**APPLICATION FORM – Arts Act Grant 2017**

**NOTE:** Please note if any information is missing from the below application form, or the checklist items requested, your application cannot be processed.

**NOTE:** All applications for grants from artistic groups, voluntary groups and community groups **must** be members of the Westmeath Public Participation Network.

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| **GRANT YOU ARE APPLYING FOR** | Arts Act Grants ⁯ | | | |
| **NAME & ADDRESS OF APPLICANT** | ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… | | | |
| **Contact:** | Tel. No. |  | Email: |  |
| **TAX REFERENCE NUMBER** | *Please note your* ***APPLICATION WILL NOT BE PROCESSED*** *if you do not provide a* ***VALID*** *tax number*  *Tax Number:……………………* | | | |
| **BANK DETAILS (artist)** | Name on A/C:……………. BIC……………………… IBAN……………………………. | | | |
| **Public Participation Network Number** | **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)** | | | |
| **ARTISTIC PROJECT**  **TYPE OR AREA** | **1.** Visual Arts ⁯  **2**. Dance ⁯ **3.** Literature ⁯  **4.** Music ⁯ **5.** Film ⁯ **6.** Theatre ⁯  *including Opera incl. street art & circus performance*    **7.** Traditional Arts ⁯ **8.** Architecture ⁯ **9.** Other ⁯  *please specify ………… please specify ……………* | | | |
| **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*  ……………………………………………………………………………………………  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… | | | |

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| **SOCIAL INCLUSION** | **Does your organisation’s cultural actions increase levels of social inclusion among Westmeath’s society? Detail how it does so?**  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… |
| **AUDIENCE** | **Who will be the primary participants for your project, and what level of participation do you expect (i.e. numbers)?**  **Audience / participants profile:** ……………………………………………………  **Likely numbers:** ……………………………………………………………………… |
| **EVALUATION** | **Indicate how you will monitor and evaluate your project / activities (during and after the project/activity)**  ……………………………………………………………………………………………  ……………………………………………………………………………………………  …………………………………………………………………………………………… |
| **FINANCAL INFO** | **Please complete the budget breakdown for the project/activity:**  **Example of Project Expenses** *(if not applicable write n/a, you may also include additional lines of budget)*  *1*  *2*  *3*  *5*  *6*  *7*  *8*  *9*  *10*  TOTAL EXPENDITURE FOR PROJECT €    AMOUNT REQUESTED FROM WCC 2017 € |
| **PREVIOUS GRANT RECIPIENT** | Please indicate if you have received a grant from Westmeath Arts office previously (type of grant, amount and project title)  1.…………………………………………………………………………………………  2.…………………………………………………………………………………………  3.………………………………………………………………………………………… |
| **APPLICANT’S NAME (PRINTED)** |  |
| **APPLICANT’S SIGNATURE** |  |
| **DATE OF APPLICATION** |  |

**PROPOSAL FOR GRANT APPLICATION**

Notes: This section should be used to set out clearly the details of the proposed activity / engagement or project - referring specifically to the nature of the work, the materials being used (or requested), the aims and objectives of the project and any other relevant information that you feel will assist in describing your project.

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| **PROPOSAL** |

**APPLICATION CHECKLIST – ARTS ACT GRANTS 2017**

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

|  |  |  |
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| **ITEM** | **Please tick**  **✔** | **INTERNAL**  **USE ONLY** |
| 1. This checklist cover sheet |  |  |
| 1. Description of applicant: amateur, community or voluntary individual, group or organisation – **include aims and objectives in description** |  |  |
| 1. **YOUR 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). |  |  |
| 1. Evidence of local support (if any) |  |  |
| 1. Outline of proposed activity/project/requirement (on sheet supplied, max 300 words) |  |  |
| 1. List of enclosed documentation/items and materials included in this application |  |  |
| 1. Stamped addressed envelope (if you require return of items) |  |  |
| 1. Confirmation of Westmeath Public Participation Network registration |  |  |

**Note re 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.

**Evaluation criteria**

* Provision of all items laid out in checklist and adherence to guidelines
* Stimulation of public interest and growth of knowledge in the arts in Westmeath
* Alignment with aims and objectives of Westmeath Arts Plan
* Increase of access and participation in the arts in Westmeath
* Quality of plans for evaluation and feedback to Westmeath County Council