



GALWAY COUNTY COUNCIL ARTS OFFICE

ARTIST SUPPORT SCHEME 2020

GUIDELINES FOR APPLICANTS

OBJECTIVES OF THIS SCHEME

The objective of this scheme is to assist artists in developing their arts practice and career.

This Scheme is open to professional artists at various stages of their career, working in any art form and context.

ARTISTS MAY APPLY FOR SUPPORT FOR THE FOLLOWING.

1. Development/research or presentation of new work to be sited/situated in the county which will have a significant impact on an artist's career development.
2. Short-term mentorship or educational development supports at post-graduate level that will offer a demonstrable benefit to the artists' practice. Includes participation on short-term courses, residencies, specialist workshops, mentorships' etc. It is **not** intended to fund undergraduate third level or on-going study.
3. Materials, exhibition costs, hiring of equipment and/or fees towards third party expertise. These costs must be intrinsic or necessary to the creative process or to the production/dissemination of the proposed work.

CRITERIA (APPLICATIONS WILL BE ASSESSED ON THE FOLLOWING BASIS):

1. Artistic merit and track record of the applicant.
2. Quality of ideas and proposal presented.
3. Financial and project feasibility. (Please evidence any finance/grants already being secured if applicable).
4. Benefit to the participating artists' practice.
5. Adherence to the conditions and guidelines for application.

WHO IS ELIGIBLE TO APPLY?

This award is available to all professional practising artists, in all art forms/genres. To be eligible for an award the applicant must reside in County Galway. Applicants who were unsuccessful in 2019 may apply in 2020.

WHO IS NOT ELIGIBLE TO APPLY?

- Undergraduate students.
- Anybody currently in full-time education.
- Anybody who successfully received funding under this scheme in 2019.

HOW MUCH MAY I APPLY FOR?

The maximum award offered is €1,500 although awards are often made for much smaller amounts. Please note that the average award made under this scheme in 2019 was approximately €900. The total fund for 2020 is **€15,000**.

YOU MAY NOT APPLY FOR

1. Full-time undergraduate education or post-graduate education.
2. Travel.
3. Activities which are not in keeping with the objectives of the award.
4. Initiatives which form part of a competitive, charitable or fundraising context.

COMPLETING YOUR APPLICATION:

- * Please ensure you supply all supporting documentation as incomplete applications will be returned.
- * To facilitate ease of assessment, it is preferable if you submit your application in typed format. If this is not possible, please use a black biro and write in BLOCK CAPITALS.

SUPPORTING MATERIAL MUST INCLUDE:

1. A detailed up-to-date CV of the person applying for funding. CV should be no longer than 3 A4 pages and contain the following information: professional history, relevant employment history, 3rd level education history, qualifications and awards.
2. All support materials must be saved and submitted in a PDF file/word document. Up to 6 good quality examples of existing work, such as writing (max. 10 page extracts), images, URL links to video recordings/sound/media files, through YouTube, Vimeo, or SoundCloud. Submit examples that best represent your current practice and your capacity to deliver the proposed project.

SUBMITTING YOUR APPLICATION:

You must submit your completed and signed Application Form, with all supporting documentation, on or before the closing date – late applications will not be accepted. You may submit your completed application by **one** of the following methods:

By e-mail to: artsoffice@galwaycoco.ie (this is our preferred method of receipt – please sign the form first, then scan & e-mail it with all supporting documentation).

By post to: **ARTIST SUPPORT SCHEME**, Arts Office, Economic Rural & Community Development Department, Galway County Council, County Hall, Prospect Hill, Galway,

By hand to: The Customer Services Desk at Aras an Chontae or our offices at Centrepont, Liosban Industrial Estate, during office hours. Outside of office hours, you can place the sealed envelope containing your completed application into the Post Box directly outside the front door of Aras an Chontae. All applications received via our Post Box or by hand are logged upon receipt.

Closing date for receipt of completed application forms is 4.00 p.m. on Thursday 16th January 2020.

Office Use Only:

Date Application Received: _____ If eligible, Ref. No. assigned: _____

Eligible/Ineligible: _____ If successful, grant amount awarded: _____

SECTION 1: APPLICANT DETAILS

Name of Applicant:	
Address of Applicant:	
E-mail Addresses of Applicant:	
Telephone No:	
Website or Social Media URL:	
I confirm that I am a resident in County Galway:	Yes <input type="checkbox"/>

SECTION 2: Application Details

Which of the following guidelines does your application refer to: Tick ONE only.	Development/Research/Presentation of new work <input type="checkbox"/> Short-term mentorship/training/residency <input type="checkbox"/> Material/Exhibition/Equipment Hire <input type="checkbox"/>
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Artistic Achievements

Tell us about yourself. Give us a brief introduction to yourself and an outline of your recent artistic achievements. (150 words max)

Artistic Proposal

Please give a short summary of the proposal for which funding is being sought.

Outline what you aim to achieve and why, where the work will take place and when and who will be involved.
(500 words max)

Large empty box for writing the artistic proposal.

Benefit to Professional Practice

Please describe how an award under this Scheme will benefit your professional practice. (100 words max)

Timeline and Project plan:

Please outline key timelines for your project, i.e. Start and end dates and key milestones if relevant.

Evaluation and Documentation:

Please outline how you will document and evaluate your project. (100 words maximum)

Acknowledgment of Council Support:

In the event your application is successful please outline how you will acknowledge Galway County Council's support. (100 words maximum)

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SECTION 3: Financial Details

Please outline any income and expenditure for proposed arts project/programme.

As well as funding from Galway County Council through the Artists Support Award Scheme, please detail any other projected income including fundraising or sponsorship; other sources (Arts Council, Leader etc.) or any other income being applied for or planned. Not all categories may be applicable

* Priority should be given to the payments of artists fees, where relevant.

Income (please include any other income if applicable)

	€
	€
	€
	€
	€
<i>Galway County Council Artist's Support Award</i>	€
Total Income:	€

Expenditure (Please give breakdown of proposed expenditure)

	€
	€
	€
	€
	€
	€
	€
	€
Total Costs:	€

SECTION 4: ACKNOWLEDGEMENT AND DECLARATION

I confirm that:

1. I have read, understood, and accept, the Terms & Conditions applicable to this funding.
2. I certify that all information provided in this application, and all information given in any supporting documentation, is truthful and accurate.
3. I agree to the processing and disclosure of information by Galway County Council and to other third parties if required for fund administration, reporting, evaluation and audit purposes, and further consent to the disclosure of this information (name of applicant organisation, amount of grant award, details of festival/event funded) by these parties relating to the marketing or promotion of this funding.
4. I confirm that I have adequate and appropriate insurance cover for our activities.
5. I understand that this is a competitive process and agree to accept the decision of the assessment of my application as final.
6. I confirm that I have included all relevant supplementary material.
7. I confirm that I have all appropriate policies in place:
 - a) Adequate and appropriate insurance cover for all activities
 - b) A Child Protection Policy where our activities involve children / young people under 18

This Declaration must be signed by the applicant:

Name (in block capitals):	
Signed:	
Date:	

Application Form Checklist

Application Form Checklist	
General:	×
Ensure submission of your completed application by the closing date and time as the closing date for receipt of applications will not be extended.	<input type="checkbox"/>
Ensure you submit all compulsory documentation outlined below with your application as incomplete applications will be returned to the applicant. It is a matter for the applicant to ensure they submit the supporting documentation to gain marks in these assessment categories.	<input type="checkbox"/>
Compulsory Documentation:	
Signed and completed application form.	<input type="checkbox"/>
Copy of your professional CV and Biography.	<input type="checkbox"/>
Supporting Documentation:	
Up to 6 good quality examples of existing work, such as writing (max. 10 page extracts), images, URL links to video recordings/sound/media files, through YouTube, Vimeo. All support materials must be saved and submitted in a single PDF file/document – no USB's/CD's or DVD's can be accepted	<input type="checkbox"/>