

# **Arts Grant Scheme 2022**

The closing date for receipt of applications is: **20th April, 2022 at 4pm**

## **Application Form Checklist**

- Fully completed application form
- Completed the relevant section of the application form (Professional or Amateur/Voluntary)
- State the amount requested from Galway City Council
- Financial Information
- Certified/Audited (if applicable) Statement of Accounts or appropriate receipts
- Detailed Report if recipient of Art Grant in 2021 on how grant was used
- Copy of valid Tax Clearance Number (if applicable)

## **SECTION A-FUNDING**

### **GROUP CATEGORY**

Possible answer Professional/ Amateur/Voluntary

## **SECTION A-FUNDING**

OTHER FUNDING RECEIVED FROM GALWAY CITY COUNCIL (please state funding source/activity)

2019 Amount €

2020 Amount €

2021 Amount €

ARTS GRANT REQUESTED 2022 €

## **SECTION B – PROFESSIONAL ARTS ORGANISATIONS**

ARTFORM/PRACTICES

Artform/Practice/Activity – tick as appropriate \*

- ARCHITECTURE
- SOUND ART
- COLLABORATIVE
- THEATRE
- CIRCUS
  
- TRADITIONAL ARTS
- DIGITAL ARTS
- MULTI-DISCIPLINARY
- DANCE
- MUSIC
  
- FESTIVAL
- OPERA
- FILM & VIDEO
- VISUAL ARTS
- LITERATURE
  
- ARTS & DISABILITY
- ARTS AND HEALTH
- YOUTH ARTS
- ARTS & OLDER PEOPLE
- Other (specify):

## **SECTION B – ORGANISATION DESCRIPTION**

### **ORGANISATION DESCRIPTION**

Please choose **all** that apply:

- ARTS CENTRE
- COLLECTIVE
- FESTIVAL
  
- PRODUCTION COMPANY
- RESOURCE ORGANISATION
- VENUE
- Other (specify):

## **SECTION B - ARTISTIC PURPOSE**

STATE THE ARTISTIC PURPOSE OF YOUR ORGANISATION (200 words max)

## **SECTION B – ACTIVITIES**

SUMMARISE ACTIVITIES OF YOUR ORGANISATION OVER THE PAST YEAR (200 words max)

Recipients of an Arts Grant in 2021 should have separately submitted a detailed report.

Please upload a Detailed Report if you were a recipient of Art Grant in 2021 on how grant was used. (Please upload at most one file, kindly attach the aforementioned documents along with the survey)

## **SECTION B - 2022 PROGRAMME**

PROVIDE DETAILS OF YOUR ORGANISATIONS PLANNED PROGRAMME 2022 (500 words max)

To include a description of activity/event, target group, projected cost.

Highlight aspects of the programme for which Galway City Council funding may be allocated. Specific reference to "New Directions Strategic Plan for the Arts 2021 – 2026" should be included here.

## **SECTION B - AUDIENCE**

### **AUDIENCE**

Please provide details of attendance, participation figures at your events online and offline, programmes in 2021, as well as any details on their demographic breakdown, age, residence, etc., you have. Please provide a global figure, as well as a break down per project. Please indicate metrics used for these figures.

## SECTION B - FINANCIAL INFORMATION: INCOME

### INCOME

Please complete the Income sheet below

**Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application. See bottom of page.**

Galway City Council Arts Grants

Arts Council

Other Grant Income e.g. Creative Ireland, Solas etc (specify)

SOLAS

Sponsorship/Donations

Box Office

Sales

Membership Fees

Other Earned Income

TOTAL INCOME

**Please Note: Certified/Audited or appropriate receipts and/or income and expenditure accounts must be submitted with this application. Please upload at most 5 files, Kindly attach the aforementioned documents along with the survey**

## **SECTION B - FINANCIAL INFORMATION: EXPENDITURE**

### **EXPENDITURE**

Please complete the Expenditure sheet below

Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application.

Arts Programme Costs

Salaries/Wages/Professional Fees

Rent

Insurance

Repairs/Maintenance

Light & Heat

Printing/Postage/Stationery

Advertising/Publicity/Marketing

Telephone

Accountancy Fees

Legal Fees

Bank Charges

Travel/Accommodation

Materials

Equipment Hire

Training

Entertainment/Hospitality

Other Costs (give details)

Digital & online content creation & transmission costs

*TOTAL EXPENDITURE*

## **SECTION B - STAFF**

PLEASE STATE POSITIONS HELD BY STAFF

Artistic director, technician, etc.

## **SECTION B - STAFF CHANGES**

If staffing levels have increased or decreased since last year please state reasons why.

## **SECTION C - AMATEUR AND VOLUNTARY SECTOR**

*To be completed by the amateur and voluntary sector only*

WHICH OF THE FOLLOWING DESCRIBES YOUR ORGANISATION/GROUPS ACTIVITY?

Artform/Practice/Activity – tick as appropriate

Please choose **all** that apply:

- ARCHITECTURE
- SOUND ART
- COLLABORATIVE
- THEATRE
- CIRCUS
  
- TRADITIONAL ARTS
- DIGITAL ARTS
- MULTI-DISCIPLINARY
- DANCE
- MUSIC
  
- FESTIVAL
- OPERA
- FILM & VIDEO
- VISUAL ARTS
- LITERATURE

- ARTS & DISABILITY
- ARTS AND HEALTH
- YOUTH ARTS
- ARTS & OLDER PEOPLE
- Other (specify):

## **SECTION C - GROUP HISTORY**

PLEASE GIVE A BRIEF HISTORY OF THE GROUP? (200 words max)

## **SECTION C - MEMBERS**

DO YOUR MEMBERS PAY TUITION FEES FOR CLASSES?

Possible Yes/No

## **SECTION C - PAST WORK WITH QUALIFIED ARTISTS**

DOES YOUR ORGANISATION EMPLOY QUALIFIED PROFESSIONAL ARTISTS?

Yes/No

IF 'YES' PLEASE GIVE DETAILS

## **SECTION C - MEETINGS**

HOW OFTEN DOES YOUR GROUP MEET?

DO YOU PAY FOR HIRE OF YOUR MEETING PLACE?

Yes/No

## **SECTION C - 2021 ARTS PROGRAMME EVENTS**

WHAT ARTS PROGRAMME EVENTS DID YOUR GROUP UNDERTAKE IN 2021?

Recipients of an Arts Grant in 2021 must separately submit a detailed report indicating how it was used in support of this programme of events

If you received an Arts Grant in 2021, please submit a detailed report indicating how it was used in support of this programme of events.

## **SECTION C - ONLINE / OFFLINE ACTIVITIES**

PLEASE DESCRIBE THE ONLINE AND/OR OFFLINE ACTIVITIES IN 2022 YOU REQUIRE FUNDING FOR AND SPECIFICALLY AREAS OF EXPENDITURE FOR WHICH FUNDING IS SOUGHT FROM GALWAY CITY COUNCIL

## **SECTION C - BUDGET SHEET: INCOME**

### **INCOME**

Please ignore the areas that are not relevant to your organisation

**Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application. See bottom of page.**

Please fill in at least one answer

Galway City Council Arts Grants

Arts Council

Other Grant Income e.g. Creative Ireland, Solas etc.

Sponsorship/Donations

Sales

Fundraising

Membership Fees

Other Earned Income (please specify)

**TOTAL INCOME**

**Please Note: Certified/Audited or appropriate receipts and/or income and expenditure accounts must be submitted with this application.**

## SECTION C - BUDGET SHEET: EXPENDITURE

### EXPENDITURE

Please ignore the areas that are not relevant to your organisation

**Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application.**

Please fill in at least one answer

*Salaries/wages/professional fees*

*Insurance*

*Touring and Travel/Accommodation*

*Tuition/artist fees*

*Materials*

*Administration costs*

*Uniforms / costumes*

*Instruments*

*Equipment Hire*

*Training*

*Entertainment/Hospitality*

*Rent*

*Digital & online content creation & transmission costs*

*Other Costs (give details)*

***TOTAL EXPENDITURE***

## SECTION E – APPLICANT STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Name

Position

Date

# CHECKLIST OF ESSENTIAL ENCLOSURES

Fully completed application form

Completed the relevant section of the application form (Professional or Amateur/Voluntary)

State the amount requested from Galway City Council

Financial Information

Certified/Audited (if applicable) Statement of Accounts or appropriate receipts

Detailed Report if recipient of Art Grant in 2021 on how grant was used

Copy of valid Tax Clearance Number (if applicable)

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