

Dublin City Council – ARTS GRANT APPLICATION FORM for 2014

Applicants **must** read accompanying guidelines before completing this form

1. DETAILS & FUNDING CATEGORY

a. Organisation/Artist/s Legal Name: _____

b. Contact Person: _____

c. Full Postal Address: _____

d. Telephone / Mobile: _____

e. Email: _____

f. Fax: _____

g. Website: _____

h.

<u>APPLICANT CATEGORY</u>	<u>Please tick one box only</u>
REVENUE	
NEIGHBOURHOOD / VOLUNTARY	
PROJECT	

i.

<u>ORGANISATION DESCRIPTION</u>	<u>Please tick one box only</u>
ARTS CENTRE/VENUE	
DEVELOPMENTAL PROJECT	
FESTIVAL	
PRODUCTION COMPANY/COLLECTIVE	
RESOURCE ORGANISATION	

j.

<u>ARTISTIC DISCIPLINE</u>	<u>Please tick one box only</u>	<u>ARTISTIC DISCIPLINE</u>	<u>Please tick one box only</u>
ARCHITECTURE		MUSIC	
CIRCUS		OPERA	
DANCE		THEATRE	
LITERATURE		VISUAL ARTS	
ALTERNATE FOCUS * (SEE GUIDELINES)		MULTI- DISCIPLINARY* (SEE GUIDELINES)	

k.

<u>DCC FUNDING HISTORY</u>	<u>€</u>
FUNDING RECEIVED 2011	
FUNDING RECEIVED 2012	
FUNDING RECEIVED 2013	

l.

<u>INCOME</u>	<u>€</u>	<u>EXPENDITURE</u>	<u>€</u>
PROJECTED 2014		PROJECTED 2014	
PROJECTED 2013		PROJECTED 2013	
ACTUAL 2012		ACTUAL 2012	
Amount requested from DCC 2014			

m. **Number of Staff Employed:**

FULL TIME		PART TIME		CONTRACT	
-----------	--	-----------	--	----------	--

n. Please state your organisation's policy on disability and (where appropriate) how you have made provision for activities to be accessible to people with disabilities:

2. DETAILS OF ARTISTIC ACTIVITIES

a. Please state *briefly* (less than 120 words) your organisation's mission/ vision/ primary purpose/ principal objectives:

b. Please provide a *brief* (less than 250 words) summary of your organisation's artistic / developmental activities for the last year, highlighting those initiatives you found to be particularly successful.

Note: Recipients of an Arts Grant in 2013 must separately submit a detailed report on how their actual programme met targets set in their original proposal.

C. Please provide details of your organisation's planned work programme for 2014 highlighting how you believe it contributes to the artistic and developmental goals of your selected category. It is also advised to prioritise specific projects/work areas presented here, in respect of funding sought from DCC. You may duplicate this page if there is insufficient room for the work you wish to describe.

ITEM NO.	DESCRIPTION OF ACTIVITY/ EVENT/ PROJECT/ SERVICE <i>(please refer to the attached guidelines before completing this section)</i>	TARGET AGE GROUP/ COMMUNITY/ AREA	PROJECTED COST	AMOUNT SOUGHT FROM DCC

3. FINANCIAL AND GOVERNANCE DETAILS

a. Please complete Income & Expenditure Sheet below:

INCOME	2013 (Actual)	2014 (Projected)
Dublin City Council Arts Grant		
Arts Council Grant		
Other Grant Income (give details)†		
FÁS		
Sponsorship/ Donations		
Box office		
Sales		
Membership fees		
Other earned Income (give details)		
TOTAL INCOME		
EXPENDITURE		
Arts Programme Costs		
Salaries/ Wages (Gross)		
Training		
Marketing & PR		
Materials		
Equipment Hire		
Rent		
Insurance		
Repairs/ Maintenance		
Light & Heat		
Printing/ Postage/ Stationery		
Telephone		
Accountancy Fees		
Legal Fees		
Bank Charges		
Travel/ Accommodation		
Entertainment/ Hospitality		
Other Costs (give details)		
TOTAL EXPENDITURE		

- † Please specify if you are receiving any income from any other Dublin City Council Department.
- Indicate sources of funding which are unconfirmed.
- Please indicate with asterisk * those areas of expenditure in respect of which funding is sought from DCC in this application.

- b. Is your organisation tax registered: Yes _____ No _____
- c. Is your organisation VAT registered: Yes _____ No _____
- d. Is your organisation a registered charity? Yes _____ No _____
- e. If you answered Yes to b, c or d, please enter Tax Registration/VAT/Charity Number details _____

f. Please indicate your organisation's legal status:

Unincorporated Club or Association		Company Limited by Guarantee	
Trust		Company Limited by Shares	
Other (Please specify)			

g. Please provide details of your Board of Directors:

Name of Board Member	Position on Board	Skills/ Expertise Area

h. How frequently do the Board meet, e.g. monthly, bi-monthly? _____

i. When was the organisation established? _____

j. If membership based organisation, how many members do you currently have? _____

k. Account Details (NB: *The preferred method of payment of any grant approved will be by Electronic Funds Transfer. If you are a first time applicant or have not already received payment from Dublin City Council by EFT, please complete the official EFT form attached*)

APPLICANT STATEMENT

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

Name (Printed): _____ Signature: _____

Position: _____ Date: _____

Completed Applications, with relevant accompanying material must be submitted in **hard copy only** **NO LATER THAN 5pm on Monday 4th November 2013** to:

Arts Grant Applications
The Arts Office,
The LAB, Foley Street,
Dublin 1

Please ensure you have read the Guidelines and completed the form in full before submitting your application.

PLEASE NOTE, NO LATE SUBMISSIONS CAN BE ACCEPTED