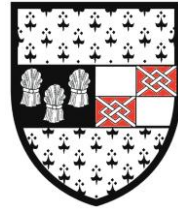




Arts Office
Kilkenny County Council



**Kilkenny County Council
Arts Office**

Arts Act Grant 2019

Kilkenny County Council has prepared a scheme for the disbursement of grants under Section 12 of the Arts Act of 2003.

**Return completed applications to:
Mary Butler, Arts Officer
Kilkenny County Council
Arts Office, 5 Dean Street,
Kilkenny**

Please mark envelopes 'Arts Act Grant 2019'

An independent assessment panel will award funding on a competitive basis; therefore all applications submitted must be accompanied by * comprehensive supporting information (see list of examples overleaf). If you do not provide the relevant documentation/images we will consider your application ineligible.

Arts Act Grants 2019 Information Sheet

The 2003 Arts Act permits a local authority to provide financial assistance for the purposes of stimulating public interest in the arts, promoting the knowledge, appreciation and practices of the arts or improving standards in the arts. In this act, the expression 'the arts' means creative or interpretative expression (traditional or contemporary) in whatever form and includes in particular visual arts, theatre, literature, music, film, literature, dance and Multi-disciplinary practices and events.

Categories

1. Groups and Organisations promoting arts

- Kilkenny County Council will consider applications from organisations involved in the promotion of the arts in Kilkenny.

2. Individual Artists all Art forms

- Kilkenny County Council will consider applications from practising artists living in Kilkenny to enable them to pursue their practice and to develop within their chosen discipline, including professional development and project awards

An application for a grant may be made under one of the above categories only. Groups and individuals can only make one application for an Arts Act Grants annually.

Criteria

Applications will be assessed based on the following:

- 1.** Groups, organisations and individuals seeking assistance must be based in the Kilkenny administrative area for a minimum of 3 years to be eligible.
- 2.** Projects and events must take place in
 - the Kilkenny administrative areas and
 - have specific significance to the Kilkenny administrative area.
- 3.** Groups, organisations and individuals seeking assistance must be involved in arts activities which, in the opinion of the Council:
 - a. develop a knowledge of the arts and arts practice, their own and that of others,
 - b. promote the arts and arts practice to the public,
 - c. develop an appreciation of the arts and arts practice, their own and that of others,and

- d. assist in improving the standards of the arts and arts practice.
4. The project's aims and objectives must be clearly stated and in line with two or more of points 3a – d above.
 5. The artist / organisation must clearly demonstrate their capacity to successfully plan and execute the project / event, including budget management, marketing and evaluation.
 6. Assistance received through the Arts Act Grants should form part of the income funding the project, a **minimum of 20% match funding is required.**
 7. Applicants must be aged 18 or over at the time of making their application.
 8. That the application form and budget sheet (attached) must be completed **in full.**
 9. All additional information requested must also be included in your application.

Please note that any application that does not comply with the above conditions will automatically be ineligible for consideration for Arts Act Grant funding.

Conditions and further details

1. The funding offered must only be used for the purposes specified in your application.
2. The award must be spent within 12 months of receipt.
3. Where a grant is allocated for a specific event / project Kilkenny County Council will not be responsible for the insurance of that event / project. Kilkenny County Council recommends that the organisers ensure that adequate insurance is in place prior to the commencement of any event / project.
4. If the event or project is altered, postponed or cancelled – in whole or in part – the Kilkenny County Councils Arts Officer, Mary Butler, must be contacted in order to discuss the matter.
5. Kilkenny County Council must be acknowledged on all publicity, press and marketing material, websites and social media outlets produced in connection with the undertaking or event. A copy of our logos are available on request from deirdre.southey@kilkennycoco.ie
6. Copies of all such material produced must be sent to the Arts Office at the time of the event and as part of the Evaluation Report.
7. All organisations and individuals must provide **a minimum of 20% funding** towards their project / undertaking.
8. **An evaluation report regarding the event / project must be submitted to the Kilkenny County Council Arts Officer within one month of its completion. Failure to comply will result in withdrawal of the funding.**
9. Also please note for applicants applying for an Arts Act Grant in 2019 and who are also applying for an Artlinks Bursary 2019, you are **NOT** eligible to receive both funding sources, if you are successful. Only one funding source will be available.

- 10.** Selection of projects/events will be made through the appointment of **an independent expert assessment panel.**
- 11. What we do not fund :** It is the Council's intention that support be given to a broad range of artistic disciplines and grants will not cover
- a. building programmes
 - b. third party grants
 - c. ongoing revenue costs
 - d. general administration costs
 - e. assistance to cover loans or deficits
 - f. projects which could be undertaken on a commercial basis
 - g. a proposal which does not have an artistic objective, for example sport, heritage, general recreation, etc.
 - h. grants may not be used for non-artistic purposes, for example fund raising, as prize money, the purchase of medals, cups etc.
 - i. funds will not be made available to assist charity fundraising events, capital equipment or the hire fee of Council premises.
- 12. The amounts awarded to any project/event will be in the realms of €200-€1000 * If your project idea exceeds the €1,000 please provide a comprehensive rationale for the budget amount you require. In exceptional circumstances and dependent on numbers and quality of applications received certain applications amounts in excess of €1,000 may be awarded at the discretion of the independent panel.**

Outline of requirements for Evaluation Report (on project completion)

- 1. Title of project**
- 2. Brief description of your project**
- 3. Aims of your project**
- 4. Methods of evaluation**
- 5. Conclusion**
- 6. Budget and receipts, documentation, including copies of publicity material, etc.**

Remember!

- Please fill in all details. Failure to supply the information requested will result in the **elimination** of the application for consideration.
- Only typed applications or those completed clearly in block capital letters will be considered.
- The inclusion of any additional material must be clearly labelled with your name and contact details.
- Please enclose an s.a.e. for the safe return of your application and / or any materials sent to complement your application if you require it to be returned. If you do not include an s.a.e. we will assume that you do not need the material returned.
- Supporting information and Application Forms are available in large print on request.

- **An independent assessment panel will award funding on a competitive basis; therefore all applications submitted must be accompanied by documentation/images etc. If you do not provide the relevant documentation/images we will consider your application ineligible.**
- Allow sufficient time for completion and delivery of application before the closing date as no applications will be accepted after the closing date.
- Successful applicants, if not already registered with us, will have to complete the Supplier Set Up form.
- **No electronic applications will be accepted; hard copies only.**
- Having completed your application, go through the Check List below.

Check List

- | | |
|---|--------------------------|
| 1. Completed application form | <input type="checkbox"/> |
| 2. Completed Income & Expenditure (including quotations) | <input type="checkbox"/> |
| 3. Short statement of interest | <input type="checkbox"/> |
| 4. Detailed description of proposal | <input type="checkbox"/> |
| 5. Curriculum Vitae | <input type="checkbox"/> |
| 6. Contents list and support material | <input type="checkbox"/> |
| 7. Images (Visual artists) | <input type="checkbox"/> |

Completed application form to be returned to:

Mary Butler, Arts Officer, Kilkenny County Council Arts Office, 5 Dean Street, Kilkenny

Please mark your envelope clearly as 'Arts Act Grant 2019'



Arts Office
Kilkenny County Council



Kilkenny County Council
Comhairle Chontae Chill Chainnigh

Arts Act Grants 2019 Application Form

1. Full name and/or Organisation name:

2. Main contact:

3. Full contact address:

Telephone: _____ Email _____

Website / Blog / Social Media: _____

4. How many years have you been resident in Kilkenny: _____

5. Please describe in twenty words or less the activity for which you are applying to Kilkenny County Councils Art Act Grant for:

6. Please tick the main type of arts activity involved in your work

• Visual Arts

• Music

• Theatre/Drama

• Multi media

- Literature
- Dance
- Other
Please specify:
- Film
- Multidisciplinary
(list main art forms involved)

- 7.** What is the total cost of your proposed activity? € _____
- 8.** How much are you applying to Kilkenny County Council for (note, a minimum of 20% match funding is required) € _____
- 9.** Which fund are you applying to: (please tick one only)
- Groups and organisations
 - Individual
- 10.** Give details of any **previous awards received**, including those from national and local organisations, e.g. Arts Council, ArtLinks, Local Authority, other professional organisations. Please list any current applications for which you have recently applied and are awaiting decision. (Past awards will not hinder any application.)

Title of Award	Year Received	Amount Received

- 11.** If you are applying for a grant for **professional development course(s)**, please give details of the course and confirm whether you have been given a place. If not, state the stage your negotiations have reached. If you have not yet applied, give names of courses /bodies you are applying to. Grants will only be awarded once proof of acceptance on the course has been submitted.

YOUR SUPPORTING INFORMATION - Please attach details under the following headings. (Typed or block capitals only)

- **Description of you / your group's activities since 2014.** No more than half of an A4 page.
- **Individual artists please include an up to date relevant CV.**
- **Purpose for which the Arts Act Grant is sought,** i.e. how the award will be spent. Please include details of how this will fulfil the criteria, see attached information sheet, points numbered 1 – 7. No more than one side of an A4 page.
- **Who will benefit from your proposed activity and how?**
- **Date and venue of the event if applicable; quotations for venue hire must be part of the application.**
- **For visual artists – images of work completed must form part of the application.**

Important

When completing the Income & Expenditure sheet please make sure that it balances i.e. Income = Expenditure

Failure to supply all the above details will result in the elimination of the application for consideration.

I confirm that I am over 18 and that all of the information I have provided is correct as of the date of signing.

I consent to the processing, sharing and holding of my personal data with external assessors for the purposes of this award only. I understand that this information will not be used for any other purposes.

Please tick the box if you want to be added to our email database for upcoming activities and events with the Kilkenny Arts Office. Yes No

Signed: _____

Date: _____

Arts Act Grant 2019 Budget
How to complete the budget for your application

Groups and organisations in regards to your proposed event / project please complete in full the income and expenditure sheets overleaf. Indicate if you have sought or obtained grant(s) from any other agencies, giving the name of the agency and the amount of grant sought/obtained. Also specify if this figure been confirmed?

Individuals please give details overleaf of income and expenditure if your application is in respect of a specific event / project / undertaking regarding your practice. If it is in respect to the development of your practise in general please itemise / supply details of how it will be spent.

- **The budget should be for the total cost of the activity you are applying for.**
- **Your income and expenditure pages must balance.**
- **Please show income in kind on both income and expenditure pages or your budget will not balance. (please state what, if any, income is 'in kind')**

Income

- **Provide information on all sources of income relevant to your proposed activity.**
- **You must contribute at least 20% funding from other sources.**
- **Give a breakdown of all costs, i.e. how you reached each subtotal must be itemised.**
- **1. Private Income means your own resources, i.e. your own earnings that you are willing to spend on this activity.**
- **2. Earned Income means income created from ticket sales, catalogue / programme sales etc**
- **3. Income in Kind means services or goods offered to you, i.e. if someone is willing to design posters for you for free, donate wine for the preview etc. the value of this income in kind is the price of that service had they not offered it to you for free.**
- **4. Other Income means monies you have been awarded from other grant giving organisations, sponsors etc.**
- **5. Application to Kilkenny County Council means the amount of money you require from us to undertake this activity.**

Expenditure

- **Give a breakdown of all costs, i.e. how you reached each subtotal including funding in kind.**
- **Itemise the cost of publicising your activity if applicable.**
- **Itemise mail outs, phone calls and administration.**
- **Itemise any journeys associated with your event and give details.**
- **Itemise any items you may need to buy especially to undertake this project.**
- **Itemise how you will evaluate your event and the cost of recording this self evaluation.**

Remember your income page and your expenditure pages must balance (be equal)

Please complete (in block capitals) only those sections relevant to your proposal and itemise your information where possible.

INCOME		CONFIRMED
1. Private income (eg own resources, donations etc)		
Subtotal		
2. Earned income (eg ticket sales etc)		
Subtotal		
3. Income in kind (eg services given to you)		
Subtotal		
4. Other income (give details) (eg other funding bodies,. European, trusts etc)		
Subtotal		
5. Application to Kilkenny County Council		
Total income		

Please complete (in block capitals) only those sections relevant to your proposal and itemise your information where possible

EXPENDITURE	TOTAL
1. Marketing / publicity of proposed activity Subtotal	
2. Overheads and direct administration costs Subtotal	
3. Travel expenses Subtotal	
4. Special purchases Subtotal	
5. Other costs (eg evaluation, documentation) Subtotal	
Total expenditure	