**APPLICATION FORM - Arts in Community 2017**

**NOTE:** This is a competitive scheme, so not all applications may secure funding.

**NOTE:** Please read separate guidelines document carefully before completing this form.

**NOTE:** Applicants previously in receipt of grants must have provided the feedback reports to qualify. Incomplete applications will be returned to applicant.

**NOTE:** All applications for grants from or with artistic groups, voluntary groups and community groups must be registered with Westmeath Public Participation Network

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRANT SCHEME** | **Arts-in-Community Scheme**  ⁯ | | | |
| **NAME & ADDRESS OF APPLICANT (artist & group details here)** | ARTIST……………………………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………..  GROUP/ORGANISATION………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………..  ………………………………………………………………………………………….. | | | |
| **CONTACTS:** | TEL (artist)  *……………* | EMAIL (artist)  *……………………* | TEL (group)  *……………* | EMAIL (partner group)  *……………………* |
| **TAX REFERENCE NUMBER**  **(artist)** | Must be included  Tax Number*:……………………* | | | |
| **BANK DETAILS (artist)** | Name on A/C:……………. BIC……………………… IBAN……………………………. | | | |
| **Public Participation Network Number (group)** | **PPN: ………………………….**  **Note: If you are a Community or Voluntary Group you must be registered with a PPN No. (Contact: C&E Section, WCC on 044-932217 to register).** | | | |
| **PROPOSAL SUMMARY** | **Please give brief outline (2 - 3 sentences) of the specific purpose / activity / project for which you are seeking this grant.** *Please complete the 1 x page document provided separately for a fuller description of your project*  ……………………………………………………………………………………………  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… | | | |
| **SCHEDULE** | **Details of engagements that will take place between artist & partner**  Location of engagement………………………………………………………………  Number and duration ……………………………………………………………………  Proposed dates………………………………………………………………………….. | | | |
| **ACCESS, VISIBILITY,**  **PARTICIPATION** | **Please indicate your plans for performance, exhibition, installation, production, recording, publication or other outcome, that will result if successful in securing this grant**  ……………………………………………………………………………………………  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… | | | |
| **AUDIENCE** | **Who will be the primary audience for your activity, practice development or initiative, and what numbers do you expect to see you work/project?** *(example 2nd class school children – class size xyz)*  **Audience / participants profile:** ……………………………………………………  **Likely numbers:** ……………………………………………………………………… | | | |
| **EVALUATION** | **Please indicate specifically how you will monitor and evaluate your project, practice development or activity (during and after the project / activity)**  ……………………………………………………………………………………………  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… | | | |
| **FINANCAL INFO** | **Please complete the budget breakdown for the project/activity:**  **Example of Project Expenses** *(if a line is not applicable write n/a, you may also include additional lines of budget)*   * Equipment * Venue Hire * Insurance * Transport * Materials * Printing/Marketing * Administrative costs (specify) * Monitoring and evaluation (specify) * Artist Fees (indicate total amount) * Travel * Expenses * Accommodation * Other Costs (give details)   TOTAL EXPENDITURE FOR PROJECT €    AMOUNT REQUESTED FROM WCC 2017 € | | | |
| **PREVIOUS GRANT RECIPIENT** | **Please indicate if you (artist & community group) have received a grant from Westmeath Arts office previously (type of grant, amount and project title)**  1…………………………………………………………………………………………  2…………………………………………………………………………………………  3…………………………………………………………………………………………  4. ………………………………………………………………………………………..  5. ………………………………………………………………………………………..  6.……………………………………………………………………………………….. | | | |
| **APPLICANTS NAMES** | Artist name .………………………………………………………  Organisation/Group name ……………………………………………… | | | |
| **APPLICANTS SIGNATURES** | Artist.………………………………………………………  Organisation……………………………………………… | | | |
| **DATE OF APP** |  | | | |

**PROPOSAL FOR GRANT APPLICATION**

Guidance - this section is to enable applicant to set out clearly the details of the proposed activity / engagement or project - referring specifically to the nature of the work, the participants, the wider visibility of the work, the materials being used, the aims and objectives of the project and any other relevant information that you feel will assist in describing your project.

|  |
| --- |
| **PROPOSAL** |

**APPLICATION CHECKLIST ARTS-IN-COMMUNITY 2017**

***PLEASE INCLUDE THIS CHECKLIST AS YOUR COVER SHEET***

|  |  |  |
| --- | --- | --- |
| **ITEM** | **Please tick**  **✔** | **INTERNAL**  **USE ONLY** |
| 1. This checklist cover sheet |  |  |
| 1. Details of applicant artist **and also** participating school, community organisation or voluntary group |  |  |
| **ARTIST’S BANK DETAILS**  **(see attached form)**   1. **Note, applications that not include all bank details required cannot be processed** |  |  |
| 1. Examples of previous projects/activities of the applicant(s)   **No larger than A4 please, no CDs** |  |  |
| 1. Your proposal (max 300 words) |  |  |
| 1. Evidence of local support (if any) |  |  |
| 1. Outline of proposed evaluation method |  |  |
| 1. List of enclosed documentation/items and materials included in this application |  |  |
| 1. Stamped addressed envelope (if you require return of items) |  |  |
| 1. Westmeath Public Participation Network registration number |  |  |

**Freedom of Information**

Applicants completing this form please note that information provided to Westmeath County Council may be disclosed in response to a request made under the Freedom of Information Act (1997 & 2003). However every effort will be made to protect confidentiality, particularly in relation to commercially sensitive material.

**Criteria**

• Adherence to procedures and guidelines laid out in the brief

• Visibility of both professional artist and participating group/organisation in the planning and design of proposed project / activity

• Artistic ambition of project proposal

• Stimulating dialogue on importance / relevance of art within a community or group setting

• Feasibility of project

• Access of wider public audience to the work (e.g. exhibition, screening)