

VISUAL ARTISTS' WORKSPACE SCHEME 2018

Guidelines for Applicants & How To Manual

NOTICE

This scheme is open only to workspace programmes which support professional visual artists. Other art forms, as defined by the Arts Council, may not apply under this scheme unless their programme includes the support of visual artists.

Please do not wait until near the closing time to submit your application.

Be aware of the speed of your internet connection, your system configuration and the volume of general web traffic that may impact on the time required to upload your application.

Visual Artists Ireland and the Arts Council cannot accept responsibility for transmission delays.

Your completed application must be received before the deadline of 5:30pm on Thursday 12th October 2017.

All queries regarding this application should be directed to:

Bernadette Beecher
Visual Artists Ireland
Windmill View House
4 Oliver Bond Street
Dublin D08 PK82
Telephone (01)672 9488
email info@visualartists.ie

We aim to deal with queries promptly and in a professional manner. We provide a single point of contact. However, queries concerning policies surrounding this scheme may take longer as we revert to the Arts Council for instruction.

Contents

VISUAL ARTISTS WORKSPACE SCHEME - APPLICATION CHECKLIST	4
THIS DOCUMENT	6
INTRODUCTION.....	7
Basic Terms & Conditions for Applications and the Preparation of your Applications.....	8
How much will be awarded?.....	8
Objectives of the Scheme:	8
Who is eligible to apply?.....	8
Who is not eligible to apply?	8
What may you apply for?.....	8
What may you not apply for?	8
Essential information for your application	9
What support material must you submit with your application?.....	10
Conditions of Funding.....	10
Assessment	11
Timeframe	11
Assessment criteria.....	11
Eligibility.....	12
General tips.....	12
Appeals	13
Assistance with filling out the online application:	14
Section A: Basic Information.....	15
Bank Details	15
Mission Statement and Board of Directors.....	16
Affirmation.....	16
Section B: Information about your group / organisation.....	17
Unique need for this provision in your locality / region	17
Number of Artists and Types of Practices Supported	17
Types of Visual Arts Activities of your member artists	18
Occupancy Management	18
Ownership / Lease Arrangements for your building.....	18
Partners	19
Section C: Information about your application.....	19

VISUAL ARTISTS' WORKSPACE SCHEME 2018 - Guidelines for Applicants & How To Manual

Amount Requested:.....	19
Income & Expenditure	19
Surplus / Deficit	20
Income Specifics	21
Expenditure Specifics	21
Further information	21
Section D: Authorisation and Supporting Documentation	22
Final Affirmations.....	23

VISUAL ARTISTS WORKSPACE SCHEME - APPLICATION CHECKLIST

Use the checklist below to make sure that your application for a Visual Artists Workspace Scheme Award is complete.

Mandatory

- I have reviewed fully the contents of this document and understand all of the information that I will be required to submit.
- I have reviewed fully the contents of this document and understand the responsibilities of my organisation in making this application.
- I have filled in all of the sections of the application form that are relevant to my application, in particular the section dealing with "Essential information for your application."
- I have prepared supporting documentation that includes further details as required and understand that this can only be submitted in electronic format through the online form.
- If the application is for over €15000 (Fifteen Thousand Euro), I have supplied an additional breakdown of my expenditure and income to support my application.
- If my application is over €15,000 (Fifteen Thousand Euro), I have supplied my tenancy agreement / lease with my landlord.
- I have provided at least **FIVE** images of my workspace.
- This application has been reviewed for completeness and signed off by the Chair of our board or Head of our organising committee.
- The information that I have entered is complete and accurately reflects the full status of our organisation.
- If I am proposing a shared resource between groups, I must include a signed agreement by the Chair of each group.
- Before pressing final submit, I have reviewed in full the preview of my application and the associated uploaded files required.

Certain Applications

If my application involves working with children or young people, I have submitted a copy of our Child Welfare Protection Policies and Procedures.

If my application involves working with animals, and I have submitted a copy of our Animal Welfare Protection Policies and Procedures

THIS DOCUMENT

This document has two parts. You must review both sections in detail before making your application.

The First Section consists of essential information about making an application.

The Second Section is a Guide to the Online Application and covers in detail the information that you will be asked to supply.

INTRODUCTION

Visual Artists Ireland, on behalf of the Arts Council, invites applications for grants of up to a maximum of €40,000 towards the cost of running visual artists' workspaces for 2018. The Visual Arts Workspace Scheme is for the calendar year 2018. No costs incurred prior to 01 January 2018 will be considered. This scheme is open to all visual artists' workspaces in the Republic of Ireland (except those currently in receipt of Annual Funding or those who wish to apply for Strategic Funding 2018 grants from the Arts Council).

The scheme is administered by Visual Artists Ireland on behalf of the Arts Council.

Read these guidelines carefully and use the checklists and examples when preparing your application. Confirmation that you have done so is contained in the final declarations that you will sign at the end of the application process.

Basic Terms & Conditions for Applications and the Preparation of your Applications

How much will be awarded?

- Grants of up to €40,000 will be made. Please note a grant of this scale will only be made in exceptional circumstances.

Objectives of the Scheme:

- To enable visual artists' workspaces and studios to provide the best possible environment for working artists;
- Where feasible, to enable increased subsidy for resident artists.

Who is eligible to apply?

- Applications from groups/collectives of visual artists and/or workspaces for professional visual artists;
- The scheme is open to workspaces/studios/collectives that accommodate at least four visual artists working on site;
- Artists working on site must be **professional visual artists**;
- Groups / collectives proposing to share resources for the benefit of their workspaces.
- Groups / collectives must be located in the Republic of Ireland.

Who is not eligible to apply?

- Individual artists;
- Organisations that have applied to Strategic Funding for 2018 from the Arts Council;
- Groups with fewer than four working artists on site;
- Groups who do not yet have an established workspace. This application may not be used for set-up costs.

What may you apply for?

- The scheme will award grants of up to €40,000 towards core costs i.e. the running costs of the workspace such as light, heat, rent, administration and/or appropriate management costs. A grant of this scale will only be made in exceptional circumstances.

What may you not apply for?

- Capital costs cannot be applied for under this funding scheme - (e.g. equipment purchase, paint, building work etc.);
- Funding is not available for public programmes such as exhibitions/events under this funding scheme;
- Funding is not available for core costs relating to non – workspace facilities e.g. electricity or heating costs for a gallery;
- Funding will not be offered retrospectively, i.e. in respect of expenditure to be commenced or undertaken prior to 01 January 2018;
- Amounts greater than €40,000.

Essential information for your application

- Only one application per organisation/group will be accepted. Funding through this grant scheme does not exclude you from applying for an Arts Council Visual Arts Project Award towards public events/programmes;
- If you are applying for a shared resource the application must be made under one group's name.
- If proposing a shared resource between groups, you must include a signed agreement by the Chair of each group.
- All grants are offered subject to the availability of funds;
- It is your responsibility to ensure that your application is received in full and in a timely manner. **Under no circumstances will applications or supporting materials be accepted after the deadline.**

Eligibility

Applications for this scheme are **only** accepted through the online application system;

Applications will be considered ineligible if:

- You do not meet the criteria for this scheme;
- You do not complete the application form as requested;
- You omit to make the required affirmations, including the full compliance and understanding of the conditions as outlined in this document;
- If your application is late or incomplete;
- You are requesting funding for costs that will commence before 01 January 2018;
- You are requesting funding for activities other than **core costs** for the provision of the workspace.

Note: If you are a **multi-disciplinary venue**, or your workspace scheme operates other programmes such as a gallery or support of other art forms, you may **only** apply for funds that **support your workspace programme**. Overheads such as salaries and utilities should be apportioned appropriately so as to reflect expenses with regard to those pertaining to the workspace only. In a **separate Excel spreadsheet**, you must show clearly your overall costs apportioned appropriately between your Workspace and your non-Workspace supports and activities. It is your responsibility to ensure that this is clear in your application. Any confusion may cause your application to be deemed ineligible or to be given a low scoring during assessment.

- Please ensure that you submit **all the required supporting material**. The Panel will not be able to make an assessment of your application and it will be deemed ineligible. Attachments or enclosures are allowed through the online system and must not exceed 20 Megabytes in total. **PLEASE NOTE THAT** only supporting documentation uploaded through the online system will be accepted.

Do not send supporting material by post or by email as it will be deemed ineligible and will not be considered as part of your application.

Mandatory Support Material:

- **For all:** A **maximum of 5 images** of the workspace (please note that these can be snapshots and do not have to be of professional quality). It is important and your responsibility to ensure that the images clearly show your space. In the supporting document, you should provide a list of captions clearly cross-referencing the image title in order that the selection panel can fully understand each image. Ensure that your image file sizes combined with other supporting documentation **do not exceed the upload limit which is 20 Megabytes** in total.

Mandatory Support Material for certain applications:

- If your proposal involves working with children or young people, you must submit a copy of your CHILD WELFARE PROTECTION POLICIES AND PROCEDURES.
- If your application involves working with animals, you must submit a copy of your ANIMAL WELFARE PROTECTION POLICIES AND PROCEDURES.
- **For Print Studios / Facilities:** A list of members and selected highlights of the activities of member artists (exhibitions, projects, outreach or exchanges etc) will suffice;
- **For all other studio groups / workspaces:** A list of studio members with **one paragraph for each artist detailing the most recent professional activities** undertaken by that artist (exhibitions, projects, outreach or exchanges etc);
- If your request exceeds €15,000 (Fifteen Thousand Euro), you must include an additional breakdown of your budget (income and expenditure) into the detailed headings as represented in your accounts – for example under your nominal code headings. These budgets must be clearly referenced to the financial data provided in the online form.
- If your request exceeds €15,000 (Fifteen Thousand Euro), you must provide a copy of your Tenancy Agreement / Lease.

Optional Support Material:

- If you are requesting under €15,000, it would benefit your application to include clear evidence of tenure for your workspace for 2018 (please note that this is mandatory if requesting over €15,000). For example this may include:
 - A letter of confirmation from your landlord;
 - Or
 - A copy of the lease or licence held by your organisation.

Conditions of Funding

- Successful applicants must acknowledge the support of the Arts Council as per Arts Council Guidelines - further details can be found at:
http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Funds/Logo_guide/LogoGuide.pdf
- Bank account details in your application must be in either the legal or trading name of your organisation. Personal bank accounts will deem the application ineligible;
- Successful organisations must supply **signed** income and expenditure statements as part of their mid-year drawdown.
- A health and safety statement must be in place at the workspace that complies with legal and statutory requirements.

Drawdown Procedures

- If you are awarded a grant, you will be asked to provide an updated income and expenditure account as well as a letter of acceptance.
- Drawdowns will be in two parts, 50% will be paid upon receipt of your letter of acceptance. The remaining 50% will be paid upon receipt of signed set of management accounts which clearly show your income and expenditure for 2018, as well as a letter from your auditor or the most senior member of staff guaranteeing that the funds awarded have been used solely for the reasons that they have been awarded. Spending the award on other items may lead to a request for the return of the award amounts used for purposes outside of your grant agreement.

Assessment

The assessment process

All applications received are processed by the Arts Council as follows:

- The application is acknowledged by email;
- The application is checked for eligibility – all eligible applications then progress to the assessment stage;
- Arts Council adviser(s) and/or staff make a written assessment of the application;
- Arts Council adviser(s) and/or staff recommend an application as shortlisted or not shortlisted;
- A peer panel reviews all shortlisted applications and makes decisions. The panel will include two visual artists or senior visual arts professionals with suitable experience and a representative from the Arts Council. The panel will be chaired by a non-voting senior staff member of Visual Artists Ireland.
- Decisions are noted by the Arts Council;
- Decisions are communicated in writing to applicants.

Timeframe

- The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that applicants will be notified of decisions before the end of the year.

Assessment criteria

Priority will be given to workspaces that demonstrate the following:

- Studio members are professional visual artists.
- Studio members are actively participating in exhibitions, programming and projects;
- Evidence of appropriate non-financial supports for visual artists (e.g. exchanges, residencies, workshops, mentoring etc.);
- Evidence of the unique need for this specific provision in the locality/region, referencing where appropriate other similar organisations in your area;
- Evidence of security of tenure or potential security of the workspace;
- Evidence of funding gained from other sources;
- A governance structure appropriate to the management of the workspace, i.e. skills based committee or board structure;
- The extent to which the proposed grant is needed to assist the organisation in realising its stated objectives;
- Demonstration of unique potential or a track record in the provision of workspace for visual artists.

General tips

- Plan your application well in advance;
- You can save your application and come back to it to make changes;
- No further changes can be made to the application once you have finalised and submitted it;
- Make sure that your income and expenditure forecasts balance;
- Make sure that you indicate clearly in the boxes marked the figures requested;
- Where figures are required only numerical data will be accepted by the system. **DO NOT ENTER CURRENCY SYMBOLS, COMMAS, AND DECIMAL POINTS. ALL FIGURES SHOULD BE ROUNDED TO THE NEAREST EURO;**
- Do not cut and paste from another software application as it may bring other formatting that can cause issues with your application;
- Read all questions thoroughly before you answer them;
- Remember that several people will be involved in the decision-making process so make your application clear, concise and unambiguous;
- Be selective with material submitted. Remember that you are trying to persuade assessors why your proposal should be funded;
- Have a clear and realistic idea of what you want and how much your proposal costs;
- Get someone to look over the proposal **before** you submit it. You will be asked to affirm that you have done this and that the application has been verified and signed off by the Chair of your board;
- Keep a copy of the application for reference;
- Applications should be received no later than 5.30pm on Thursday 12th October 2017;
- Applications must be completed online with supporting documentation provided in electronic format (Word, PDF, or .RTF format. In the case of detailed budgets, .xls format can be used;
- Supporting images should be resized to a manageable size and can be accepted in .jpg, .bmp, or .png format or as a pdf file;
- Please note that the total size of supporting documentation **MUST NOT** exceed 20 Megabytes.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from the Arts Council's published procedures.

This means that the applicant must show that they have reason/s to believe that their application was assessed or dealt with in a way incompatible with the standard procedures for administration and assessment outlined when the applicant applied for funding.

Specifically, you must provide evidence that you consider your application has been handled in a different manner to other applications in the same process.

1. If you wish to appeal a funding decision, you can contact Visual Artists Ireland who are acting on behalf of the Arts Council to discuss the subject matter of your potential appeal;
2. If after you have discussed the matter with a Visual Artists Ireland staff member, and you still wish to appeal a funding decision, you must write to the Director of Visual Artists Ireland within four working weeks from the date of the letter of notification. You will receive a written acknowledgement from the Director, or from a person delegated to represent the Director in the Director's absence, within three working days.
3. The letter of appeal must state:
 - the grounds on which you believe your application was not properly dealt with or assessed;
 - specific reasons or evidence you may have to support your appeal;
 - a re-affirmation that you have complied with all of the terms & conditions and instructions in the guidelines for the preparation and submission of your application;
4. Within twenty working days of receiving such a request, the appeal will be considered by the Director, the Corporate Services Director or the appropriate Arts Director, two members of the Arts Council (or two former members where no current members are available) and an independent Chair. Their conclusions and recommendations will be submitted to the next available plenary meeting of the Council (approximately one per month except during the July/August period). The Council's decision at this stage will be final and will be communicated to the appellant giving their reason for the decision within seven working days of this meeting.

The Council's appeals procedure does not automatically provide for the restitution of funding or additional funding to supplement or replace the original decision that has been appealed. The possibility of securing additional funds following an appeal will depend on the Council's own financial position.

Assistance with filling out the online application:

The application form has a cover page and four sections:

Section A: Basic Information;

Section B: Information about your group/organisation;

Section C: Information about your application - including your proposed programme with income and expenditure details for 2016 Actual, 2017 Forecast, and proposed 2018 Budget;

Section D: Affirmations, Authorisation & Supporting Documentation.

Page 1

the arts council funding visual arts
a chomhairle ealaíon artscouncil.ie

Please ensure that you read carefully the Guidelines Visual Artists' Workspace Scheme 2016 for Applications. This contains essential details about making an application under this scheme.

The Visual Artists Workspace Scheme is **exclusively** for workspaces for **professional visual artists**. Applications should be for core costs only. These include but not exclusive to:

- Management Costs
- Rent and Rates
- Light and Heat
- Maintenance, security, etc.
- Telephone and Fax
- Printing, postage, stationery
- Insurance
- Professional fees - solicitor, accountants
- Publicity/Marketing

This scheme is administered by Visual Artists Ireland on behalf of the the Arts Council

Save my progress and resume later | [Resume a previously saved form](#)

Click this box if you wish to save your progress and come back to it at a later stage

You may save your progress as you go along and come back to it at a later stage. Please ensure that you have entered your correct email details when saving as failure to do so will mean that you will be unable to edit that work that you have already completed.

Section A: Basic Information

This section seeks basic information we need to process your organisation's application for funding.

Application Form: Visual Artists Workspace Scheme 2016

Page: 1 | 2 | 3 | 4 | 5 | 6

Save my progress and resume later | [Resume a previously saved form](#)

Section A: Basic Information

This section seeks basic information we need to process your organisation's application for funding.

Name of Organisation / Group applying for a grant (name generally used) *

Legal Name:

Art Reference No. / Customer No. (If already in receipt of Arts Council Funding)

Address: (This will be used for all postal communications) *

The email contact details on this page should be the primary email address that will be used for all communications associated with your application.

Bank Details

Bank Details:

Bank Name: *

Branch Name: *

Account Name: *

National Sort Code: *

Account Number: *

BIC *

IBAN *

The International Bank Account Number (IBAN) and Bank Identifier Code (BIC) are printed on your bank statement. You can also request them directly from your bank.

The bank account details should be in the name of your organisation. This can be either your legal name or the name under which you trade. Personal bank accounts will not be considered.

Your bank details should be in the name of your organisation. Personal Bank Accounts are not acceptable under the terms of this application.

Mission Statement and Board of Directors

Mission Statement / Statement of Purpose Ethos: *

Board of Directors / Governing Body / Committee: *

This must include: Name (First is Chair) | Appointing Body | Terms of Office (from mm/yyyy to mm/yyyy)

Affirmation: *

I confirm that the information provided is correct to the best of my knowledge.

Name of person responsible for making this application: *

Date: *

State clearly the **Mission Statement** for your organisation. Details of your **Board of Directors / Governing Body / Committee** must include: The name of the person; their role; the date of their appointment; the duration of their appointment

In Section B you will be able to provide additional details of any sub-committees (such as governance, financial, artist relations).

Affirmation

Affirmation: *

I confirm that the information provided is correct to the best of my knowledge.

Name of person responsible for making this application: *

Date: *

This **Affirmation** legally declares that all of the information provided in this application is correct. The **name of the personal responsible for making this application** will be used as the primary contact for any queries concerning the application in the future.

Previous Page Next Page cancel

[Save my progress and resume later](#) | [Resume a previously saved form](#)

Use these buttons to navigate through sections that you have already completed.

Section B: Information about your group / organisation

In this section we will ask about how your space is managed and what structures you have in place to ensure that it delivers its declared objectives.



Application Form: Visual Artists Workspace Scheme 2016

Page: 112114/516

Save my progress and resume later | [Resume a previously saved form](#)

Section B: Information about your group / organisation

Please outline the management structure of your group/organisation in the box below. Please include details of any sub-committees or management subgroups *

In outlining the details of **the management structure of your group/organisation** please list any sub-committees or sub-groups in your organisation. These may include: Governance; Finance, Communications; Artist Relations sub committees that assist the organisation. Please list the name of the sub-committee, its role, and the members of each committee.

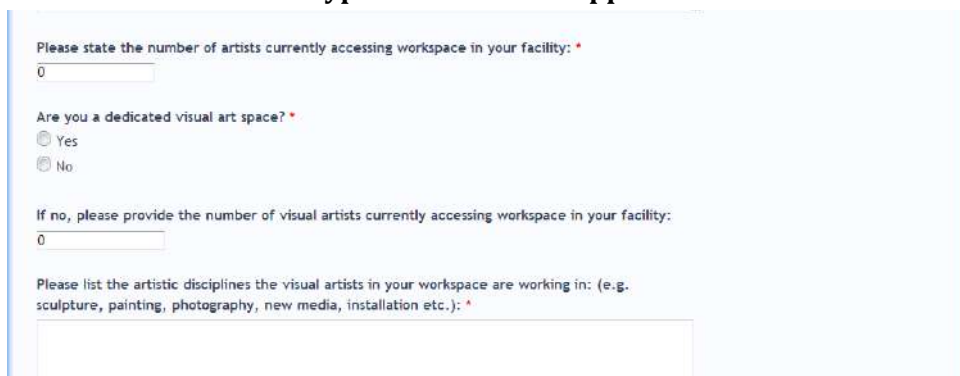
Unique need for this provision in your locality / region



Please explain why you feel there is a unique need for this provision in your locality / region (take into consideration other similar organisations that may be operating within your area.) MAX 200 - 300 Words *

You should be aware if there is other similar provision in your locality / region. Many applications may declare that they are unique. While this may be true in most areas, it is often the case that similar applications are received from the same locality that declare that there is no other provision of its type. Therefore, to strengthen your application, it is important to be aware of what is in your local area and to clearly reference this. Make it very clear to the panel that you are fully aware of what is available in your locality.

Number of Artists and Types of Practices Supported



Please state the number of artists currently accessing workspace in your facility: *

0

Are you a dedicated visual art space? *

Yes

No

If no, please provide the number of visual artists currently accessing workspace in your facility:

0

Please list the artistic disciplines the visual artists in your workspace are working in: (e.g. sculpture, painting, photography, new media, installation etc.): *

As this scheme is dedicated to the support of visual artists, you must clearly state whether or not you are a dedicated visual art space. If you have other art forms, then supply how many individual visual artists you have

VISUAL ARTISTS' WORKSPACE SCHEME 2018 - Guidelines for Applicants & How To Manual

currently accessing or using your workspace. A list of art disciplines should clearly show the types of visual arts practices that you support.

Types of Visual Arts Activities of your member artists

Please outline some of the key visual arts activities your member artists have undertaken in the past 12 months (e.g. exhibitions, projects, outreach, exchanges etc) *

You must provide a summary of the types of activities of your members or artists who access your space. As per the guidelines:

- For Print Studios / Facilities: A list of members and selected highlights of the activities of member artists (exhibitions, projects, outreach or exchanges etc) will suffice.
- For all other studio groups / workspaces: A list of studio members with one paragraph for each artist detailing the most recent professional activities undertaken by that artist (exhibitions, projects, outreach or exchanges etc).

NOTE: You may wish to supply additional information on this in your supporting document. Please note that brevity is key. Keep this information to the essential information.

Occupancy Management

In this box you will provide how you manage length of tenancy, calls for studio applications, and the types of tenancy that you offer.

Please outline how you manage the occupancy and turnover of visual artists accessing the workspace: *

You should include information about how you advertise vacancies, the types of tenancy agreements that you offer (for example: Project; Short Term; Long Term) as well as the selection process when deciding who will be offered a studio within your programme.

Ownership / Lease Arrangements for your building

Please outline the ownership / lease arrangements for your building *

You must provide details of the ownership or lease arrangements that you have for your building. In addition you should declare if you have security of tenure for the duration of this funding period.

Do you have security of tenure for the duration of the period covered by this application? This can be that you own your own building, or in the form of a formal lease, letter of agreement, or letter of understanding. *

- Yes
 No

VISUAL ARTISTS' WORKSPACE SCHEME 2018 - Guidelines for Applicants & How To Manual

While it is not necessary, in applications under €15,000 (fifteen thousand euro) to provide copies of your deeds, lease, or other legal documents, you should be very clear in what arrangements you have for your building.

Partners

Please specify any partner organisations you work with. (If you do not work with any other organisations then enter 'None') *

Provide details of partner organisations that support or help you deliver your programme.

Section C: Information about your application

In this section, you will provide details of the purpose of your application and the key financial figures.

Section C: Information about your application

Please state briefly the purpose for which you are seeking funding for 2016 (please note: Capital Costs are not supported through this scheme.) *

Ensure that you have clearly understood the guidelines section regarding what you may and may not apply for. You must clearly show how you propose to use a grant.

It is key that you give as much detail as possible. Make it clear how each of these items reference the financials that you provide.

✗	€1,234.00
✗	1,234.00
✗	€1234
✓	1234

Amount Requested:

Enter the amount that you are requesting from The Arts Council.

Amount requested for 2018: *

State the amount of grant-aid you seek from the Arts Council for 2018 under this scheme.

Do not enter currency symbols, commas, decimal points. This should be a rounded number.

Income & Expenditure

In this section, you will provide the financial details of your organisation.

Please ensure that the figures are the same as your own budgetary spreadsheets. Do not copy & paste figures into the fields as this may bring other numbers especially if you have rounded them up in your spreadsheets. It is your responsibility to ensure that these figures are correctly entered.

VISUAL ARTISTS' WORKSPACE SCHEME 2018 - Guidelines for Applicants & How To Manual

Please provide your income and expenditure account for 2016 and your planned income and expenditure account for 2017 with your budget for 2018 under the headings provided. Please fill in all fields and enter 0 (Zero) if applicable. **ONLY ENTER VALUES ROUNDED TO THE NEAREST EURO! ONLY ENTER NUMERIC VALUES! Do not enter commas, decimal points, or currency symbols.**

Income	2016 Actual	2017 Forecast	2018 Budget
Rent from Visual Artists	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> *
Rent from Artists working in other disciplines	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> *
Arts Council Workspace Grant (Please Note: for 2018 this figure should match amount requested in question above.)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> *
Other Arts Council Grant (do not refer to minor capital grants) MAX €40,000 for 2017 budget	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> *
Local Authority Grants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> *

Do not enter currency symbols, commas, decimal points. This should be a rounded number.

If you are requesting in excess of €15000 (Fifteen thousand Euro), you must provide a separate spreadsheet outlining a detailed breakdown of your costs.

Please enter the amount requested from the Arts Council's Workspace Grant scheme in the Income Section. The amount you requested for the 2018 Workspace Scheme should match the 2018 Budget figure.

NOTE: It is your responsibility to ensure that the figures provided for the 2018 Budget income and expenditure balance. This grant may not be used to off-set any deficit that your organisation is carrying.

Surplus / Deficit

In this section, you must supply details if your organisation is carrying forward an ongoing surplus or deficit. The Arts Council recognises that it is good business practice for organisations to have reserves. If the declared surplus represents such reserves you may wish to provide details of your board approved reserves policy in your supporting document.

If you are carrying an ongoing deficit, you must provide details of the current deficit. You may wish to provide details on how your organisation plans to manage its way out of the deficit situation in your supporting documentation.

Organisations that operate a surplus or deficit above 5% of annual turnover **must** provide details in the space provided.

Is your organisation carrying an ongoing surplus or deficit? Ongoing is defined as being carried forward for a period of over two years.

Yes No

Amount of Surplus / Deficit?

Surplus or deficit above 5% of turnover: The Arts Council provides funding to workspaces that operate on a not-for-profit basis. If your workspace's financial details show either a surplus or a deficit which is more than 5% of turnover, please explain what you intend to do with any surplus or how you intend to deal with any deficit (50 words max.)

Income Specifics

If you have declared **Other Public Income/Funding** and/or **Other Income**, you must provide details of this. Please break it down according to funder/sponsor etc in the areas provided. The figures provided must add up to the amount declared above

Expenditure Specifics

If you have declared **Activities for visual artists (e.g. Training, Master classes, etc ...)** - **Specifics** and/or **Other Expenditure items - Specifics**, you must provide details of this. Please break it down according to types of expenditure etc in the areas provided. The figures provided must add up to the amount declared above

Shared Services with Other Work Spaces or Organisations

If you are applying for Administrative costs and you are sharing an Administration Role with other Workspaces or Organisations, then please give their names, their contribution, and if this is clearly documented in a memorandum of understanding between your organisation and the other organisation. Shared services include Book Keeping, Marketing, etc.

If you are applying for Administration resources that you will share with other work spaces or organisations, please include the name of each partner organisation, their contribution, and if a Memorandum of Understanding is in place.

Further information

You may wish to provide further information about your application. Use this section to provide additional information that you feel will assist the panel assess your application. It is important to keep it brief and clear.

Please supply any **further information** you may feel relevant in support of your application. (Maximum: 200 Words)

Section D: Authorisation and Supporting Documentation

In this section, you will upload your supporting documentation and affirm that you have complied with and fully understood all instructions.

Ensure that the total size of supports does not exceed 20MB (Twenty Megabytes).

Be aware of the speed of your internet connection, your system configuration and the volume of general web traffic that may impact on the time required to upload your application.

Visual Artists Ireland and The Arts Council cannot accept responsibility for transmission delays.

To ensure your privacy and also the reliability of this system, the Visual Artists Workspace Scheme application is hosted by one of the world's leading grant application specialists. This service guarantees the high level of reliability that is required to ensure that the system is stable and that your privacy is maintained.



The screenshot shows a web form titled "Section D: Authorisation and Supporting Documentation". It contains three main sections, each with a "Browse..." button and the text "No file selected.":

- Upload Detailed Financial Breakdown of your Financial Data:**
- Upload Supporting Document:**
- Upload Images of your workspace:**

Below these sections, there is a paragraph of text: "See Visual Artists Workspace Scheme Guidelines for detailed requirements on Supporting Documentation. Supporting Documentation may consist of Policies, Evidence of Tenure, Activities, CV for example which should be collated together in one Word, PDF or RTF document and upload here. This document must not exceed 20 Megabytes in total. Files over this size will not be accepted by the system, and may cause your application to fail."

To ensure that all of your documents have been uploaded you will be allowed to preview your application before you submit your application. In this preview, you will see the details that you have provided as well as a clear list of files that you have provided.

Final Affirmations

This area will ask you to confirm that you have understood and complied with all of the requirements for this application process.

Affirmations:	YES	NO	N/A
<input type="checkbox"/> I have read fully and understood the guidelines before completing this information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> I have filled in all of the sections of the application form that are relevant to my application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> I have provided up to date evidence about the activities of artists in my workspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> I have uploaded photographs of my workspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> I have prepared a detailed budget setting out the proposed income and expenditure to support the financial information provided in my application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please tick to confirm that a health and safety statement is in place that complies with legal and statutory requirements

If your proposal involves working with children or young people please tick to confirm you have uploaded a copy of your Child Welfare Protection Policies and Procedures in the Supporting Documentation field above.

Supplied Non-Applicable

I affirm that the Director/Chairperson or President of our organisation/group confirms the content, correctness, and accuracy of this application.

I confirm that I previewed this application and confirm that it records that all supporting documentation has been received (see guidelines for assistance). If there is an error, and the application has not been submitted, please contact Visual Artists Ireland. If the documentation is incomplete then your application may be considered ineligible. Changes may not be made after the deadline date and time.

Yes

Having completed this section you will be given the opportunity to review your full application before pressing the final submit button. If you have omitted a section marked as "REQUIRED" you will receive an error message and will have the opportunity to correct the error. However, you must review the full application as it is your responsibility to ensure that it is complete.

When you press the submit button, you will receive a copy of your application to the registered email to confirm what has been received.

End of Document