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. 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 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 BIND, FOLDER OR STAPLE THIS APPLICATION FORM OR SUPPORTING MATERIAL. PAPER CLIP ONLY.**
CORK CITY COUNCIL ARTS IN CONTEXT AWARD 2020

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

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

**APPLICATION FORM**

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.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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.

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

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

<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 60yrs</td>
<td>Mixed Age group</td>
</tr>
</tbody>
</table>

GIVE A BRIEF HISTORY OF THE GROUP RELATING TO THIS PROJECT
____________________________________________________________________
____________________________________________________________________
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HOW LONG HAS THE GROUP

____________________________________________________________________

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

____________________________________________________________________

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

____________________________________________________________________

SECTION A - RESEARCH AND DEVELOPMENT

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?

_________________________________________________________________________________
**FINANCIAL INFORMATION**

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.

<table>
<thead>
<tr>
<th>DETAILS</th>
<th>AMOUNT</th>
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<tbody>
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<td>€</td>
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</tbody>
</table>

**AMOUNT REQUESTED €**

**SECTION B - PROJECT REALISATION**

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

<table>
<thead>
<tr>
<th>Architecture</th>
<th>Sound Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circus</td>
<td>Theatre</td>
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<tr>
<td>Dance</td>
<td>Music</td>
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<tr>
<td>Film &amp; Video</td>
<td>Multi – disciplinary</td>
</tr>
<tr>
<td>Community Arts</td>
<td>Other</td>
</tr>
</tbody>
</table>

**IF OTHER**, please specify

________________________________________________________________________

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

**ARE YOU REGISTERED WITH CORK ETB?**

Yes ____  No ____

**HAVE YOU GARDA CLEARANCE?**

Yes ____  No ____
GIVE A DESCRIPTION USING BLOCK CAPITALS OF THE NATURE OF THE PROJECT YOU WANT TO UNDERTAKE INCLUDING ARTFORM, ARTISTIC PURPOSE, NATURE OF WORKSHOPS, AND PROCESS OF ENGAGEMENT ETC. Attach further information if necessary.
WHERE WILL THE PROJECT TAKE PLACE?

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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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_________________________________________________________________________________
FINANCIAL INFORMATION

If you are applying for **project realisation**, you must complete the budget breakdown below indicating if figures are support in kind.

**INCOME FOR PROJECT**

<table>
<thead>
<tr>
<th>Source</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cork City Council Arts in Context</td>
<td></td>
</tr>
<tr>
<td>Arts Council</td>
<td></td>
</tr>
<tr>
<td>ETB Educational Training Board</td>
<td></td>
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<tr>
<td>HSE</td>
<td></td>
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<tr>
<td>Sponsorship / Donations</td>
<td></td>
</tr>
<tr>
<td>Department of Social Protection</td>
<td></td>
</tr>
<tr>
<td>Participation fees</td>
<td></td>
</tr>
<tr>
<td>Other earned income</td>
<td></td>
</tr>
<tr>
<td>Other grant income</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>€</strong></td>
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</table>

**EXPENDITURE FOR PROJECT**

<table>
<thead>
<tr>
<th>Category</th>
<th>€</th>
</tr>
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<tbody>
<tr>
<td>Artist Fees</td>
<td></td>
</tr>
<tr>
<td>Venue hire</td>
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</tr>
<tr>
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<td></td>
</tr>
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<td>Materials</td>
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</tr>
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<td>Other costs (give details)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td><strong>€</strong></td>
</tr>
</tbody>
</table>

**AMOUNT REQUESTED €**
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?

________________________________________________________________________________
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

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If other, please specify

_________________________________________________________________________________
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?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

FINANCIAL INFORMATION

If you are applying for project completion, you must complete the budget breakdown below indicating if figures are support in kind.

INCOME FOR PROJECT

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<td>Other</td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
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</table>

EXPENDITURE FOR PROJECT

<table>
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<tr>
<th>Item</th>
<th>€</th>
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<tbody>
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<td>Administrative costs</td>
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<tr>
<td>Equipment hire</td>
<td></td>
</tr>
</tbody>
</table>
### CORK CITY COUNCIL ARTS IN CONTEXT AWARD 2020

<table>
<thead>
<tr>
<th>Materials</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td>€</td>
</tr>
<tr>
<td>Travel / Accommodation</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Transport</td>
<td>€</td>
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<tr>
<td>Monitoring &amp; Evaluation</td>
<td>€</td>
</tr>
<tr>
<td>Other costs (give details)</td>
<td>€</td>
</tr>
</tbody>
</table>

| TOTAL EXPENDITURE       | € |

| AMOUNT REQUESTED €      | |

| PAYMENT DETAILS         | |

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

<table>
<thead>
<tr>
<th>Supplier name:</th>
<th>______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>______________________</td>
</tr>
<tr>
<td>Irish VAT/TAX REG no:</td>
<td>____________ or PPS ______________________</td>
</tr>
</tbody>
</table>
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

APPLICANT 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: ____________
CORK CITY COUNCIL ARTS IN CONTEXT AWARD 2020

CHECKLIST

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

EXAMPLES OF SUPPORTING MATERIAL:

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

17
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 21ST NOVEMBER 2019**