**ANNUAL ARTS GRANT**

This award is intended to support **organisations, individuals or groups** in the provision of **local arts activities** which **enhance long-term development** and **sustainability** of the arts in County Meath.

The maximum grant available is **€1,000**.

Assistance shall be given only in respect of arts activities held in County Meath occurring in 2019.



Completed Applications must be submitted by **Post** to:

Arts Office, Meath County Council, Innovation House, Railway Street, Navan, Co. Meath

No later than Wednesday: **3rd April 2019 @ 12pm**

Please address application queries to: artsoffice@meathcoco.ie + 353 (0) 46 9097414

**TERMS AND CONDITIONS:**

* The Annual Arts Grants are competition based and previously funded organisations/individuals/groups are not guaranteed repeat funding. New applications must be made in respect of 2019 funding.
* Applications must be typed, handwritten applications will not be considered.
* Incomplete or late applications will not be considered.
* Organisations/individuals/groups applying for an Annual Arts Grant must be Meath based and must provide a valid eircode.
* Awardees must credit Meath County Council Arts Office in all publicity, on line, in print, on radio and TV.
* Events or projects requiring a Child Protection Policy must declare one in place.
* Events or projects requiring a Vulnerable Adult Protection Policy must declare one in place.
* Events or projects requiring a Health and Safety Event Plan must declare one in place.
* Events or projects requiring a Risk Assessment must declare one in place.
* Support documentation must be clearly labelled with organisation/individual/group name and contact details.
* Unique or irreplaceable material should not be submitted. Meath County Council will not be held responsible for any such material. A stamped addressed envelope must be submitted if applicants require the return of support documentation.
* All Annual Arts Grant awards will be made in accordance with Meath County Council Arts Policy.
* Meath County Council Arts Office reserves the right to review, amend, revise or revoke this scheme at its own discretion at any time.

**APPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant is:** | An Organisation [ ]  | An Individual [ ]  | A Group [ ]  |
| **Applicant Name:** |       |
| **Activity is:** | Commercial [ ]  | Non Profit [ ]  |
| **Structure is:** | Professional [ ]  | Amateur [ ]  |
| **Nominated Contact:** |       |
| **Address:** |       |
| **Eircode:** |       |
| **Email:** |       |
| **Phone:** |       |
| **Website:** |       |
| **Applicant’s principal arts practice relates to****Visual Art** **[ ]  Theatre** **[ ]  Music** **[ ]  Literature** **[ ]  Dance** **[ ]** **Other** [ ]  **Please state other**       |
| **Title of Proposed Activity for which funding is sought:**  |  |
| **Timeframe of Proposed Activity for which funding is sought:** |  |
| **Location of Proposed Activity for which funding is sought:** |  |
| **Estimated Total Activity Income?** |  |
| **Estimated Total Activity Cost?** |  |
| **Amount Being Sought from MCC?** |  |
| **Has applicant secured an MCC Annual Art Grant previously?** | **Yes** **[ ]  No** **[ ]**  |
| **If Yes, please identify the year(s) grant was awarded** | **2015** **[ ]  2016 [ ]  2017 [ ]  2018 [ ]**  |
|  |

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| --- |
| **Please use the space below to describe your arts practice (300 words max)** |
|       |

|  |
| --- |
| **Please use the space below to describe the arts based activity for which funding is being sought (300 words max):**  |
|       |

|  |
| --- |
| **Please use the space below to describe how the applicant proposes to spend the monies sought (300 words max):**  |
|       |

**SUPPORT MATERIAL**

**Please tick the boxes below to identify the inclusion of listed support material with application**

|  |  |  |  |
| --- | --- | --- | --- |
|  Up to date Certified Statement of Group/Organisation’s Accounts |  [ ]   | Declaration of Grants and other assistance received | **[ ]**  |
| Evidence of past accreditation given to Meath County Council Arts Office, if applicable | **[ ]**  | Organisation/individual/group work samples (5 max) | **[ ]**  |

 **DATA PROTECTION**

The personal information (data) collected on this form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Meath County Council’s privacy statement which can be found at http://www.meath.ie/Data Protection/

Meath County Council Arts Office regularly sends out information relating to opportunities and events.

|  |  |
| --- | --- |
| I would like my contact information to be added to the Meath County Council Arts Office mailing list | **Yes** **[ ]  No** **[ ]**  |

**DECLARATIONS**

|  |  |  |
| --- | --- | --- |
| **I confirm the following is required and in place.** | **Required** | **In place** |
| A written **Child Safeguarding Statement** developed in accordance with the Children First Act, 2015 and Children First: National Guidance 2017 for the Protection and Welfare of Children. | **[ ]**  | **[ ]**  |
| A written **Vulnerable Adult Safeguarding Statement** developed in accordance with the ‘Safeguarding Vulnerable Persons at Risk of Abuse - National Policy and Procedures’ | **[ ]**  | **[ ]**  |
| A written **Health and Safety Event Plan** developed in accordance with the Safety, Health and Welfare at Work Act 2005 and ‘Safety, Health and Welfare General Application Regulations’ and all other applicable legislation. | **[ ]**  | **[ ]**  |
| A written **Risk Assessment** developed in accordance with the Safety, Health and Welfare at Work Act 2005 and ‘Safety, Health and Welfare General Application Regulations’. | **[ ]**  | **[ ]**  |

**CHECKLIST**

|  |  |
| --- | --- |
| Application is completed in full | **[ ]**  |
| Application is signed | **[ ]**  |
| Labelled support material is included | **[ ]**  |
| Data Protection is completed | **[ ]**  |
| Declarations are completed | **[ ]**  |

**SIGNED DECLARATION**

I, the undersigned, HEREBY DECLARE that all statements given by me on this Application Form are true, correct and without omission. Any false information given will disqualify my Application.

|  |  |
| --- | --- |
| I have read, understand and agree to the terms and conditions of this application  | **[ ]**  |

Signed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For office use only**

**Date Received:**

Is application received on time?

Is application completed in full?

Is all support material included?

Is Eircode Eligible?

Is application signed?

Is application valid?