

# Fingal County Council's Artists' Support Scheme

## Application Form

arts.  
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# Application Form for Fingal County Council's Artists' Support Scheme

## About

The Artists' Support Scheme is a strand of funding which allows professional artists to avail of an award up to €4,000, towards travel/professional development opportunities, a residency, or towards the development of work. The objective of the scheme is to support individual professional artists from Fingal to develop their artistic practise.

The award is open to practising artists at all stages in their professional careers working in music, visual art, drama, literature & dance. To be eligible to apply, applicants must: have been born, have studied, or currently reside in the Fingal administrative area.

## Conditions

Applicants must be in accordance with the conditions of the scheme outlined below.

**Applications to be sent in hard-copy format only. Please submit 2 copies of the application form.**

**Master copies/original support material should *not* be submitted** (see condition 10).

**1** The applicant must have been born, have studied, or currently reside in the Fingal administrative area.

**2** Fingal County Council will seek the advice of external assessors.

**3** The canvassing of elected members or staff of Fingal County Council, or of outside assessors by, or on behalf of, an applicant will disqualify that applicant.

**4** If successful, the applicant must submit a report on the utilisation of his/her award with his/her claim and receipts (except strand 3.3 Development of work) in order to draw down the award. Funding will only be issued on receipt of a report. Fingal County Council will not guarantee payment if the report is not submitted.

**5** Material submitted in support of applications for awards must be collected from the Arts Office no later than one month from the date of notification of the Council's decision. Any other arrangements must be made directly with the Arts Office. Fingal County Council will not be responsible for material unclaimed after that period.

**6** Given the level of demand for Fingal County Council's support, it will not be possible to fund all eligible applications or to fund all applications for the full amounts sought. All arts bursaries are offered subject to the availability of funds.

**7** All applications for bursaries, in any discipline, must be accompanied by a current biography, curriculum vitae (CV) or equivalent, giving details of

the applicant's career to date.

**8** Fingal County Council's logo must be used on all promotional material, and the Council's support must be acknowledged in interviews and on social media platforms. The Council's logo is available from [www.fingal.ie](http://www.fingal.ie).

**9** Application forms must be completed by the applicant personally, and every section of the form should be completed.

**10** Applicants must submit additional supporting material, the provision of which is compulsory, in order to enable a full assessment of the application. *Examples can include any of the following:*

- Still images x 8 & image list
- CDs/DVDs CD's/DVDs or links to video/sound files (max 3). \* Video material should not exceed ten (10) minutes in length. \*Must be PC compatible.
- Catalogues, books and samples of recent written work
- Current CV, max 2 A4 pages.
- Letters of support on headed paper

**11** Max support per application / individual €4,000.00

**12** Full financial breakdown must be provided.

**13** Late applications will not be assessed.

**14** Projects/initiatives must take place by the end of the year.

# Application Form for Fingal County Council's Artists' Support Scheme

## ① Your contact details

**Applicant's Name**

**Applicant's Address**

please indicate:

Private

Business or Studio

Email:

Telephone:

Please indicate your connection to Fingal as per condition 1. Pg2 – See checklist

## ② Your primary art form please select only one per application. ✓

Visual Art

Drama

Music

Literature

Dance

Other

## ③ Type of application please select only one per application. ✓

### 3.1 Residency

Please provide a description of the residency below, stating where and when it will take place. Identify if you have been accepted. Indicate how support from Fingal County Council will benefit you.

Additional information in support of your application: (up to 2 A4 pages can be included separately)

### 3.2 Travel / Professional Development

Please indicate below where, why and when you intend to travel. If undertaking professional development, outline the course and how you will benefit.

Additional information in support of your application: (up to 2 A4 pages can be included separately)





# Application Form for Fingal County Council's Artists' Support Scheme *cont'd.*

## ⑤ Funding your proposal

In support of your application, please provide detailed costings for your proposal. The **Amount Sought** and **Amount Confirmed** columns must both be filled in (essential information required for assessment).

	Amount Sought	
<b>Fingal County Council</b>		
	Amount Sought	Amount Confirmed
<b>Grants</b> (other than Fingal County Council)		
<b>Private Sponsorship</b>		
<b>Personal Contribution by Applicant</b>		
<b>Benefit-in-Kind</b>		

Please identify and present supporting material of grant providers or benefit-in-kind (e.g. letters of support).

AND

If you have sought funding from other providers (e.g. Arts Council, Culture Ireland) and were unsuccessful, please demonstrate correspondence that you have sought funding from these providers. eg. Email correspondence etc.

# Checklist for Application for Fingal County Council's Artists' Support Scheme

## Your Checklist

Please ensure that your application has fulfilled all criteria and checklist of items in support of your submission is complete and attached to your HARDCOPY submission. *Terms and conditions for all applicants are overleaf.*

### Application Form

**Completed by the applicant personally**

**Every section of the form must be completed**

**Hard copy format only**

### Additional Items

**Current Curriculum Vitae**

### Support Material / Supplementary Documentation

**Support Material** *See condition 10*

**Supplementary Documentation** *At applicants discretion*

### Fingal Connection *See condition 1*

**Born in Fingal**

If yes where

**Studied in Fingal**

If yes where

**Resides in Fingal**

If yes where

Please return completed application to  
Arts Office  
Fingal County Council  
County Hall  
Swords  
Co Dublin

Any queries please email [artsoffice@fingal.ie](mailto:artsoffice@fingal.ie)

# Checklist for Application for Fingal County Council's Artists' Support Scheme

## Frequently Asked Questions about Fingal County Council's Artists' Support Scheme

**What is the maximum funding support per application/individual?**

Amount being sought is up to and including €4,000. Applicants can apply for smaller funding amounts e.g. €300.

**Am I eligible to apply?**

To be eligible to apply applicants must have been born, studied or currently reside in the Fingal administrative area. Applicants must indicate their relationship to Fingal in their application.

**Can I apply for funding for a project abroad if I was born in/am originally from Fingal and now live overseas?**

Yes.

**I have missed the deadline for applying, can I still send in my completed application?**

No, Late applicants or additional information will not be accepted after the stated deadline for receipt of applications.

**Can I email my application to you?**

No, Applications must be submitted in hardcopy format only.

**Can funding be used towards the purchase of equipment such as a laptop, camera or printer?**

No, Funding cannot be used towards the purchase of equipment. Funding can be used for rental of equipment.

**Can funding be used towards studio rental costs?**

Yes, under Section 3.3 Bursary towards the Development of Work.

**Can funding be used towards educational courses?**

Yes, funding can be used towards a course, workshop or higher education course.

**Is there a certain timeframe for my project/initiative/residency/study to take place?**

Yes, Projects/initiatives must take place by the end of the year in which the scheme has been advertised.

**Can funding be used towards commercial art activities or charities?**

No. Funding cannot be used for charity, competitive or commercial purposes.

**What if I apply for a place on a course and don't know if I have been accepted prior to submitting my application?**

Funding for a course/workshop/higher education course is on condition of a place being awarded and enrolment on said course or similar course. If you are not accepted on to a course/workshop/higher education course after you have applied for funding towards it, you will no longer be eligible for funding. Applicants must inform Fingal Arts Office if they have been accepted on the course they have applied for, if unknown at time of application.

**What if there are changes to my application?**

If awarded a bursary any changes to a significant element of your application must be notified to Fingal County Council in advance for agreement.

**How will my application be assessed?**

Applicants will be assessed on the following criteria:  
Artistic quality of the proposal  
Track record or potential of the applicant  
Feasibility of the proposal  
Supporting material submitted

**When will I hear if my application has been successful?**

Applicants will be informed of the assessor's decisions within 10 weeks of the application deadline.

**If my application is successful when will I receive funding?**

Funding for Section 3.1 and 3.2 will be issued on receipt of a report on your project within six weeks of the event/project/residency having taken place. Funding for Section 3.3 will be issued immediately and a report can be submitted by the end of November.

Reports submitted for the Residency and Travel categories should include receipts e.g. tickets for flights, transport, museums/exhibitions, subsistence and materials for work.

Artists where possible should submit invites/posters/fliers or other printed material, with their report, highlighting where Fingal County Council has been credited for support.