**Artists Workspace Scheme 2025 - 2026**

**Application Form**

**Incomplete forms will NOT be considered**

**Closing date for receipt of applications is**

**Monday 26th May at 5pm, 2025**

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| **Section 1: Applicant Details** | |
| **Names of Artists in workspace/collective**  (At least two artists to be named) |  |
| **Name of Lead artist**  (Must be 1 lead artist) |  |
| **Email address of lead artist** |  |
| **List art forms of each artist** |  |
| **Section 2: Workspace Details** | |
| **Details Of Workspace** | |
| **Location of workspace** |  |
| **Brief description of how workspace will be used or is being used**  (max 200 words) |  |
| **Lead artist and list of artists** |  |
| **Have you viewed the building and met with the landlord and confirmed annual rent?** | Yes/No |
| **List facilities available to artists in workspace** |  |
| **What will be the benefits to your professional arts practices, career and business development by having this workspace?** (max 300 words) | |
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| **Summary Of Artists That Will Use the Workspace –** Max 300 Word Summary  Give a brief description of the artists that are applying for this grant and the type of work that will take place. | |
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| **Promotion of Activities/Events to take place in the workspace:**  How will you promote the space? Please list if you have you any existing websites, social media etc. | |
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| **Section 3: Workspace Budget** | |
| **Workspace Budget:**   * Please give details of all income and expenditure of your workspace costs * Please Note: Income should equal Expenditure * The Minimum grant available is €3,000 – and the Maximum grant available is €5,000 * Income and Expenditure will be specific to your workspace and you may not need to fill out all the suggested fields. | |
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| **Income** | |
| List all sources of income both secured and anticipated. These can include   * private income i.e. your own earnings that you are willing to spend on the workspace * income from other workspace grants   **Please Note: Income Should Equal Your Expenditure** | |
| Personal Contributions | € |
| Income Generation – via workshops etc | € |
| Other Workspace Grants (if applicable) | € |
|  | € |
|  | € |
| Amount Requested from Wexford County Council Arts Office | € |
| **Total Income**  Total Income should equal the total expenditure | € |

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| **Expenditure** | |
| Rent Of Studio Per Year (please specify monthly rent in brackets) | € |
| Heating – estimate cost for one year | € |
| Lighting – estimate cost for one year | € |
| Wifi | € |
| Rates for one year (if this applicable) | € |
| Administration – must not exceed 20% of grant requested | € |
| Repairs/equipment – must not exceed 20% of grant requested | € |
| **Total Expenditure** | € |

**Checklist:**

Please ensure you have included all sections of the application before sending in application, particularly:

* Section 1 – Applicant details
* Section 2 - Description of Workspace & Collective or artists
* Section 3 – Budget
* Section 4 - Declaration of Applicants Signed- digital signature accepted

Please ensure all supporting documentation has been included with application – no documentation will be accepted after the closing date.

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Digital submissions, either on PDF or Word are preferred, and a signed version of the application must be scanned in and then emailed to [arts@wexfordcoco.ie](mailto:arts@wexfordcoco.ie).

Please title your application + subject line of the email as:

**‘Artist Workspace Scheme 2025 + Lead Artist Name’**

* Applications must not exceed 12 MB in size including support material.
* Please **do not** send in applications via google drive/google doc as we cannot open these.
* Please take into consideration uploading times and any technical issues that may occur when submitting your work. To avoid any problems please submit your application as early as possible.
* All eligible submissions will receive a confirmation email.
* **Note:** If you do not receive an acknowledgement email from the arts office **within two working days**, you should contact the arts office.
* Incomplete applications will not be considered. No other documentation can be accepted after the closing date.

**Disclaimer: Please read carefully**

It will be a condition of any application for funding under the terms and conditions of the Wexford County Council Creative Ireland Programme that the applicant has read, understood and accepted the following:

1. Wexford County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
   1. The application or the subject matter of the application.
   2. The rejection for any reason of any application.
2. Wexford County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Wexford County Council, the council does not undertake the role of ‘Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005.
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.

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| **Section 5: Declaration of Applicant(s)** |
| We have read and understood the information and criteria applicable to the Fund and agree to comply in full therewith. I/we certify that all information provided in this application, and all information given in any documentation submitted in support of the application is truthful and accurate and that we have not applied to any other city / county council for funding for this Event.  Lead artist must sign the application on behalf of all artists.  Name of lead artist: (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |