



CORK COUNTY MUNICIPAL DISTRICTS CREATIVE COMMUNITIES SCHEME 2018

Application form

(Please read the Guidelines for the Creative Communities Scheme before applying.)

Section 1 Applicant details

Name of the Project: _____

If the application is being made on behalf of a number of parties please list all groups / individuals who may be involved in the project

Partner groups	Role in Project
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

Name of Lead Organisation: _____

Person to whom correspondence regarding this application should be addressed.

Name: _____

Address: _____

Postcode _____

Telephone: _____ Mob. _____

email: _____

The name of the Municipal District in which the project will take place.

Section 2 PROJECT PROPOSAL

A detailed project proposal must be submitted as a separate document Maximum 2 A4 Typed pages

Please ensure that the proposal :

- Clearly and concisely outlines the aims and scope of the project.
- Describes the overall programme of creative activity that will take place.
- Describes how the proposed project/activity will improve or enhance access to or participation levels in the arts in your community.
- Indicates how the proposed project will meet the criteria for funding under this scheme (see Guidelines)
- Describes the key outcomes that you expect the project to deliver.
 - For the arts in your community
 - For your organisation
 - For the immediate target group
 - For the general public
 - Other

Section 2a Project supporting information

Please provide a summary of any previous arts activities undertaken in your community by the partnership group or by individual partnership members.

Supporting information continued

The primary aim of Creative Communities is to encourage developmental arts activity at community level. Proposals must be for new projects that will support access to or participation in the creative arts.

Please tick the area of activity below that best relates to your proposal

Increase community participation in the arts	
Raise public awareness and enjoyment of an aspect of creative production or activity in the community	
Create opportunity for any of the following Children and Young People, Disadvantaged, Ethnic minorities, Older People, Persons with Disability etc to engage in the arts	
Have a significant impact in the community through a public event	
Provide an opportunity for the community to work with a regional or national arts organisation	
Support the development of more sustainable arts resources in the community	
Develop opportunities for the creative artist in the community	
Develop opportunities for artists to engage with the public realm	
Other	

(Please describe)

Project Target Group(s)

Describe the group(s) that will be the main focus of the funded project

(a) general audience	
(b) children and young people	
(c) older people	
(d) persons with a disability	
(e) culturally/ethnically diverse groups	
(f) economically or socially disadvantaged	
(g) Other.	

If other, give details

Artform

Give details of the main artform(s) in your project proposal

Music		Visual Arts	
Theatre		Film/Video	
Dance		Public Art	
Literature		Socially engaged practice	
Verbal Arts		Other	

If other, please describe

Artists

Give details of the artists or arts professionals that will be involved in the project /event/activity. Include with your application professional cvs for any artists or arts facilitators that may be involved in the project	
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Estimated number of Participants

How many people will be active participants in the proposed project?	
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Audience

Aside from involving active participants, will the project be accessible to a wider audience? If yes, please estimate the numbers that may be involved.	
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Estimated number of Project Volunteers

How many people will be involved in the project as volunteers?	
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Location

Give the location(s) of proposed project.	
List the venue(s) or places in which the project/activity will take place	

Other local involvement

Give details of any other groups, organisations or networks that are not part of your partnership group but who may be involved in the proposed project.	
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Financial status of Lead Organisation

Does your group keep annual accounts? Yes No

Is your group Tax Registered? Yes No

If Yes, please give include your tax no. _____

Does your organisation have charitable status? Yes No

If Yes, please give details: _____

Insurance

Cork County Council requires that all organisations have adequate insurance cover for the projects they undertake. Please note that in providing grant support to a successful application Cork County Council will require the funded organisation to provide a specific indemnity to Cork County Council to a maximum of € 6.5m prior to commencement of the project. Cork County Council will not be liable for any actions that may arise as a result of the negligence of the applicant.

Name of Insurer

Please give current level of Public Liability cover €

Will your organisation be able to provide the required indemnity to Cork County Council under your organisation's Public Liability Policy, if successful? Yes No

Child Protection

Cork County Council funding policy requires any organisation seeking funding, whose activities involve children, to submit a copy of their current child safeguarding policy along with the completed application materials. Failure to do so may render the application invalid.

Does your proposal involve children? Yes No

If yes, have you included a copy of your current child safeguarding policy?
Yes No

Section 2 b Project Evaluation

1. How do you propose to evaluate the project/event/activity?

2. Please list the criteria that will inform your evaluation

Documentation

How do you propose to document the project/event/activity?

Communications: Promotion and Dissemination

How do you propose to raise awareness of the project in the wider community?

Suggest ways in which it might be possible for other organisations to learn about how you undertook the project and the learning outcomes from that process.

Section 3 Financial

All applicants must provide a detailed project budget. The project budget should be submitted as a separate A4 sheet. Below is a simple template that may be used as the basis for your budget.

Expenditure Please give a breakdown of all expenditure related to this proposal under headings such as artists fees, publicity, venue hire, equipment hire, etc.

Details	Amount
Artist Fees	
Venue Hire	
Equipment Hire	
Administration costs	
Insurance	
Transport	
Evaluation costs	
Documentation costs	
other	

Income: Please give details of projected sources of income under the following headings

Details	Amount
Cork County Municipal District Creative Communities Award	
Cork ETB	
HSE	
Dept of Social Protection	
Arts Council	
Tus	
Social Inclusion Community Activation Programme (SICAP)	
Other Grant income	
Project earned income /fees etc	
Sponsorship/donations	
other	
Match Funding Income*	
Voluntary input equivalent	

The maximum grant that may be applied for is €15,000

* Organisations must demonstrate that 30% of the overall project costs will be met through local match funding. Please note that Voluntary/community "in kind" support may be reckoned to a maximum of half of the match funding requirement. Potential earned income from fees or box office receipts will not be eligible as match funding

Total project expenditure €
 Total project income €
 Total match funding €

Amount requested from Cork County Council. €

Application Pack Checklist

Please ensure that you provide all the information requested. Incomplete applications cannot be considered

Six bound copies of the full application must be provided and must include the following

Completed Application form	yes	no
Project proposal. max 2 A4 pages	yes	no
Budget	yes	no
Supporting information inc. partner group letters of support	yes	no
Artist cvs	yes	no
Supporting information enclosed (If yes, please list)	yes	no

Other materials submitted (if any) _____

Declaration:

I have read and understand the criteria for assessment of the Municipal Districts Creative Communities Award Scheme and hereby declare that, to the best of my knowledge, the information given is correct. I hereby authorise Cork County Council to make any enquiries, as may be considered necessary to assess this application.

Signed: _____ **for and on behalf of** _____

Date _____

Application packs must be returned by post to:

**The Arts Office,
Cork County Council,
County Hall
Cork
T12 K335**

Closing date for receipt of completed applications is July 20th 2018

We regret that late applications cannot be considered

You are advised to keep a copy of your application

Office use only:

Date Received _____

Date Acknowledged _____