The Project Scheme provides direct funding for professional arts projects across all disciplines. The project scheme supports research and development, as well as production funding across all art forms. This grant aid is open to the professional arts sector.

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 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. Applicants can apply for a maximum of €10,000.

**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**
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**

- All projects must be realised within Cork City Council administrative area. If the project extends beyond this, we will not fund that element.
- Be fully complete, signed and submitted before the deadline.
- Requested accompanying material must be submitted.
- All applications must be carried out on a not for profit basis.
- All applications must be artistic or cultural in nature.
- Your organisation must demonstrate observance of standard codes of practice in general welfare issues such as child first guidelines, health and safety regulations and equal opportunities.
- Recognition and accommodation of the culturally diverse interests in the city.
- You must have procedures in place for the documentation and evaluation of the work you are carrying out.
- Applications should not relate to ongoing employment or overhead costs.

**ADDITIONAL CRITERIA**

**ARTISTIC**

- Quality, relevance and ambition of proposed artistic or cultural project.
- Quality of artistic and / or cultural samples.
- Artistic, technical and / or cultural expertise of personnel.
- Potential impact on individual / groups artistic development.

**STRATEGIC**

- Quality of project plan
- Quality of plans for evaluation and follow up.
- Planned methodology for assessing project’s impact on arts and cultural development.
- Where relevant, evidence of inter-phase progression from research and development to project realisation.
- Quality of professional engagement.
- Regional and / or national relevance.

**OPERATIONAL**

- Evidence of professional management of project.
- Fees in accordance with professional practice.
- Evidence of professional financial management.
- You must secure income from other sources, 40% match funding applies if applying for production and research funding.
- No match funding required for applications seeking support for research and development.
- Must take place in the year of application.

**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 / partnerships
- Outline of proposed evaluation
- List of enclosed documentation and material included in the application.
- Stamped addressed envelope for return of documentation

**APPLICANTS MUST COMPLETE ALL SECTIONS OF THE FORM.**

**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

(WHAT ARE YOU APPLYING FOR, tick one only)
Research & development _____  Production Funding _____  Both _____

NAME OF APPLICANT ____________________________________________
ADDRESS OF APPLICANT ____________________________________________
TELEPHONE ____________________________________________
EMAIL (FOR ACKNOWLEDGEMENT) ____________________________________________
WEBSITE ____________________________________________
ADDRESS FOR CORRESPONDENCE ____________________________________________
AMOUNT REQUESTED ____________________________________________

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

ARTISTIC DISCIPLINE – tick as appropriate.

<table>
<thead>
<tr>
<th>Artistic Discipline</th>
<th>Options</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>
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<tr>
<td>Dance</td>
<td>Music</td>
</tr>
<tr>
<td>Festival</td>
<td>Opera</td>
</tr>
<tr>
<td>Film and video</td>
<td>Visual arts</td>
</tr>
<tr>
<td>Literature</td>
<td>Other</td>
</tr>
</tbody>
</table>

IF OTHER PLEASE SPECIFY
________________________________________________________________________
PLEASE GIVE DETAILS OF THE PROJECT YOU ARE SEEKING SUPPORT FOR (200 WORDS MAX) When completing this, you should refer to the opening paragraph and criteria of this application

__________________________________________________________________________________
__________________________________________________________________________________
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PLEASE PROVIDE AN ARTISTIC STATEMENT OUTLINING YOUR ARTISTIC APPROACH TO AND AIMS FOR YOUR WORK, (200 WORDS MAX)
OUTLINE PLANS FOR ANY PERFORMANCE, EXHIBITION, INSTALLATION, PRODUCTION, RECORDING, PUBLICATION OR CONFERENCE (IF RELEVANT) RESULTING FROM THE PROJECT SCHEME (MAX 200)

WHO IS YOUR TARGETED AUDIENCE?

HOW DO YOU INTEND TO REACH THEM?
CORK CITY COUNCIL PROJECT SCHEME 2020

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

WHAT MARKETING AND COMMUNICATION TOOLS HAVE YOU IN PLACE?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
PLEASE GIVE A BUDGET BREAKDOWN OF THE PROJECT HIGHLIGHTING THE AREAS THAT CORK CITY COUNCIL FUNDING IS SOUGHT FOR.

### 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>
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<tr>
<td>Cork City Council Project Scheme</td>
<td></td>
<td></td>
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<tr>
<td>Cork County Council</td>
<td></td>
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<tr>
<td>Box office</td>
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<tr>
<td>Culture Ireland</td>
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<tr>
<td>Production partners</td>
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<tr>
<td>Sponsorship / Donations</td>
<td></td>
<td></td>
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<tr>
<td>Other Income</td>
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</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>
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<tr>
<td>Production costs</td>
<td></td>
<td></td>
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<tr>
<td>Printing / Stationery / Postage</td>
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<tr>
<td>Advertising/ Publicity/ Marketing</td>
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<td></td>
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<tr>
<td>Travel / Accommodation</td>
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<tr>
<td>Materials</td>
<td></td>
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<tr>
<td>Equipment hire</td>
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<tr>
<td>Artists fees</td>
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<tr>
<td>Technical fees</td>
<td></td>
<td></td>
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<tr>
<td>Marketing and PR</td>
<td></td>
<td></td>
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<tr>
<td>Other costs (give details)</td>
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</tr>
</tbody>
</table>

**TOTAL EXPENDITURE**
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 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 ___ X ___  Professional Service ___  Construction ___  other ___

BANK DETAILS

Name & address of bank: _________________________________________
Bank account name: ____________________________________________
Sort Code ___________________ Account no: _____________________
CORK CITY COUNCIL PROJECT SCHEME 2020

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’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 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**