**SMALL ARTS FESTIVAL & EXPERIMENTAL EVENTS**

 **GRANT SCHEME 2018**

**GUIDELINES FOR APPLICANTS**

Wexford County Council is providing a new grant scheme in 2018 for Small Arts Festivals and Experimental Art Events taking place in County Wexford during 2018.

This new grant scheme aims to promote and support a diverse range of small arts festivals and experimental artistic events throughout Wexford County. The focus is on festivals/events of high artistic quality that are innovative and have a strong emphasis on public engagement. We also welcome applications promoting cross disciplinary artistic collaborations and experimentation.

This grant scheme is open to organisers of arts festivals and events that have a clear artistic purpose and take place in 2018. Applications will be assessed on the quality and ambition of the proposed activities, the feasibility of the events and the completeness of applications.

Applications should demonstrate:

* The ambition of the festival/event as a whole
* The artistic quality and reputation of the programme and artists/performers/tutors involved
* The amount and quality of the opportunities to develop new audiences for the arts
* The impact on the immediate community and visitors from elsewhere
* The knowledge and experience of the team who will manage the project
* How well the project is planned, budgeted, publicised

To be eligible for funding, the festival/event must be based in County Wexford and take place between 1st April - 31st November 2018.

**Please note before applying:**

* The total festival fund is €20,000 and it is a competitive selection process.
* Applicants may apply for funds in region of €1,000 - €3,000 maximum.
* Wexford County Council’s logo and a sentence acknowledging funding received under this scheme must be included in all publicity material relating to the festival/event.
* The festival/event must be completed by 31st November 2018.
* Wexford County Council will not be in control of the locations where works/events take place, therefore it will be the responsibility of the committee to ensure the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where applicable), are implemented. Additional legislative requirements which may apply to the place of work will also need to be considered by the committee.
* Applicants who to wish to engage children and young people under eighteen years of age in the proposed activity, event or project must comply with the Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please refer to Tusla, the Child and Family Agency, [www.tusla.ie](http://www.tusla.ie) , for more information.

**Assessment Criteria**

The following assessment criteria will be used:

1. Overall artistic merit and benefit to the provision and development of festivals/experimental artistic events in Wexford County - 20%
2. Track record – professional and management capacity – 15%
3. Originality/Innovation – 15%
4. Feasibility of proposed budget – 15%
5. Impact – 30%
6. Social/community
7. Cultural
8. Economic
9. Marketing, social media and branding – 5%

**Applications must be received by 4pm Monday 26th February. *Incomplete applications will not be considered***. **Digital submission on PDF or Word accepted only. Applications must not exceed 15 MB in size including support material.**

**Successful Applicants**

Payment to successful applicants will be made by electronic fund transfer only.

The first 75% of funding will be paid to the successful applicant on completion of a **supplier request form** which will be sent with the successful letter.

The remaining 25% will be paid once the festival/event is delivered and a completed **Post Event Festival Report Form** has been submitted (also enclosed with the successful letter).

**SMALL ARTS FESTIVAL & EXPERIMENTAL EVENT GRANT 2018**

**Wexford County Council**

**APPLICATION FORM**

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| **CONTACT DETAILS** |
| **Name of Organisation** |  |
| **Name of Contact Person** |  |
| **Address** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **THE PROPOSED FESTIVAL/EVENT** |
| **Name of festival/event** |  |
| **Proposed date/s for festival/event** |  |
| **Proposed time/s for the festival/event** |  |
| **Location(s) for festival/event** |  |
| **Was the festival/event held in previous year(s)?** *If yes please give details* |  |
| **Identify the target audience** *(e.g. young people, older residents, local community, new audiences etc.)* |  |
| **Who are the key personnel involved in the organisation of the festival/event** |  |
| **How many people do you expect to attend the festival/event** |  |
| **What are the aims and objectives of your festival/event** (max 100 words) |  |
| **Describe the anticipated economic/social and community impact of the festival/event** (max 200 words) |  |
| **BRIEFLY DESCRIBE YOUR PROPSED FESTIVAL/EVENT****(Max 400 words ) You may attach additional information in your supporting documentation.**  |
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| **How do you intend to publicise the festival/event** |  |
| **Will any other activities will be taking place during the festival/event** |  |

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| **FUNDING** |

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| **Amount of grant sought through this scheme***)* |  |
| **Estimated overall event cost of the festival/event?** |  |
| **Have you received or applied for funding from any other sources?****(Note:- Double funding from Wexford County Council Arts Department is not allowed)** |  **Yes**  | **No**  |
| **If yes, please state the source and amount of funding.** |  |
| **PROJECT COSTS** |
| **Please give a breakdown of the Festival/Events Income and expenditure** | **Income**  | **Expenditure** |
| **Give details to correspond with each figure:** |  |  |

**Recognition must be given to Wexford County Council in any promotional material associated with this Grant Scheme.**

**Supporting Documentation:**

You are required to include supporting material online with your application.

This may include images, pamphlets, brochures, texts, video links.

- Max of 8 still images (PDF or jpeg only) – clearly labelled.

- Video Showreel (You Tube or Vimeo) max 6 minutes accepted

- Catalogues, flyers, publications, reviews accepted

**Application dates:**

* Closing date for receipt of applications: **4pm,** **Monday 26th February 2018.**
* Digital applications only: PDF or Word Documents accepted,
* All Applicants will be notified by Friday **9th March 2018.**
* Your application should include completed Application Form and Supporting Documentation and not exceed 15 MB size in total.
* Please email your application arts@wexfordcoco.ie

For further information / queries please contact: Ms. Susan Murphy Arts Office Tel: 053 - 9196441 Wexford County Council Arts Office, County Hall, Carricklawn, Wexford.

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| **DISCLAIMER – please read carefully** |

It will be a condition of any application for funding under the terms and conditions of the Wexford County Council – Small Arts Festival & Event Grant 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. All relevant public liability insurance must be taken out by the event organisers.
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.

I certify that all the details supplied in this application form are true and correct to the best of my knowledge.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**