

CORK CITY COUNCIL ARTS OFFICE ARTS IN CONTEXT AWARD 2021

Arts in Context applications are invited by the Cork City Councils Arts Office for 2021. 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.

This application form is available in Irish, large print and word format on request, by email to artsgrants@corkcity.ie It is available 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 19th NOVEMBER 2020.

Applications must be submitted electronically 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.

The application must be typed.

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 take 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 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.
- You must have procedure in place for the documentation and evaluation of the work you are carrying out.
- As applicable, organisations must have up-to-date policies such as child safeguarding policies that are compliant with the Children First Act 2015; policies that comply with health and safety regulation; codes of practice for equal opportunities etc.
- Feasibility – programme should take account of the impact of continued public health measures and restrictions arising from Covid-19. Applicants may present two or more scenarios as required.

ESSENTIAL ENCLOSURES

- Artist/s C.V. and other key personnel as relevant.
- Examples of previous work
- 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.

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.

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VOLUNTARY / COMMUNITY

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

Where the lead applicant is the artist please provide a letter of support from the community/voluntary group outlining their commitment to undertake this project including a commitment to Garda Vet the artist where the target group includes children or vulnerable adults.

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 early yrs 0-5	<input type="checkbox"/>	Mainly female	<input type="checkbox"/>
Mainly under 12yrs	<input type="checkbox"/>	Mainly male	<input type="checkbox"/>
Mainly under 18yrs	<input type="checkbox"/>	Mixed gender	<input type="checkbox"/>
Mainly 18-34yrs	<input type="checkbox"/>		<input type="checkbox"/>
Mainly 34-66yrs	<input type="checkbox"/>		<input type="checkbox"/>
Over 66yrs	<input type="checkbox"/>		<input type="checkbox"/>
Mixed age group	<input type="checkbox"/>		<input type="checkbox"/>

GIVE A BRIEF HISTORY OF THE GROUP RELATING TO THIS PROJECT

HOW LONG HAS THE GROUP BEEN IN OPERATION

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

IS THERE A FEE TO ATTEND? 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 THE PROJECT YOU WOULD LIKE TO RESEARCH INCLUDING

- **DESCRIPTION OF THE GROUP YOU WANT TO WORK WITH.**
- **THE METHODS YOU WILL USE TO WORK WITH THE GROUP**

WHEN DO YOU INTEND TO CARRY OUT THIS RESEARCH? PLEASE INDICATE HOW YOU WILL TAKE ACCOUNT OF THE IMPACT OF CONTINUED PUBLIC HEALTH MEASURES AND RESTRICTIONS ARISING FROM COVID 19

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. Detail where relevant estimated costs of materials, equipment hire and documentation Travel subsistence etc should also be included if applicable.

DETAILS	AMOUNT
	€
	€
	€
	€
	€
	€

AMOUNT REQUESTED €

SECTION B - PROJECT REALISATION
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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		Arts & Disability	
Youth Arts		Other	

IF OTHER, please specify

PLEASE ATTACH A C.V OF PREVIOUS WORK AND TRAINING

GIVE A DESCRIPTION OF THE NATURE OF THE PROJECT YOU WANT TO UNDERTAKE INCLUDING ARTFORM, ARTISTIC PURPOSE, NATURE OF WORKSHOPS, AND PROCESS OF ENGAGEMENT ETC. (Please detail how you will take account of the impact of continued public health measures and restrictions arising from covid-19) (300 WORDS MAX)

WHERE WILL THE PROJECT TAKE PLACE?

WHEN WILL THE PROJECT TAKE PLACE?

WHAT ARE THE MAIN OBJECTIVES OF THE PROJECT? (150 WORDS MAX)

WHAT ARE THE EXPECTED OUTCOMES? (150 WORDS MAX)

WILL THE PROJECT HAVE A PUBLIC OUTPUT, E.G. PERFORMANCE, EXHIBITION, PUBLICATION?

Yes ___ No ___

IF YES, PLEASE DESCRIBE

WHAT ARE YOUR PLANNED METHODS OF DOCUMENTATION AND EVALUATION? (200 WORDS MAX)

HOW DO YOU INTEND TO COMMUNICATE YOUR PROJECT OUTSIDE THE SPECIFIC CONTEXT? (200 WORDS MAX)

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

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	€
TOTAL INCOME	€

EXPENDITURE FOR PROJECT

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

Travel / Accommodation	€
Insurance	€
Transport	€
Monitoring & Evaluation	€
Other costs (give details)	€
TOTAL EXPENDITURE	€

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 OF THE PROJECT YOU HAVE UNDERTAKEN. (200 WORDS MAX)

WHEN DID THE PROJECT TAKE PLACE?

PLEASE OUTLINE THE PURPOSE OF THIS COMPLETION FUNDING AND HOW IT WILL ENHANCE AND / OR ADD VALUE TO THE PROJECT. (250 WORDS MAX)

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		Youth Arts	
Arts & Disability		Other	

If other, please specify

PLEASE ATTACH A C.V OF PREVIOUS WORK AND TRAINING

WHAT ARE/ WERE YOUR PLANNED METHODS FOR DOCUMENTATION AND EVALUATION? (150 WORDS MAX)

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

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	€
TOTAL INCOME	€

EXPENDITURE FOR PROJECT

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

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

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: _____

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 _____
- Copy of the top of a bank statement _____

EXAMPLES OF SUPPORTING MATERIAL:

HARD COPIES ARE NOT ACCEPTED. Supporting materials must be in electronic/digital format only.

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.

- Up to and no more than 10 good quality still images, including detailed images or installation shots for installation work.
- Up to and no more than 3 excerpts or 3 minutes for moving image work/ film, it is preferred that links are sent rather than files. Only links to YouTube will be accepted.
- Good quality recordings of compositions or performances which illustrate the applicant's artistic practice for track record to date; If you wish to provide a link please note that only links to SoundCloud will be accepted.
- For composers who routinely produce scores as part of their practice, a maximum of three scores of compositions completed or previously published
- 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 three weeks of receipt. Decisions on the application will be issued by the end of February 2021

Deadline for receipt of all applications is **4PM THURSDAY 19th NOVEMBER 2021**