**FESTIVALS GRANT SCHEME**

This award is intended to support **arts festivals** taking place in County Meath which show a commitment to **quality artistic programming**.

The maximum grant available is **€3,000**.

Assistance shall be given only in respect of arts festivals held in County Meath scheduled to occur 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 Festivals Grant Scheme is competition based and previously funded festivals 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.
* Festivals must be Meath based and applicants must provide a valid eircode.
* Proof of adequate insurance cover must be supplied.
* Proof of agreed artists’ fees must be supplied.
* This scheme is not intended to wholly fund projects. Festivals must show evidence of proposed additional income and funding.
* This award is available for festivals happening in 2019*.*
* Awardees must credit Meath County Council Arts Office in all publicity, on line, in print, on radio and TV.
* Awardees must complete the post event analysis report issued with notification of funding.
* Festivals requiring a Child Protection/Vulnerable Adult Policy must declare ones in place.
* Festivals requiring a Health and Safety Event Plan/Risk Assessment must declare ones in place.
* All supporting documentation must be clearly labelled with Festival 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 Festival Grant Scheme awards will be made in accordance with Meath County Council Arts Policy.
* Meath County Council reserves the right to review, amend, revise or revoke this scheme at its own discretion at any time.

**APPLICATION**

|  |  |
| --- | --- |
| **Festival Structure :** | Commercial [ ]  Non Profit [ ]  |
| Professional [ ]  Amateur [ ]  |
| **Festival Name:** |       |
| **Nominated Contact:** |       |
| **Nominated Contact’s Position:** |       |
| **Nominated Contact’s Email:** |       |
| **Nominated Contact’s Phone:** |       |
| **Festival Address:** |       |
| **Festival Eircode:** |       |
| **Festival Website:** |       |
| **Festival relates to****Visual Art** **[ ]  Theatre** **[ ]  Music** **[ ]  Literature** **[ ]  Dance** **[ ]** **Other** [ ]  **Please state other**       |
| **Proposed 2019 Festival dates:** |  |
| **Proposed 2019 Festival location:** |  |
| **Estimated Total Festival Income?** |  |
| **Estimated Total Festival Cost?** |  |
| **Amount Being Sought from MCC?** |  |
| **Has Festival secured an MCC Arts Office Festival Grant previously?** | **Yes** **[ ]  No** **[ ]**  |
| **If Yes, please identify the year(s) grant was awarded** | **2015** **[ ]  2016 [ ]  2017 [ ]  2018 [ ]**  |

|  |
| --- |
| **Please use the space below to outline the Festival objectives (300 words max)** |
|       |

|  |
| --- |
| **Please use the space below to describe the 2019 Festival programme for which funding is being sought (300 words max):**  |
|       |

|  |
| --- |
| **Please use the space below to describe how you propose to spend the Festival 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 Festival Accounts

**[ ]** Declaration of grants and other assistance received

**[ ]** Evidence of past accreditation given to Meath County Council Arts Office, if applicable

**[ ]** Evidence of adequate Festival insurance cover

**[ ]** Additional material deemed necessary to fairly assess application

**BUDGET TEMPLATE**

|  |  |
| --- | --- |
| **Festival Name** |  |
| **Nominated Contact** |  |
| **Festival Year** |  |
| **Amount Sought** | €       |

|  |  |
| --- | --- |
| **Proposed Income Source** | **Amount €** |
| Box Office/Ticket Sales | €       |
| Merchandise | €       |
| Sponsorship | €       |
| Other Public Funding | €       |
| Other | €       |
| Other | €       |
| Other | €       |

|  |  |
| --- | --- |
| **Proposed Expenditure Source** | **Amount €** |
| Venue Hire | €       |
| Artists Fees | €       |
| Insurance | €       |
| Technical and Production Costs | €       |
| Promotion and Publicity | €       |
| Other | €       |
| Other | €       |
| Other | €       |

**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** |
| Adequate festival **insurance**. | [ ]  | [ ]  |
| Adequate agreed professional **artists’ fees** payment structure | [ ]  | [ ]  |
| 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 by nominated Festival contact | **[ ]**  |
| Budget Template is completed in full  | **[ ]**  |
| 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 |  [ ]  |

SignedDate

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

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**For office use only**

**Date Received**

Is application completed in full?

Is application signed?

Is support material included?

Is statement of Accounts Included?

Is budget template completed?

 Is eircode eligible?

Is application valid?