALUATION?**

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**HOW DO YOU INTEND TO COMMUNICATE YOUR PROJECT OUTSIDE THE SPECIFIC CONTEXT?**

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<b>FINANCIAL INFORMATION</b>
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If you are applying for **project realisation**, you must complete the budget breakdown below indicating if figures are support in kind.

**INCOME FOR PROJECT**

Cork City Council Arts in Context	€
Arts Council	€
ETB Educational Training Board	€
HSE	€
Sponsorship / Donations	€
Department of Social Protection	€
Participation fees	€
Other earned income	€
Other grant income	€
Other	€
<b>TOTAL INCOME</b>	<b>€</b>

**EXPENDITURE FOR PROJECT**

Artist Fees	€
Venue hire	€
Administrative costs	€
Equipment hire	€
Materials	€
Expenses	€
Travel / Accommodation	€
Insurance	€
Transport	€
Monitoring & Evaluation	€
Other costs ( give details)	€
<b>TOTAL EXPENDITURE</b>	<b>€</b>

<b>AMOUNT REQUESTED €</b>
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**SECTION C - PROJECT COMPLETION**

To be completed by the Artist. Complete this section if you are applying for a project completion grant.

GIVE A DESCRIPTION USING BLOCK CAPITALS OF THE PROJECT YOU HAVE UNDERTAKEN.

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**WHEN DID THE PROJECT TAKE PLACE?**

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**PLEASE OUTLINE IN BLOCK CAPITAL THE PURPOSE OF THIS COMPLETION FUNDING AND IT WILL ENHANCE AND / OR VALUE THE PROJECT.**

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**ARTIST INFORMATION:**

**ARTISTIC DISCIPLINE, please tick as appropriate**

Architecture	<input type="checkbox"/>	Sound Art	<input type="checkbox"/>
Circus	<input type="checkbox"/>	Theatre	<input type="checkbox"/>
Dance	<input type="checkbox"/>	Music	<input type="checkbox"/>
Festival	<input type="checkbox"/>	Opera	<input type="checkbox"/>
Literature	<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>
Digital Arts	<input type="checkbox"/>	Traditional Arts	<input type="checkbox"/>
Film & Video	<input type="checkbox"/>	Multi – disciplinary	<input type="checkbox"/>
Community Arts	<input type="checkbox"/>	Other	<input type="checkbox"/>

**If other, please specify**

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**PLEASE ATTACH A C.V OF PREVIOUS WORK AND TRAINING**
**ARE YOU REGISTERED WITH CORK ETB?** Yes \_\_\_\_ No \_\_\_\_

**HAVE YOU GARDA CLEARANCE?** Yes \_\_\_\_ No \_\_\_\_

**WHAT ARE/ WERE YOUR PLANNED METHODS FOR DOCUMENTATION AND EVALUATION?**


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<b>FINANCIAL INFORMATION</b>
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If you are applying for **project completion**, you must complete the budget breakdown below indicating if figures are support in kind.

**INCOME FOR PROJECT**

Cork City Council Arts in Context	€
Arts Council	€
ETB Educational Training Board	€
HSE	€
Sponsorship / Donations	€
Department of Social Protection	€
Participation fees	€
Other earned income	€
Other grant income	€
Other	€
<b>TOTAL INCOME</b>	<b>€</b>

**EXPENDITURE FOR PROJECT**

Artist Fees	€
Venue hire	€
Administrative costs	€
Equipment hire	€

Materials	€
Expenses	€
Travel / Accommodation	€
Insurance	€
Transport	€
Monitoring & Evaluation	€
Other costs ( give details)	€
<b>TOTAL EXPENDITURE</b>	<b>€</b>

<b>AMOUNT REQUESTED €</b>
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<b><u>PAYMENT DETAILS</u></b>
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**Have you been paid by Cork City Council before?**

Yes \_\_\_ No \_\_\_

**If yes, Please give details of the payee (this makes it easier for the Finance department to locate your unique supplier number connected with your payments.)**

**Supplier number (if known)** \_\_\_\_\_

**Name** \_\_\_\_\_

**Payee Name** \_\_\_\_\_

**Address (associated with the account)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Is this the account you would like to use for future payments with Cork City Council's Arts Office?**

Yes \_\_\_ No \_\_\_

**PLEASE COMPLETE THE FOLLOWING IF YOU ANSWERED NO TO THE ABOVE QUESTION OR IF YOU NEED TO UPDATE YOUR BANK ACCOUNT DETAILS**

**Supplier name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Irish VAT/ TAX REG no:** \_\_\_\_\_ or PPS \_\_\_\_\_

**Note: VAT/TAX number is required for all registered suppliers. PPS number is required if not VAT registered.**

Nature of Business \_\_\_\_\_ Arts Grant \_\_\_\_\_

Charity NO: (If applicable CHY ref) \_\_\_\_\_

Phone: \_\_\_\_\_ Email for remittances: \_\_\_\_\_

**PLEASE TICK AS APPROPRIATE**

Grant/refund  Professional Service  Construction  other

**BANK DETAILS**

Name& address of bank: \_\_\_\_\_

Bank account name: \_\_\_\_\_

Sort Code \_\_\_\_\_ Account no: \_\_\_\_\_

BIC/SWIFT \_\_\_\_\_ IBAN: \_\_\_\_\_

SIGNED: \_\_\_\_\_ Organisation position \_\_\_\_\_

Print name: \_\_\_\_\_

**PLEASE NOTE A COPY OF THE TOP OF YOUR BANK STATEMENT IS REQUIRED FOR ALL NEW SUPPLIERS OR IF YOU ARE CHANGING YOUR BANK DETAILS**

<b>APPLICANT STATEMENT</b>
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**I have completed all relevant sections of this application and confirm that all information provided is truthful and accurate.**

Printed name: \_\_\_\_\_ Signature \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_



<b>CHECKLIST</b>
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Signed application form	_____
Artist C.V	_____
Examples of previous work of the applicant(S)	_____
Evidence of local support	_____
Letter of support from community group	_____
Outline of proposed evaluation	_____
List of enclosed documentation/ materials	_____
No staples, binding, folders, no USB	_____
Copy of the top of a bank statement	_____
Labelled CD if applicable	_____

<b>EXAMPLES OF SUPPORTING MATERIAL:</b>
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**USB ARE NOT ACCEPTED. Supporting material on USB's will not be viewed by the assessment panel.**

**Supporting materials can be on CD or printed copies.**

Good quality examples of your work that demonstrate your practice to date – depending on the media used in your practice, the following should be used only as a guide.

- 10 good quality still images, including detailed images or installation shots for installation work.
- 3 excerpts or 3 minutes for moving image work/ film
- Good quality recordings of compositions or performances which illustrate the applicants artistic practice for track record to date;
- For composers who routinely produce scores as part of their practice, a maximum of three scores of compositions completed or previously published (hard copy)
- Up to 3 examples (electronic format) of recent catalogues, monographs or relevant publications.
- All still and moving images should be clearly labelled with a brief description of the work.

**IF YOU REQUIRE RETURN OF SUPPORTING MATERIAL, PLEASE PROVIDE A STAMPED ADDRESSED ENVELOPE**

**RECEIPT OF APPLICATIONS**

Your application will be acknowledged by email within three weeks of receipt. Decisions on the application will be issued by the end of February 2020

Deadline for receipt of all applications is **4PM THURSDAY 21<sup>ST</sup> NOVEMBER 2019**