**Westmeath Arts Office – 2017 grants**

**Arts-in-Community Scheme**

**GUIDELINES**

**Context**

The Arts-in-Community scheme provides project funding to encourage meaningful collaboration between professional artists and groups/organisations such as schools and healthcare & community centres, for arts projects including residencies. The maximum amount to any one project will typically be between €200 and €800. Funding issued by Westmeath County Council will go **directly to pay the artist’s fees** and the group must demonstrate that they will supply materials required for the project. This scheme is competitive.

The nature of this scheme facilitates **the artist and the group to work together** on a particular project **over a particular duration of time** and to allow the group an opportunity to engage with an artist directly on **a specific project**. The rationale for this project is based on the fact that it gives employment to an artist working with a group over a given period and it allows the group to gain specific skills and exposure to an area of the arts.

**Application Procedures and Guidelines**

• Funding issued by Westmeath County Council will go **directly to pay the artist’s fees** and the group must supply materials required for the project.

• Artists may apply for a maximum of 2 Arts-in-Community projects (with different host organizations)

• **Clear evidence of joint planning and consent of both the organisation and the artist** in submitting the application must be demonstrated

• Please note this scheme is competitive and not all applications will be successful

• Complete applications must be signed and received by the Westmeath County Council Arts Office by Friday April 14th, 2017 at 5.00 p.m.

• Late applications will not be accepted

• Due to the volume of applications the arts office is not able to offer individual feedback, however an overview of feedback from the panel will be provided

• Applicants should keep a copy of their application for future reference, the arts office is not in a position to process requests for photocopies of applicant’s own application

• All questions must be addressed and completed *(even if it is to state that the question is not relevant)*

• All requested accompanying material must be submitted

• Applicants must be located within or provide their services/activities within Westmeath County Council’s administrative area

• The 2017 activity / project in respect of which funding is sought must be artistic in nature

• Applicant must demonstrate efforts to secure income from other sources

• Applicant must demonstrate observance of standard codes of practice in general welfare issues - such as, child-first guidelines, health and safety regulations, insurance and equal opportunities

• Applicant must have procedures in place for the documentation and evaluation of the work

• Proposed activity/spend must take place within the year of application

• Applications must be clearly completed and signed. Please note the arts office cannot contact applicants to amend incomplete applications

• Recipients of grant aid must acknowledge the support role of Westmeath County Council in all publicity material including brochures, posters programmes and websites and these should be sent to the arts office address

• Applicants must be registered with Westmeath Public Participation Network, if not registered, please contact Community & Enterprise Section for a form to register.

• Completed applications to be send by hard copy **ONLY** to:

Arts Grant Applications

Westmeath Arts Office - County Buildings

Mount Street, Mullingar, Co Westmeath