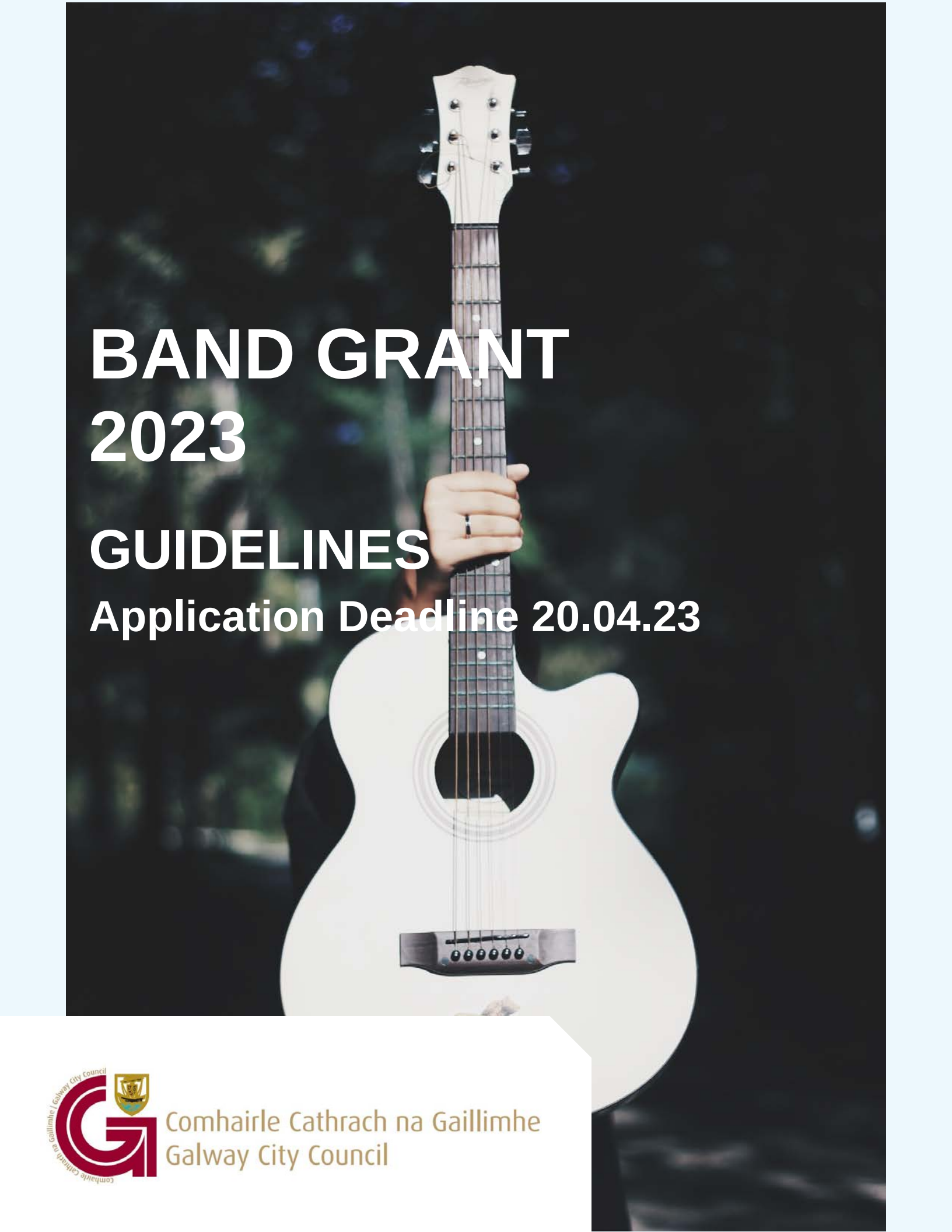




BAND GRANT 2023

GUIDELINES

Application Deadline 20.04.23



Comhairle Cathrach na Gaillimhe
Galway City Council

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Introduction

Galway City Council Arts Office invites applications for the Band Grant Scheme 2023 which provides funding for public performances in the city from Marching, Pipe, Brass and School bands. To be considered for funding the band must be based in Galway City and operate in the city.

Funding is limited and the process is competitive, therefore all applicants may not be successful. Grant assistance will be awarded only where applications meet the criteria set down by Galway City Council. Please note that the City Council reserves its right to add to or reduce the number and value of awards it may make.

Deadline for the receipt of applications is 20.04.23

Criteria

- Read all questions thoroughly before you answer them.
- Remember that several people will be involved in the decision-making so ensure your application is clear, concise, and unambiguous.
- Do not assume the selection panel knows you or your work – treat each application as if it were your first.
- Remember your application is assessed on the basis of all information supplied within the competitive context of many other applications.
- Have a clear and realistic idea of what you want and how much your proposal costs.
- Ensure that you upload all requested documentation.
- Please ensure to make specific reference to “New Directions Strategic Plan for the Arts 2021 – 2026” in your application. [Click here to view.](#)
- Application must be submitted online before the stated deadline.
- Any requested accompanying material must be submitted.
- The work in respect of which funding is sought must be carried out on a not-for-profit basis.
- You must demonstrate efforts to secure income from other sources.
- The Band must give public performances in the City.
- Artistic track record of the band.

- Quality of proposed programmes.
- Demonstrate an interest in growth and development of band work.
- Evidence of Equality of access to and participation in band.
- Evidence of sound book-keeping practices (If applicable certified annual accounts should be supplied).
- Evidence of a committee-based governing structure for the band.

Assessment

Your application for grant aid for 2023 must be submitted no later than 4.00pm on Day 00th Month, 2023. Please note, no submissions later than this date and time will be accepted. A formal acknowledgment of your application with a reference number will be issued within two weeks of that date. If you do not receive this communication within that time, it is your responsibility to contact the Arts Office in this regard.

Conditions Applying to Band Grants:

- The funding offered must only be used for the purposes specified in your application.
- The award must be spent before 30th September 2023.
- Where a grant is allocated for a specific event/project, Galway City Council will not be responsible for the insurance of that event/project. The Arts Office recommends that the organisers ensure that adequate insurance is in place prior to the commencement of any event / project.
- If the event or project is altered, postponed or cancelled – in whole or in part – the Arts Office must be contacted in order to discuss the matter.
- Galway City Council must be acknowledged on all publicity, press, and marketing material produced in connection with the undertaking or event. In line with our acknowledgment guidelines found [here](#).
- An evaluation report regarding the event/project will be requested by the Arts Office and must be submitted on request. Failure to comply will result in the withdrawal of the funding.

- Acceptance of these conditions is implied by submission of a completed Application Form.
- Canvassing will disqualify the applicant.

Application Submission:

All applications must be submitted online using the application form.
Applications submitted by any other means will not be accepted.

You must ensure that all requested documentation is attached with your application form online.

Your application will be invalid if you do not:

- submit a fully completed application form
- submit all requested documentation with your application form
- submit your application by the deadline of 4.00pm ,20.04 2023

Additional information cannot be accepted after the closing date.

Deadline for the receipt of applications is day 20.04.23 - 4pm

Freedom of Information:

Galway 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.

Galway City Council undertakes 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 Galway City Council upon 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. Galway City Council will consult with any candidates about sensitive information before making a decision on any Freedom of Information Act request received.

Details of successful applicants will be published on our website and social media channels.

Data Protection:

All personal information received will be held in line with our Data Protection Policy. You can find our privacy notice [here](#). You can contact our Data Protection Officer on dpo@galwaycity.ie.

Galway City Council will use the information you provide in your application to understand your organisation and the activities for which you are seeking funding.

Galway City Council may process personal data for the purposes of research or other data analysis, in which case the personal data will be anonymised.

Enquiries

Email: arts@galwaycity.ie with subject line "Band Grants 2023 Enquiry" Please ensure you allow sufficient time for your query to be dealt with.

Deadline for the receipt of applications is 20.04.23