



create national development
agency for collaborative arts



ARTIST IN THE COMMUNITY SCHEME 2019 Project Realisation Awards Application Form

Deadline: 5.30pm, Monday 25 March 2019

1. General

1.1 Please indicate the award you are applying for (x)

Project Realisation Award - short-term project (up to 5 months)	<input type="checkbox"/>
Project Realisation Award - longer-term project (up to 9 months)	<input type="checkbox"/>

1.2 Please provide

Name of organisation / community group	
Address:	
Telephone:	
Email:	
Contact person	
Location of project (local authority area):	
Title of arts project	
Amount sought from AIC Scheme	
Name of artist(s)	
Artist's address	
Telephone	
Email	
Website/Social media handles relevant to project/artist/ community	

1.3 Please confirm (x) that you have read the *Guidelines for Applicants*

I confirm I have read the <i>Guidelines for Applicants</i> for the award for which I am applying	<input type="checkbox"/>
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1.4 Artforms/arts practices relevant to your application

Indicate (x) which artform/arts practice is relevant to your application. If ‘More than one art form’ please specify.

Architecture		Visual arts		Theatre	
Circus		Dance		Film	
Literature		Music		Opera	
Spectacle		Street arts		Traditional arts	
More than one art					

1.5 Social context relevant to your application

Indicate (x) which social context is relevant to your application.

arts and disability		communities of place		prisons / justice	
arts and health		cultural diversity		intergenerational	
communities of interest		older people		other	

1.6 Ethnic background

In your own words, please fill in the blanks:

I identify my ethnic background as...	
My native language is...	

Why are we asking for this information?

1. To ensure best practice in terms of inclusivity and diversity
2. To provide more personalised support to individual applicants
3. To inform us of the general landscape in the collaborative arts

Please Note: the questions are optional. Your data will be anonymised and not shared. See [Data protection](#) (section 4) in the *Artist in the Community Scheme Guidelines*

1.7 For the purposes monitoring

Please indicate (x) if Create provided advice to either the community or the artist regarding this application/proposal:

YES, we sought and received support from Create	
NO, we did not seek or did not receive support from Create	

If YES, how was Create’s advice received?

By phone	
By e-mail	
In person	
At an event	

2. Tell us about yourself

It is important that you help those involved in assessing the application to understand the relationship of all the parties involved. The relevant persons should fill out this section so that the voice of all parties is clear.

2.1 To be completed by - Community Group/ Lead organisation

Briefly describe who your group / organisation are and what the main focus of your work is (max. 100 words).

2.2 To be completed by - Collaborating community members

Briefly describe your community's involvement in the shaping of this proposal.

Include detail of the consultation process with the artist and what you believe are your shared interests and values. (max. 100 words).

2.3 To be completed by - Artist

It is important that you help those involved in assessing the application to understand the nature of the relationship between you and the community. In describing this consider questions like how you first met, what has been the consultation to date, what are your shared interests and values. (max. 100 words).

3. Your proposal

This should be the collaborating community group or lead organisation and not the artist. The artist’s name should be included where requested.

3.1 Summary of your proposal

Give a summary of your proposal (up to three short points). Describe **what** you want to do, **how** you are going to do it, and **why** you think your proposal merits support. (max. 100 words).

Note: Should your application be successful, this summary may be published on Create’s Website and Who We’ve Funded pages of the Arts Council website– for that reason, you should keep in mind that what you write may have a wider audience beyond the panel assessors.

3.2 Details of your proposal

Please describe your proposal in more detail

What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of the project proposal.

It is important to cover both the artistic and practical aspects of your proposal. This should include details of your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. It might also include practical details such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant

a) Aims and objectives of project/ Description of the Project

Please describe the project, include aims and objectives of project. Elaborate on what you want to do, why you want to do it and how. (max. 500 words).

b) The duration of the project

Please estimate the amount of time to be spent on planning, on delivering the project and the number of hours of contact between the artist and the participants.

Planning	From (date)	to (date)
Length of	From (date)	to (date)
Contact hours (artist /		

c) Anticipated outcomes and outputs of the project

Intended outputs (e.g. exhibition of artworks, theatre performance, parade, book, video, film, concert, etc) and intended Outcomes (benefits for the participants, audiences, broader community and other stakeholders. (max. 150 words).

d) Publicity

How do you intend to publicise the project?

Posters		Press releases		Internet/E-mail
Social Media		Leaflets		Mail shots
Other, please specify				

Details of your publicity plan - avenues of publicity, target audience, etc (max. 100 words).

e) Monitoring and evaluation

How will you record and measure the project's activities, progress and performance towards the project's objectives, schedule, budget and quality. See [Monitoring and Evaluation](#) (section 3.8) in the *Artist in the Community Scheme Guidelines*

Please describe how you intend to monitor the progress of the project. (max. 150 words).

Please describe the methods you intend to use to evaluate the project. (max. 150 words).

3.3 Your application and the assessment criteria

Please describe how your application/proposal meets the assessment criteria for the Research and development Award that you are applying for (max. 150 words).

For details of the assessment criteria, see [Criteria for the assessment of applications](#) (section 3.3) in the *Artist in the Community Scheme Guidelines*

4. Expenditure, income and amount requested

4.1 Proposed expenditure related to your application

Use the following table to indicate the expenditure you expect to incur relating to your application see [Filling in the application form](#) (section 2.2) in the *Artist in the Community Scheme Guidelines*

Item of expenditure	Amount (€)	Notes
1. Artistic costs		
Artist(s) Fees		
Materials		
Travel/Subsistence		
Other expenses		
Sub-total 1		
2. Administrative costs		
Administration costs		
Postage and stationery		
Publicity and PR		
Insurance (Public / Employers)		
Monitoring and evaluation		
Other		
Sub-total 2		
3. Support costs		
Venue hire		
Technical equipment/transport		
Other		
Sub-total 2		
TOTAL EXPENDITURE (=1+2+3)		

4.2 Proposed income related to your application

Use the following table to indicate the income (if any) or in kind support you expect to receive relating to your application.

Item of income	Amount (€)	Notes
(please specify)		
(please specify)		
TOTAL INCOME		

4.3 How much are you requesting from the Artist in the community Scheme?

The amount of funding that you apply for must equal the difference between your TOTAL EXPENDITURE and your TOTAL INCOME as indicated in [sections 4.1](#) and [4.2](#)

TOTAL AMOUNT sought from Artist in Community Scheme	
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5. Artist's statement

This section must to be completed by the Artist, to clarify the project from the artist's perspective.

5.1 Tell us about yourself

Briefly describe **who you are**, what the **main focus of your work is**, outline your **most recent artistic achievements** but also give a **general overview of your main interests and ambitions as an artist/company**. (max. 150 words).

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5.2 Artist's statement

a) Describe the artistic concept of the proposed project (max. 300 words).

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b) Describe your approach to working collaboratively with the group (max. 200 words).

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c) Outline what you envisage the impact of this project will be with reference to your own artistic development. (max. 150 words).

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5.3 Artist's CV

Please attach artist CV. (max. three pages) See- **What supporting material must you submit with your application?** (section 1.7) in the *Artist in the Community Scheme Guidelines*

5.4 Post graduate students

If you are a post graduate student, please name the post postgraduate course and outline how or if the project relates to your course. See- **Who is not eligible to apply?** (section 1.4) in the *Artist in the Community Scheme Guidelines*

Course title	
Outline if / how the project relates to your course	

6. Declaration

This must be signed both by a representative of the community and by the artist.

Where there is more than one artist, one signature (the nominee) will suffice.

5.1 Declaration

We have read the award conditions and guidelines and agree to be bound by them	
We certify that the information in this application is correct to the best of our knowledge.	

Community/ Group:

Name and position: (Block Letters)

Signed:	Date:
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Artist

Name: (Block Letters)

Signed:	Date:
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Please note that, unless you indicate otherwise, basic information you provide may appear in a database maintained by Create to inform our affiliates and associates about our activities and services. This includes information distributed via our eBulletin and by email intended to help us to network, organise events and support and promote collaboration and participation in the arts. If you do agree, you will always have the option to unsubscribe at any time.

I agree to allow Create to store my or my group's/organisation's contact details on a database held for this purpose.

Yes / **No**