**SMALL ARTS FESTIVAL GRANT 2025**

**Wexford County Council**

**APPLICATION FORM**

**Please Note: Closing Date for completed applications is**

**on or before 4 pm on Monday 2nd December, 2024.**

Before completing this form, please refer to the Application Guidelines

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| **SECTION 1: CONTACT INFORMATION** | | | |
| **Name of Organisation** |  | | |
| **Name of Contact Person** |  | | |
| **Correspondence Address** |  | | |
| **Telephone Number** |  | | |
| **Email Address** |  | | |
| **Festival/ Event Website** |  | | |
| **Festival/ Event Facebook/Instagram** |  | | |
| **SECTION 2: THE PROPOSED FESTIVAL** | | | |
| **Name of festival** |  | | |
| **Proposed date/s & time/s for festival** |  | | |
| **Location(s) for festival** |  | | |
| **Was the festival held in previous year(s)?** *If yes please give details* |  | | |
| **Please describe how your festival intends to engage with the general public? (Max 200 words** *(e.g. new communities, visitors, young people, older residents, artist community etc.)* | | | |
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| **BRIEFLY DESCRIBE YOUR PROPSED FESTIVAL (Max 500 words) and how it meets the objections of this event, supporting material may be submitted online with your application**. | | | |
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| **SECTION 3: FUNDING** | | | |
| Estimated overall event cost of the festival? | |  | |
| Has your festival /event received funding in 2024 and or 2025 through Wexford County Council? If yes, please provide details of amount and department | |  | |
| **Budget**  (**Please note INCOME SHOULD EQUAL EXPENDITURE**) | | | |
| **Income** | | | |
| Outline any sources of funding you are in receipt  i.e, grants, sponsorship, benefit in kind etc | | | **€** |
| **Your Contribution cash or benefit in kind towards costs** | | | **€** |
| **Earned income if applicable** (i.e. ticket sales/sale of work etc.) | | | **€** |
| **Amount sought from the Small Arts Festivals Grant Scheme (**The amount of money you require from this Scheme to undertake this event must be between **€1,000 - €3,000** approx.) | | | **€** |
| **Total Income** | | | **€** |
| **Expenditure** | | | |
| **Name of Artist(s) & Artform(s)** | | | |
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| **Artistic costs**  **Artistic/Professional Fees**  (a breakdown of payment to each artist excluding travel/subsistence expenses)  **Materials** (artistic materials for workshops etc),  **Expenses** (any other costs involved in employment the artist (e.g. travel),  **Other** (please provide details of this cost) | | | **€** |
| **Administrative costs**  **Venue costs** (e.g. rent, light & rent – approximate costs)  **Communications** (postage, phone credit, couriers, internet access)  **Publicity** (design, printing, advertising, PR)  **Insurance** (for the group {public liability} and artist {general liability})  **Monitoring and evaluation costs**, independent evaluator’s costs, documentation | | | **€** |
| **Support costs**  **Venue hire** (e.g. theatre or exhibition space)  **Technical equipment** (any specialised equipment to be hired)  **NB capital Expenditure of any significance is not eligible**  **Transportation costs** (for participants, artworks or equipment)  **Other** (please provide details or description of these costs) | | | **€** |
| **Total Expenditure** | | | **€** |

\* Artistic fees should be in line with professional rates for artists. See Visual Artists Ireland Guide to artist fees. [Visual Artists P https://visualartists.ie/services/advocacy/visual-artists-payment-guidelines/ayment Guidelines | Visual Artists Ireland](https://visualartists.ie/services/advocacy/visual-artists-payment-guidelines/)

\*\* Note: Applications for sums greater than €3,000 will not be considered.

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| **SECTION 4: SUPPORTING DOCUMENTATION** |
| You are required to include supporting material with your application.  This may include images, pamphlets, brochures, texts, and video links.  • Max of 12 still images (PDF or jpeg only) – clearly labelled.  • Video Show reel (You Tube or Vimeo) max 6 minutes accepted  • Catalogues, flyers, publications, reviews accepted  • Content sheet- clearly listing supporting documentation. |

**Application dates:**

* Closing date for receipt of applications: **4.00 pm,** **Monday 2nd December, 2024.**
* Digital applications only
* All Applicants will be notified by on or before **Monday 16th December, 2024.**
* Your application should include completed:
  + Application Form
  + Disclaimer
  + Supporting Documentation all compiled into one PDF document.

(if submitting via email the total should not exceed 12 MB in size)

Please submit your application:

Via email to [arts@wexfordcoco.ie](mailto:artsoffice@wexfordcoco.ie) . Digital submission on one PDF or Word document preferred and must not exceed 12 MB in size including support material.

Please put in the subject Line of the email –

**SMALL ARTS FESTIVAL GRANT SCHEME 2025 (And organisation name)**

If you have any access issues around applying for this Scheme, please contact the Arts Department and leave a number and we will be very happy to assist you with your application. Hard copies may be accepted following communication with the Arts Department.

Tel: 053 - 9196369 Wexford County Council Arts Department, County Hall, Carricklawn, Wexford, or email [arts@wexfordcoco.ie](mailto:arts@wexfordcoco.ie)

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| **DISCLAIMER – please read carefully** |

Wexford County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Wexford County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read the above terms and conditions and I certify that the information supplied here is a true and fair representation of this organisation’s position.

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| **DECLARATION** |

Please ensure that this form is signed by an appropriate member of your organisation.

*In signing this declaration, I agree to the above disclaimer and that:*

1. I certify that all the details supplied in this application form are true and correct to the best of my knowledge.
2. I have read, understood and accept the Terms & Conditions of the Small Arts Festival Grant Scheme 2025.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant’s information by Wexford County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund. Personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.
4. I have adequate and appropriate insurance cover for our Small Arts Festival Grant Scheme.
5. I agree to acknowledge the support of Wexford County Council in all promotional material and to include the correct logos.

I agree to accept the decision of the assessment of my application as final.

**Signature of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Contact person (CAPITALS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**