

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



Galway County Council
Arts Office –
Artists in Schools Scheme 2024
School 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 primary and post-primary schools in Galway County. 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. Level of need to develop the arts experience of the school.
2. Benefit to the school, teachers and students.
3. Commitment and resources offered.
4. Adherence to the Artists in Schools Scheme guidelines.

WHO IS ELIGIBLE TO APPLY?

This scheme is open to primary and post-primary schools in County Galway.

WHO IS NOT ELIGIBLE TO APPLY?

- Schools who are not in County Galway.
- Schools who took part in the Artist in Schools Scheme 2023.
- Schools who have been Arts Council Creative Schools between 2021 and 2024.

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 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.

Unfortunately we cannot guarantee that Irish language-medium schools will be paired with an Irish speaking artist.

SAFEGUARDING:

- The school must arrange for the artist to be Garda Vetted.
- The school must share their Child Protection Policy with the artist before commencing the project.
- The school must ensure a teacher is present at all times while the artist works with students in the school.
- The artist should not be viewed as a substitute teacher but as someone who works with the teacher to develop and implement an arts project with the group.
- All insurance costs relating to the project must be covered by the school. A letter of indemnity for Galway County Council from your insurer must be submitted if your school is successful.
- The school must get consent from parents for photographs and footage to be taken of their children to document the project.

COMPLETING YOUR APPLICATION:

- * Please ensure you send a complete application form, 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.

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 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: School Details

Name of Principal:	
Name of Teacher involved in project:	
Name of School:	
School Address:	
Eircode:	
E-mail:	
Telephone No.:	
Website or Social Media:	
Is Irish or English the main language of your school?	Irish ☐ English ☐
Schools in County Galway are eligible to apply. I confirm that our school is in County Galway.	Yes ☐
Have you even been an Arts Council Creative School?	Yes ☐ No ☐
Has your school worked with an artist through the Artists In Schools Scheme?	Yes ☐ No ☐
Class or year group involved in project:	
Number of students:	
Age range of students:	

SECTION 2: Proposal

Your School

Tell us about your school. Outline the arts activities that are part of your curriculum, the spaces and resources available for this project. (500 words max)

Artforms

What artforms are you interested in for this project?

You can select from the following list: Architecture, circus, dance, film, literature, music, opera, street arts and spectacle, theatre, traditional arts and visual arts. Please list in order of preference.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

Benefit to School

Please describe how the Artists In Schools Scheme will benefit your students, teachers and school.
(250 words max)

Teacher Experience

What arts experience and skills does the teacher involved with the project have? (100 words max)
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Areas of Interest

What topics or elements of the curriculum would you like to include in this project? (100 words max)
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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. If successful, our school is committed to supporting the artist assigned, the students and teachers involved in the project.

This Declaration must be signed by the applicant:

Principal Name (in block capitals):	
Principal Signature:	
Date:	

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.		☐
To submit a complete application include the following:		
Signed and completed application form.		☐
Incomplete applications will be ineligible.		
Do thuilleadh eolais: An Oifig Ealaíon, An Rannóg Forbartha Eacnamaíochta, Tuaithe & Pobail, Comhairle Chontae na Gaillimhe, Áras an Chontae, Cnoc na Radharc, Gaillimh. H91 H6KX	Further information: Arts Office, Economic, Rural & Community Development Department Galway County Council County Hall Prospect Hill Galway. H91 H6KX	T. (091) 509012 artsoffice@galwaycoco.ie www.gaillimh.ie www.galway.ie