

Oifig Ealaíon Chomhairle  
Chontae na Gaillimhe –  
An Scéim Ealaíontóirí  
i Scoileanna 2024  
Foirm Iarratais d'Ealaíontóirí



Galway County Council  
Arts Office –  
Artists in Schools Scheme 2024  
Artist Application Form

Tá an fhoirm seo le fáil i nGaeilge chomh maith

## GUIDELINES

### OBJECTIVES OF THE ARTISTS IN SCHOOLS SCHEME

The purpose of the scheme is to give schools, students and teachers the experience of working collaboratively with a professional artist on a creative project over a period of time. The scheme is open to professional artists residing in County Galway at all stages of their career, working in any artform and context. 5 artists and 5 schools will be selected in 2024.

Deadline for applications is 4:00 p.m. on Thursday 21 March 2024.

### PROJECTS:

The artist, school, students and teacher can decide if they would like there to be a finished outcome or presentation of work at the end of the project. Projects focusing on the development of a mural in the school are not eligible.

### ASSESSMENT CRITERIA:

1. Artistic merit and track record of the applicant.
2. Arts in Education experience.
3. Benefit to the applicants' practice.
4. Adherence to the Artists in Schools Scheme guidelines.

### WHO IS ELIGIBLE TO APPLY?

This award is open to all professional practising artists, in all artforms and contexts. To be eligible to apply the applicant must live in County Galway.

### WHO IS NOT ELIGIBLE TO APPLY?

- Undergraduate students.
- Anybody currently in full-time education.
- Anybody who participated in the Artist in Schools Scheme 2023.

## **FEES AND PAYMENTS**

Galway County Council Arts Office will issue payments directly to the successful artists. An artist fee of €1,800 will be paid in two instalments: €900 at the beginning of the project and €900 on submission of their final report. The artist fee is for 5 hours development time, 30 hours contact time and 5 hours evaluation/documentation time. Up to €400 is available for receipted travel expenses and mileage costs. If this project is designed to last longer than the 40 hours specified, the artist should negotiate additional payment directly with the school. Successful schools must source and supply all materials for the project.

## **TIMEFRAME**

Projects must be completed between May and November 2024. Successful artists and schools will need to complete the project, submit a final report and drawdown their final payments in November.

## **ASSIGNMENT OF ARTISTS AND SCHOOLS:**

Successful artists will be paired with a school based on their experience and mutual areas of interest. Note that schools can be based anywhere in Galway County. Unfortunately we cannot guarantee that Irish language-medium schools will be paired with an Irish speaking artist.

## **SAFEGUARDING:**

1. The artist must provide information to the school for Garda Vetting.
2. The artist must read the school's Child Protection Policy before commencing the project.
3. The artist must ensure a teacher is present at all times while the artist works with students in the school.
4. The artist must comply with the parents' consent for their children to be included or not included in documentation of the project.

## COMPLETING YOUR APPLICATION:

- \* Please ensure you send all required supporting documentation, incomplete applications will be ineligible.
- \* To facilitate assessment, it is preferable to type your application form. If this is not possible, please use a black biro and write in BLOCK CAPITALS.

## SUPPORTING MATERIAL MUST INCLUDE:

1. A detailed up-to-date artistic CV of the person applying for funding. CV should be no longer than 3 pages and contain the following information: professional history, relevant employment history, 3rd level education history, qualifications and awards.
2. All support materials must be saved and submitted as pdf or word documents. Up to 6 good quality examples of your previous work, such as writing (max 10 page extracts), images, URL links to video recordings/sound/media files, through YouTube, Vimeo, or SoundCloud. Submit examples that best represent your current practice and your capacity to deliver your proposal.

## SUBMITTING YOUR APPLICATION:

You must submit your completed and signed application form, with all supporting documentation, before the deadline. Late applications will not be accepted. Submit by **one** of the following methods:

By e-mail to: [artsoffice@galwaycoco.ie](mailto:artsoffice@galwaycoco.ie) with the subject line: Artists in Schools Scheme 2024 application – (Insert your name). Include your completed application form and all supporting documentation in one email.

By post to: **Artists in Schools Scheme**, Arts Office, Áras an Chontae, Prospect Hill, Galway, H91 H6KX.

By hand to: The Customer Services Desk at Áras an Chontae or at our office at Centrepoin, Liosban Industrial Estate, during office hours. Outside of office hours, you can place the sealed envelope containing your completed application into the Post Box directly outside the front door of Áras an Chontae. All applications received via our Post Box or by hand are logged upon receipt.

**Deadline for applications is 4:00 p.m. on Thursday 21 March 2024.**

Office Use Only:

Date Application Received: \_\_\_\_\_

If eligible, Ref. No. assigned: \_\_\_\_\_

Eligible/Ineligible: \_\_\_\_\_

If successful, grant amount awarded: \_\_\_\_\_

## SECTION 1: Applicant Details

|                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Name:                                                                                                                                                                                                                                                                                                                                                               |                                                          |
| Address:                                                                                                                                                                                                                                                                                                                                                            |                                                          |
| Eircode:                                                                                                                                                                                                                                                                                                                                                            |                                                          |
| E-mail:                                                                                                                                                                                                                                                                                                                                                             |                                                          |
| Telephone No.:                                                                                                                                                                                                                                                                                                                                                      |                                                          |
| Website or Social Media:                                                                                                                                                                                                                                                                                                                                            |                                                          |
| Artform - Please select from these options:<br>Architecture, circus, dance, film, literature, music,<br>opera, street arts and spectacle, theatre, traditional<br>arts, visual arts.                                                                                                                                                                                |                                                          |
| Applicants' resident in County Galway are eligible to<br>apply. I confirm that I am a resident in County<br>Galway.                                                                                                                                                                                                                                                 | Yes <input type="checkbox"/>                             |
| Irish language – Are you able to deliver this project<br>in Irish?                                                                                                                                                                                                                                                                                                  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Gender - Please select from these options:<br>Female, Male, Non-binary, Prefer not to say.                                                                                                                                                                                                                                                                          |                                                          |
| Ethnicity - Please select from these options:<br>Asian or Asian Irish – Chinese, Asian or Asian Irish –<br>any other Asian background, Black or Black Irish –<br>African, Black or Black Irish – any other Black<br>background, Irish Traveller, White Irish, Any other<br>White background, Prefer to describe my ethnicity<br>in my own words, Prefer not to say. |                                                          |
| Disability - Please select from these options:<br>I have a disability, I don't have a disability, Prefer<br>not to say.                                                                                                                                                                                                                                             |                                                          |

## SECTION 2: Proposal

### Your Practice

Tell us about yourself. Outline your recent artistic achievements and areas of interest. (500 words max)

**Your Arts in Education Experience**

Please give a short summary of your arts in education experience and why you want to work with a Galway County school. (500 words max)

**Benefit to Professional Practice**

Please describe how this award will benefit your artistic goals. (100 words max)

**Evaluation and Documentation**

Please outline how you will document and evaluate your Artists in Schools Scheme project. (100 words maximum)

**References**

Please list two referees, their names, job titles, organisations and contact details.

## SECTION 3: Declaration

I confirm that:

1. I have read, understood, and accept, the Guidelines applicable to this funding.
2. I certify that all information provided in this application, and all information given in any supporting documentation, is truthful and accurate.
3. I agree to the processing and disclosure of information by Galway County Council and to other third parties if required for fund administration, reporting, evaluation and audit purposes, and further consent to the disclosure of this information (name of applicant organisation, amount of grant award, details of festival/event funded) by these parties relating to the marketing or promotion of this funding.
4. I understand that this is a competitive process and agree to accept the decision of the assessment of my application as final.
5. I confirm that I have included all relevant supporting documents.

This Declaration must be signed by the applicant:

|                                  |  |
|----------------------------------|--|
| <b>Name (in block capitals):</b> |  |
| <b>Signed:</b>                   |  |
| <b>Date:</b>                     |  |

## Artists in Schools Scheme Checklist

|                                                                                                                                                                                                                                                                              |                                                                                                                                                                                      |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submit your completed and signed application form, with all supporting documentation, before the deadline 04:00 p.m. Thursday 21 March 2024.                                                                                                                                 |                                                                                                                                                                                      | <input type="checkbox"/>                                                                                                                                                                              |
| To submit a complete application include the following:                                                                                                                                                                                                                      |                                                                                                                                                                                      |                                                                                                                                                                                                       |
| Signed and completed application form.                                                                                                                                                                                                                                       |                                                                                                                                                                                      | <input type="checkbox"/>                                                                                                                                                                              |
| Your artistic CV.                                                                                                                                                                                                                                                            |                                                                                                                                                                                      | <input type="checkbox"/>                                                                                                                                                                              |
| Examples of your previous work.<br>All examples must be saved and submitted in one pdf or word document.<br>(Hardcopies, USB's/CD's or DVD's will not be accepted).                                                                                                          |                                                                                                                                                                                      | <input type="checkbox"/>                                                                                                                                                                              |
| Incomplete applications will be ineligible.                                                                                                                                                                                                                                  |                                                                                                                                                                                      |                                                                                                                                                                                                       |
| <b>Do thuilleadh eolais:</b><br><b>An Oifig Ealaíon,</b><br><b>An Rannóg Forbartha</b><br><b>Eacnamaíochta, Tuaithe &amp; Pobail,</b><br><b>Comhairle Chontae na Gaillimhe,</b><br><b>Áras an Chontae,</b><br><b>Cnoc na Radharc,</b><br><b>Gaillimh.</b><br><b>H91 H6KX</b> | <b>Further information:</b><br>Arts Office,<br>Economic, Rural & Community<br>Development Department<br>Galway County Council<br>County Hall<br>Prospect Hill<br>Galway.<br>H91 H6KX | T. (091) 509012<br><a href="mailto:artsoffice@galwaycoco.ie">artsoffice@galwaycoco.ie</a><br><a href="http://www.gaillimh.ie">www.gaillimh.ie</a><br><a href="http://www.galway.ie">www.galway.ie</a> |