Cork City Council invites applications to the 2020 Arts Grant Scheme. Grants are available to community, voluntary and professional arts organisations throughout the city area.

Arts Grants 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 and large print and word format on request, by email to artsgrants@corkcity.ie. It is available to download in PDF and 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 only be awarded where applications meet the criteria set down by Cork City Council.

**SUBMISSION INFORMATION**

**DEADLINE FOR RECEIPT OF APPLICATIONS IS 4PM THURSDAY 21ST 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 Please note the **MAXIMUM** file size is 2GB.
- **Email** to 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 STAPLE, BIND OR FOLDER THIS APPLICATION OR SUPPORTING MATERIAL IN ANY WAY.**

**PAPER CLIP ONLY**

**APPLICATION INFORMATION**

Section A and D must be completed by all applicants.

Section B only to be completed by those involved with **professional arts**.

Section C only to be completed by those involved in **Voluntary and Community arts**.
CRITERIA FOR ALL APPLICATIONS

- Applicants must be located within Cork City Councils administrative area.
- Must be fully completed, signed and submitted before the stated deadline.
- Requested accompanying material must be submitted.
- Work must be carried out in a not for profit basis.
- Work must be artistic in nature.
- Organisations must have codes of practice, child first guidelines, health and safety regulation and equal opportunities in place.
- Recognition and accommodation of the culturally diverse interests in the city.
- Procedures for documentation and evaluation in place.

PROFESSIONAL ARTS SECTOR CRITERIA

ARTISTIC CRITERIA

- Track record.
- Quality of artistic samples.
- Evidence of continued artistic growth and development.
- Ambition of work programme, innovation in programming/artist selection.
- Impact on discipline development.
- Offering opportunities for young/emerging arts for diverse backgrounds.

STRATEGIC CRITERIA

- Applicants contribution to and impact on the arts in the city
- Programme development and capacity building.
- Extent of regional and national profile.
- Audience development strategy.
- Plans for documentation, evaluation and reporting.

OPERATIONAL CRITERIA

- Organisations are directed to the Arts Council of Ireland governance guidelines http://www.artscouncil.ie/about/Corporate-governance/ for examples of good practice.
- Income from other sources, a minimum of 50%, in kind support is eligible.
- Artist’s fees in accordance with professional practice.
- Programme should be accessible to all – thought should be given to venue, cost and access requirements.
- Public presentation of work.

VOLUNTARY / COMMUNITY ARTS CRITERIA

ARTISTIC CRITERIA

- Demonstrated connection to a specific artistic or cultural activity.
• Programmes extension and enhancement of participants understanding and/practice of art form/s
• Quality of experience and engagement with the art form in the proposed activity.

**STRATEGIC CRITERIA**
• Contribute to dialogue on the importance/relevance of art within a community
• Demonstrate an interest in growth and development.

**OPERATIONAL CRITERIA**
• Programme should be accessible to all – thought should be given to venue, cost and access requirements.
• Evidence of sound book-keeping practices (certified annual accounts should be supplied)
• Evidence of a committee based governing structure for organisation.

### FREEDOM OF INFORMATION

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.
CONTACT

Arts Office, Community Culture & Placemaking, Cork City Council, City Hall, Anglesea Street, Cork, Ireland Tel: 021 4924000 Email: artsgrants@corkcity.ie

SECTION A – ORGANISATION DETAILS – TO BE COMPLETED BY ALL APPLICANTS

NAME OF ORGANISATION/ GROUP _______________________________________

NAME OF CONTACT FOR CORRESPONDENCE _______________________________________

ADDRESS OF ORGANISATION/ GROUP _______________________________________

TELEPHONE: _______________________________________

EMAIL (acknowledgement of application) _______________________________________

WEBSITE: _______________________________________

CATEGORY, Please tick Professional ____ Voluntary ____

AMOUNT REQUESTED €______________________________________

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

FUNDING RECEIVED FROM CORK CITY COUNCIL ARTS GRANTS

2019 €_________  2018 €_________  2017 €_________

OTHER FUNDING RECEIVED FROM CORK CITY COUNCIL, BUSRSARY, PROJECT, ARTS IN CONTEXT, COMMISSIONS ETC.

2019 €_________  2018 €_________  2017 €_________
PLEASE STATE THE TOTAL INCOME & EXPENDITURE OF YOUR ORGANISATION

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected 2020</td>
<td>€__________</td>
</tr>
<tr>
<td>Actual 2019</td>
<td>€__________</td>
</tr>
<tr>
<td>Actual 2018</td>
<td>€__________</td>
</tr>
</tbody>
</table>

**ARE YOU A NOT FOR PROFIT ORGANISATION?**

Yes ___  No ___

**PLEASE TICK YOUR ORGANISATIONS LEGAL STATUS**

- Un-incorporated club or association ___
- Company limited by guarantee ___
- Company limited by shares ___
- Trust ___
- Other (specify) ___

*NOTE: most clubs and societies are un-incorporated.*

Charity Number if applicable ______________

**PLEASE PROVIDE DETAILS OF YOUR BOARD OF DIRECTORS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION; CHAIR, SECRETARY</th>
<th>TERM OF OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**HOW FREQUENTLY DO THE BOARD/ COMMITTEE MEET, E.G. MONTHLY, BIMONTHLY?**

____________________________________________________________________

**HOW LONG IS THE ORGANISATION ESTABLISHED?**

____________________________________________________________________

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

____________________________________________________________________
WHAT IS YOUR MEMBERSHIP FEE, PLEASE OUTLINE IF DIFFERENT RATES APPLY, E.G. STUDENTS, OAP

____________________________________________________________________________________

SECTION B – PROFESSIONAL ARTS ORGANISATIONS – professional arts organisations

**ARTFORM/ ACTIVITY**

**ARTISTIC DISCIPLINE** –tick as appropriate

<table>
<thead>
<tr>
<th>Artform/ Activity</th>
<th>Artistic Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Sound art</td>
</tr>
<tr>
<td>Community arts</td>
<td>Theatre</td>
</tr>
<tr>
<td>Circus</td>
<td>Traditional arts</td>
</tr>
<tr>
<td>Digital arts</td>
<td>Multi-disciplinary</td>
</tr>
<tr>
<td>Dance</td>
<td>Music</td>
</tr>
<tr>
<td>Festival</td>
<td>Opera</td>
</tr>
<tr>
<td>Film &amp; Video</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>Literature</td>
<td>Other</td>
</tr>
<tr>
<td>Arts &amp; Disability</td>
<td></td>
</tr>
</tbody>
</table>

**IF OTHER PLEASE SPECIFY:**

____________________________________________________________________________________

**ORGANISATION DESCRIPTION- tick as appropriate**

<table>
<thead>
<tr>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Centre</td>
</tr>
<tr>
<td>Collective</td>
</tr>
<tr>
<td>Festival</td>
</tr>
<tr>
<td>Production company</td>
</tr>
<tr>
<td>Resource organisation</td>
</tr>
<tr>
<td>Venue</td>
</tr>
</tbody>
</table>

**STATE THE ARTISTIC PURPOSE OF YOUR ORGANISATION (200 WORDS MAX, BLOCK LETTERS)**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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____________________________________________________________________________________

6
STATE THE ACTIVITIES OF YOUR ORGANISATION OVER THE PAST YEAR, IF IN RECEIPT OF A CORK CITY COUNCIL ARTS GRANT IN 2019, INDICATE HOW IT WAS USED IN SUPPORT OF THIS PROGRAMME OF EVENTS. (200 WORDS MAX, BLOCK LETTERS)

PLEASE PROVIDE DETAILS OF ATTENDANCE, PARTICIPATION FIGURES AT YOUR EVENTS, PROGRAMMES IN 2019 AS WELL AS ANY DETAILS ON DEMOGRAPHIC BREAKDOWN, AGE, RESIDENCE ETC. INDICATE BASED ON THIS INFORMATION YOUR FUTURE STRATEGY FOR AUDIENCE DEVELOPMENT., PROVIDE A GLOBAL FIGURE AS WELL AS A BREAKDOWN PER PROJECT. LET US KNOW HOW YOU DOCUMENTED THESE FIGURES
PROVIDE DETAILS OF YOUR ORGANISATIONS PLANNED PROGRAMME 2020. HIGHLIGHT THE ASPECTS FOR WHICH CORK CITY COUNCIL FUNDING WILL BE ALLOCATED. (MAX 200 WORDS)
## FINANCIAL INFORMATION

### INCOME

<table>
<thead>
<tr>
<th>INCOME</th>
<th>ACTUAL 2019</th>
<th>PROJECTED 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cork City Council Arts Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other grant income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FÁS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship/ donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other earned income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME**

### EXPENDITURE

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>ACTUAL 2019</th>
<th>PROJECTED 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts programme costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries / wages (gross)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
<td></td>
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<tr>
<td>Repairs / Maintenance</td>
<td></td>
<td></td>
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<tr>
<td>Light and heat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing / postage / stationary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising/publicity/marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountancy fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank charges</td>
<td></td>
<td></td>
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<tr>
<td>Travel / Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment / Hospitality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs (give details)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURE**

### NUMBER OF STAFF EMPLOYED – Please indicate

Full time __________   Part time __________   Contract __________
PLEASE STATE POSITIONS HELD BY STAFF: ARTISTIC DIRECTOR, TECHNICIAN ETC.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FULL TIME/ PART TIME/ CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

HAS THERE BEEN A CHANGE IN YOUR STAFFING LEVELS IN 2019, AND IF YES, WHY? (BLOCK LETTERS)

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SECTION C – COMMUNITY AND VOLUNTARY SECTOR – voluntary community sector only

WHICH OF THE FOLLOWING DESCRIBES YOUR ORGANISATION/GROUPS ACTIVITY? – tick as appropriate

<table>
<thead>
<tr>
<th>Music Group</th>
<th>Craft group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Painting</td>
<td>Festival</td>
</tr>
<tr>
<td>Photography</td>
<td>Writers group</td>
</tr>
<tr>
<td>Social</td>
<td>Community event</td>
</tr>
<tr>
<td>Youth</td>
<td>Other</td>
</tr>
</tbody>
</table>

PLEASE INDICATE FROM THE FOLLOWING WHICH BEST DESCRIBES YOUR GROUP

<table>
<thead>
<tr>
<th>Mainly under 18yrs</th>
<th>Mainly female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mainly 18 – 34yrs</td>
<td>Mainly male</td>
</tr>
<tr>
<td>Mainly 34 - 60yrs</td>
<td>Mixed sex</td>
</tr>
<tr>
<td>Over 60 yrs</td>
<td>Mixed age group</td>
</tr>
</tbody>
</table>

PLEASE DESCRIBE THE ACTIVITIES IN 2020 YOU REQUIRE FUNDING FOR AND SPECIFICALLY AREAS OF EXPENDITURE FOR WHICH FUNDING IS SOUGHT FROM CORK CITY COUNCIL. (BLOCK LETTERS)

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PLEASE COMPLETE THE FOLLOWING BUDGET SHEET, IGNORING THE AREAS THAT ARE NOT RELEVANT TO YOUR ORGANISATION

**INCOME**

<table>
<thead>
<tr>
<th>INCOME</th>
<th>ACTUAL 2019</th>
<th>PROJECTED 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cork City Council Arts Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other grant income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other earned income</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXPENDITURE**

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>ACTUAL 2019</th>
<th>PROJECTED 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>travel/accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition artist fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment hire</td>
<td></td>
<td></td>
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<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment / hospitality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other costs (give details)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DO YOUR MEMBERS PAY A FEE TO JOIN YOUR GROUP / CLUB?
Yes ___ No ___

WHAT IS YOUR MEMBERSHIP FEE, PLEASE OUTLINE IF DIFFERENT RATES APPLY TO STUDENTS/OAP ETC.
__________________________________________________________________________________

DO YOUR MEMBERS PAY TUITION FEES FOR CLASSES?
Yes ___ No ___

DO YOU CURRENTLY WORK OR HAVE YOU WORKED WITH PROFESSIONAL ARTISTS?
Yes ___ No ___

IF YES PLEASE GIVE DETAILS – BLOCK LETTERS
__________________________________________________________________________________
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HOW OFTEN DOES YOUR GROUP MEET?
__________________________________________________________________________________

WHERE DO YOU MEET?
__________________________________________________________________________________

DO YOU PAY HIRE FOR YOUR MEETING PLACE
Yes ___ No ___
WHAT ARTS PROGRAMME EVENTS DID YOUR GROUP UNDERTAKE IN 2019 (BLOCK LETTERS)

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PLEASE GIVE A BRIEF HISTORY OF THE GROUP (200 WORDS MAX – BLOCK LETTERS)

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14
SECTION D – FINANCIAL INFORMATION

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 CHANGE THE 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 ___X___ 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

FINANCIAL SUMMARY

- Groups in receipt of grant aid in excess of €6,500 must submit audited accounts in order to drawdown the full grant.
- Groups in receipt of grant aid less than €6,500 must provide Income and Expenditure details outside of this application form.

SECTION E

APPLICANT’S STATEMENT

I have completed all relevant sections of this application and confirm that all information provided is truthful and accurate.

Printed name: ____________ Signature _________________
Position: ________________ Date: ___________________

CHECKLIST

A signed application __________
Completed relevant sections of the application __________
Examples of previous work (per below) USB’s not accepted. __________
State the amount requested from Cork City Council __________
Application and supported material is not stapled, bound or foldered in any way. __________

EXAMPLES OF SUPPORTING MATERIAL:

USB’s ARE NOT ACCEPTED. Supporting materials can be on CD or printed copies. Material provided on USB’s will not be viewed by the panel.
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.

RECEIPT OF APPLICATIONS

Your application will be acknowledged by email within two weeks of receipt. Arts Grants are approved by full council, it is expected that the decisions on the applications will be issued by the end of February 2020.

Deadline for receipt of all applications is **4PM THURSDAY 21ST NOVEMBER 2019**