



Application Form

**All Sections should be completed, incomplete applications will not be processed.
Please read the Arts Act Grants 2016 Guidelines before completing this form.**

This form must be used for your application to be accepted.

If you are an organisation complete all sections, if you are an individual complete section 1, 2, 4 & 6

Closing Date is: Thurs 28th Jan 2016 at 3pm

Please return 3 signed copies of your application by post to: The Arts Office, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly or a signed e-mail version to arts@offalycoco.ie. You may only apply for one project

Section 1: Contact Details

Name and/or Organisation	
Contact Address	
Telephone	
E-Mail	
Website	
Designated coordinator of Project & Telephone number. (if different)	

Section 2: Proposed Art Project 2016

Art Category of Project	<input type="checkbox"/> Visual Arts <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Film <input type="checkbox"/> Literature <input type="checkbox"/> Drama
Title of Project	
Start Date & Finish Date	
Cost to Participant (If any)	
Numbers participating	
Venue/ Location	
Estimated direct time with tutor and participant (if applicable)	
Name of Professional Artist/s involved:	

Detailed Description of Proposed Art Project ([Ensure guidelines have been read](#))

Please describe your art project and how it intends to fulfil the criteria listed in the Arts Act Grant 2016 Guidelines:

Section 3: Organisation Details (Only complete this section if applicant is an organisation)

Status of your Organisation

☐ Voluntary ☐ Charitable ☐ Non for Profit ☐ Limited ☐ Membership

How is your organisation Governed? Please list member on the board or committee:

Briefly state the aims of your group/organisation:-

Briefly list your achievements to date:-

Year organisation established?

How many members do you have?

Do you have a constitution? (If so include same)

Do you have a venue to meet?

Will you engage a professional artist?

(If yes - the artist needs to complete Section 4)

Does your project involve people under 18?

If so please submit your Child Protection Policy

Do you have a designated Child Protection Officer?

Will your organisation be Garda Vetting
Facilitators/professional artists intending to work with
the children within your organisation.

Section 4: Professional Artists Details

Name

Address

Telephone

E-Mail

Art Discipline

Qualifications: **Please attach CV**

Do you have a Keeping Safe Certificate from the HSE
(Applicable if there are young people involved in the
project)

Do you have public liability and personal insurance – if not
will the organisation indemnify you for the duration of the
project?(If applicable)

Section 5: Finance Details of the Organisation/Individual

Have you been funded by Offaly County Council in the last two years? If yes please give details:

How is your organisation/your activities normally funded?

Do you have a **Tax Clearance Certificate**?

If so please attach. **(All groups & individuals require a Tax Clearance Certificate. Name on TCC should match organisation name and bank account name)**

Bank **Account Name** for Payment

Bank **Account Number** for Payment
(Bank Account needs to be eight digits long)

Bank Account **Sort Code** for Payment

Bank Account **IBAN** number for Payment
(22 digits long usually found on statement)

Section 6: 2016 Budget Details for the Proposed Project :- Please give consideration to actual costs and identify how you will provide 30% of the funds needed

	Item	Cost €
Venue Hire (if applicable)		
Professional Artists Fees (if applicable)		
Materials: (if applicable)		
Other Costs: Please detail		
Total expenditure		
Sources of Income for the Project:- (30%) Please detail		
Total income		
Amount of Arts Act Grant Sought:-		

Section 8: Declaration :

If you organisation proposes to work with an artist they must also sign this declaration

Signed Organisation:

Artist:

Position:

Dated:

Dated:

