

Galway City Council Arts Grant Scheme



Application Form Guidelines 2019

(1) INTRODUCTION

Galway City Council Arts Office invites applications for the Arts Grant Scheme 2019 which will provide funding towards arts organisations and arts groups for their projects and programmes.

In order to be considered for funding the organisation or group:

- Must operate primarily as an arts organisation
- May be voluntary or professional
- Must operate on a not-for-profit basis
- Must be based in Galway City or operate substantially within the City

Programmes and projects grant aided are in the field of contemporary creative art. Artforms and projects supported include music, film, theatre, dance, visual arts, multi-media, combined arts, literature, architecture, traditional art, arts festivals and arts venues.

The funding is limited and the process is competitive, therefore all applicants may not be successful, nor may the requested amount be awarded.

Grant assistance will be awarded only where applications meet the criteria set down by Galway City Council. Please note that the City Council reserves its right to add to or reduce the value of an award it may make, and to withhold an award at its discretion.

(2) APPLICATION INFORMATION

Applicants must complete all relevant sections of the application form.

Questions must be answered in full even if it is to state that the question is not relevant.

- Sections A, D and E of the application form must be completed by all applicants.
- Section B must be completed by the Professional Arts sector only.
- Section C must be completed by the Amateur and Voluntary sector only.

THE DEADLINE FOR THE RECEIPT OF APPLICATIONS IS 4PM WEDNESDAY 13TH FEBRUARY, 2019.

(3) GENERAL BRIEF FOR COMPLETING THE APPLICATION FORM

- (a) Read all questions thoroughly before you answer them.
- (b) Remember that several people will be involved in the decision-making so ensure your application is clear, concise and unambiguous.
- (c) Do not assume the selection panel know you or your work – treat each application as if it were your first.
- (d) Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications.
- (e) Have a clear and realistic idea of what you want and how much your proposal costs.
- (f) Provide a project time-line if appropriate.
- (g) Ensure that you enclose all requested documentation.

(4) CRITERIA

Applications received are assessed using the following assessment criteria.

GENERAL – APPLIES TO ALL APPLICATIONS RECEIVED

- Applications must be submitted before the stated deadline.
- Applications must be fully completed and signed.
- Any requested accompanying material must be submitted.
- Applicants must be located or provide relevant arts programming within Galway City Council's administrative area.
- The work in respect of which funding is sought must be contemporary creative art.
- The work in respect of which funding is sought must be carried out on a not-for-profit basis.
- You must demonstrate efforts to secure income from other sources.

PROFESSIONAL ARTS SECTOR CRITERIA

- The depth and strength of ideas underpinning the application.
- The artistic track record of the organisation.
- Evidence of continued artistic growth and development.
- Ambition of the artistic programme.
- The degree of innovation and risk-taking in programming, curatorship and artist selection.
- Offering opportunities for young and emerging arts and cultural practitioners from diverse backgrounds.
- The applicant's contribution to and impact on the arts in the city.
- The applicant's efforts to build the professional capacity of the sector.
- The extent of the organisation's regional and national profile.
- International links.
- Evidence of professional management and governance of organisation.
- Ability to secure income from other sources.
- Professional financial management and accounting.
- Projects operating on a non-commercial basis.
- Accessibility: location, cost and special needs.
- Public presentation of work.

AMATEUR & VOLUNTARY ARTS CRITERIA

- You must demonstrate the programme or project's connection to a specific arts activity or activities.
- You must demonstrate the programme or project's ability to extend and enhance participants' understanding and/or the practice of the art form or artforms.
- You must demonstrate an ability to secure income from other sources.
- You must address how your project contributes to dialogue on the importance and relevance of art within a community.
- You must demonstrate an interest in growth and development of activities.
- You must demonstrate equality of access to and participation in arts activities.
- You must display evidence of sound book-keeping practices (Certified annual accounts should be supplied).
- You must give evidence of a committee based governing structure for organisation.

(5) ASSESSMENT OF APPLICATIONS RECEIVED

Your application for grant aid for 2019 must be submitted no later than 4pm on Wednesday 13th February, 2019. Please note, no submissions later than this date and time can be accepted. All applications will be date stamped and timed on receipt in the Community & Culture Department. A formal acknowledgement of your application with a reference number will be issued within two weeks of that date. It is your responsibility to contact the Community & Culture Department if you do not receive this communication within that time.

Your application will be categorised by members of the Arts Office. Any applications that clearly fall outside the eligibility guidelines and criteria may be eliminated at this point. All applications will then be considered by a selection panel, appointed by Galway City Council. The selection panel will meet to assess and make recommendations on all eligible applications. Their recommendations will then go before a City Council Meeting for approval.

In assessing your application the following will be taken into account:

- The clarity of your proposal.
- The intellectual and philosophical grounding of your proposal.
- Whether you have the capacity to complete and see this activity through to successful fruition, including budget management, marketing and evaluation.
- Consideration of your background and a proven track record in the arts.
- The innovative nature of your proposal.
- Consideration of your reasons for applying for this grant.
- The quality of your proposed activity.

WEIGHTING FRAMEWORK

| QUESTION | CRITERIA | WEIGHTING |
|---|--|-----------|
| 1. Who are you? What have you done previously? | 1. Completed, Eligible Application Form 2. Track Record 3. Governance 4. Financial | 10 |
| 2. What are you proposing to do? | 1. Artistic merit and rationale of programme 2. Commitment to excellence | 25 |
| 3. How are you going to do it? | 1. Do you have the capacity to carry out the programme? 2. Do you have sufficient resources (internal and external, financial and human) to plan and execute the programme? | 15 |
| 4. Who will benefit from this programme? | 1. On which objectives of the Galway Cultural Strategy and the Galway City Arts Plan does this have most, if any, impact? CULTURAL SUSTAINABILITY STRATEGY FRAMEWORK 2016 - 2025 www.galwaycity.ie/culturalstrategy 1. Access and Cultural Rights 2. Cultural Heritage 3. Culture – Environment and Place 4. Education and Excellence 5. Culture and Economy 6. Culture – Health and Wellbeing 7. Culture – Information and Knowledge GALWAY CITY ARTS PLAN PRIORITIES www.galwaycity.ie/artsplan 1. Access, Engagement, Participation 2. Cultural Heritage (Galway City Heritage Plan) 3. Environment and Place 4. Education and Excellence 5. Arts and Economy – Capacity Building 6. Arts and Health, and Wellbeing 7. Arts and Information and Knowledge | 25 |
| | 2. On whom, specifically will the programme have most impact? 1 Children and young people 2. Artists development 3. Local area/community of interest 4. Innovation and excellence | 25 |

(6) CONDITIONS APPLYING TO ARTS GRANTS

- (1) Galway City Council may seek the advice of external assessors.
- (2) Arts Grants may be withheld or divided among applicants at the City Council's discretion.
- (3) 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 City Council's decision. The City Council will not be responsible for material unclaimed after that period.
- (4) All Arts Grants are offered subject to the availability of funds.
- (5) The funding offered must only be used for the purposes specified in your application.
- (6) The award must be spent within 12 months of receipt.
- (7) Assistance received through this scheme should form part of the income funding the project.
- (8) Where a grant is allocated for a specific event/project, Galway City Council will not be responsible for the insurance of that event/project. The Arts Office recommends that the organisers ensure that adequate insurance is in place prior to the commencement of any event/project.
- (9) If the event or project is altered, postponed or cancelled – in whole or in part – the Arts Office must be contacted as soon as is practicable in order to discuss the matter.
- (10) Codes of Practice Observance; Child First Guidelines, Health & Safety Regulations, Equal Opportunities, Animal welfare guidelines.
- (11) Galway City Council must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event.
- (12) Copies of all such material produced must be enclosed with this application.
- (13) Where relevant applicants must have full and complete permission from the venue owner to hold events in said venue.
- (14) An evaluation report regarding the event/project may be requested by the Arts Office and must be submitted within one month of such a request. Failure to comply will result in withdrawal of the funding.
- (15) Acceptance of these conditions is implied by submission of a completed Application Form.
- (16) Canvassing will disqualify the applicant.

(7) APPLICATIONS CAN BE SUBMITTED BY

ALL APPLICATIONS SUBMITTED SHOULD BE CLEARLY MARKED "ARTS GRANTS 2019"

HAND DELIVERY: Community & Culture Department, City Hall, College Road, Galway
Monday to Friday 10am to 4pm daily

POST TO: Arts Grants
Arts Office, Galway City Council, City Hall, College Road, Galway

EMAIL TO: c&c@galwaycity.ie
Applications submitted to any other email address WILL NOT BE ACCEPTED.
YOU MUST ENSURE THAT ALL REQUESTED DOCUMENTATION IS ATTACHED.

THE APPLICATION FORM MAY BE TYPED OR HAND-WRITTEN.

PLEASE COMPLETE IN BLOCK CAPITALS USING ADDITIONAL PAPER WHERE REQUIRED.

YOUR APPLICATION WILL BE INVALID IF YOU DO NOT:

SUBMIT A FULLY COMPLETED APPLICATION FORM.

SUBMIT ALL REQUESTED DOCUMENTATION WITH YOUR APPLICATION FORM.

SUBMIT YOUR APPLICATION BY THE DEADLINE OF 4PM ON WEDNESDAY 13TH FEBRUARY, 2019. PLEASE NOTE THAT THE MAXIMUM ATTACHMENT SIZE ON OUR MAIL SERVER IS 15MB. ADDITIONAL INFORMATION CANNOT BE ACCEPTED AFTER THE CLOSING DATE.

(8) FREEDOM OF INFORMATION

Galway City Council proposes that the following information relating to this grant application competition will be made available on request:

1. Name of the successful applicants.
2. Reasons an applicant did not qualify for grant consideration.

Galway City Council undertakes to use its best endeavours to hold confidential any information provided by applicants subject to its obligations under law, including the Freedom of Information Act 1998 and 2003. Applicants are requested to consider if any of the information supplied should not be disclosed because of its sensitivity. If this is the case, candidates should, when providing the information, identify same and specify the reasons for its sensitivity. If such information is not identified as sensitive and Galway City Council upon consideration does not deem it sensitive, then such information is liable to be released in response to a Freedom of Information request without further consultation with the applicants. Galway City Council will consult with any candidates about sensitive information before making a decision on any Freedom of Information Act request received.

(9) CONTACT

Economic Development, Enterprise Support, Community & Culture Department,
City Hall, College Road, Galway

TELEPHONE: 091 536406

EMAIL TO: c&c@galwaycity.ie

Galway City Council Arts Grant Scheme



Application Form 2019

SECTION A – ORGANISATION DETAILS To be completed by all applicants

| | |
|---|---|
| NAME OF ORGANISATION/GROUP | St Nicholas' Schola Cantorum |
| NAME OF CONTACT PERSON FOR CORRESPONDENCE | Heather Pope |
| ADDRESS OF ORGANISATION/GROUP | Lombard Street, Galway |
| TELEPHONE | 086 8336666 |
| EMAIL | treasurer@stnicholas.ie |
| WEBSITE | www.stnicholas.ie/music/ |
| SOCIAL NETWORKING SITE | Facebook – St Nicholas' Schola Cantorum |

CATEGORY *Please Tick*

Professional

Amateur/Voluntary

FUNDING RECEIVED FROM GALWAY CITY COUNCIL ARTS GRANTS

| |
|-----------|
| 2016€3000 |
| 2017€3000 |
| 2018€3200 |

OTHER FUNDING RECEIVED FROM GALWAY CITY COUNCIL *(please state funding source/activity)*

| | |
|----------|--|
| 2016€n/a | |
| 2017€n/a | |
| 2018€n/a | |

PLEASE STATE THE TOTAL INCOME AND EXPENDITURE OF YOUR ORGANISATION FOR THE YEARS BELOW

Income

| |
|------------------------|
| PROJECTED 2019 €39,345 |
| ACTUAL 2018€35,658 |
| ACTUAL 2017 €38,431 |

Expenditure

| |
|-----------------------|
| PROJECTED 2019€36,945 |
| ACTUAL 2018 €34,268 |
| ACTUAL 2017 €38,102 |

ARTS GRANT REQUESTED 2019 €4,250

ARE YOU A NON PROFIT MAKING ORGANISATION

Yes No

PLEASE INDICATE YOUR ORGANISATION'S LEGAL STATUS

UN-INCORPORATED CLUB OR ASSOCIATION

COMPANY LIMITED BY GUARANTEE

COMPANY LIMITED BY SHARES

TRUST

OTHER (Specify)

Charity

PLEASE PROVIDE DETAILS OF YOUR BOARD OF DIRECTORS

| Name | Position (e.g. Chair, Secretary) | Term of Office |
|----------------------------|-------------------------------------|----------------|
| The Very Revd Lynda Peilow | Chair | n/a |
| Mark Duley | Musical Director | n/a |
| Ann Walton | Board Member | n/a |
| Heather Pope | Honorary Treasurer | n/a |
| Carol Steven | Board Member | n/a |
| Tom Grealy | Board Member | n/a |
| Maureen Rabbitt | Board Member | n/a |
| Dean Kelly | Board Member | n/a |
| Ursula Owens | Board Member | n/a |
| | | |

Please note that you must immediately notify the City Arts Office of changes in Board Membership throughout the year.

HOW FREQUENTLY DOES THE BOARD/COMMITTEE MEET? (e.g. monthly, bimonthly)

Quarterly

HOW LONG HAS THE ORGANISATION BEEN ESTABLISHED?

Since Sept 2012

IF A MEMBERSHIP BASED ORGANISATION, HOW MANY MEMBERS DO YOU CURRENTLY HAVE?

153+

DOES THE GROUP HAVE A MEMBERSHIP FEE?
Please outline if different rates apply to Students, OAPs, etc

n/a

SECTION B – PROFESSIONAL ARTS ORGANISATIONS

To be completed by professional arts organisation seeking revenue grants for 2019

ARTFORM/PRACTICES

Artform/Practice/Activity – tick as appropriate

| | | | | | | | |
|-----------------|--------------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------|--------------------------|
| ARCHITECTURE | <input type="checkbox"/> | SOUND ART | <input type="checkbox"/> | COLLABORATIVE | <input type="checkbox"/> | THEATRE | <input type="checkbox"/> |
| CIRCUS | <input type="checkbox"/> | TRADITIONAL ARTS | <input type="checkbox"/> | DIGITAL ARTS | <input type="checkbox"/> | MULTI-DISCIPLINARY | <input type="checkbox"/> |
| DANCE | <input type="checkbox"/> | MUSIC | <input type="checkbox"/> | FESTIVAL | <input type="checkbox"/> | OPERA | <input type="checkbox"/> |
| FILM & VIDEO | <input type="checkbox"/> | VISUAL ARTS | <input type="checkbox"/> | LITERATURE | <input type="checkbox"/> | ARTS & DISABILITY | <input type="checkbox"/> |
| ARTS AND HEALTH | <input type="checkbox"/> | YOUTH ARTS | <input type="checkbox"/> | ARTS & OLDER PEOPLE | <input type="checkbox"/> | | |
| OTHER | <input type="checkbox"/> | IF OTHER, PLEASE SPECIFY | | | | | |

ORGANISATION DESCRIPTION *Tick as appropriate*

| | | | | | | | | | | | |
|-------------|--------------------------|--------------------------|--------------------------|----------|--------------------------|--------------------|--------------------------|-----------------------|--------------------------|-------|--------------------------|
| ARTS CENTRE | <input type="checkbox"/> | COLLECTIVE | <input type="checkbox"/> | FESTIVAL | <input type="checkbox"/> | PRODUCTION COMPANY | <input type="checkbox"/> | RESOURCE ORGANISATION | <input type="checkbox"/> | VENUE | <input type="checkbox"/> |
| OTHER | <input type="checkbox"/> | IF OTHER, PLEASE SPECIFY | | | | | | | | | |

STATE THE ARTISTIC PURPOSE OF YOUR ORGANISATION (200 words max)

STATE THE ACTIVITIES OF YOUR ORGANISATION OVER THE PAST YEAR (200 words max)
Recipients of an Arts Grant in 2018 *must separately submit* a detailed report to indicate how it was used in support of this programme of events.

PROVIDE DETAILS OF YOUR ORGANISATIONS PLANNED PROGRAMME 2019 (500 words max)

To include a description of activity/event, target group, projected cost. Highlight aspects of the programme for which Galway City Council funding will be allocated.

[Empty text box for providing details of the planned programme]

AUDIENCE

Please provide details of attendance, participation figures at your events, programmes in 2018, as well as any details on their demographic breakdown, age, residence, etc., you have. Please provide a global figure, as well a break down per project. Please let us know how you documented these figures.

FINANCIAL INFORMATION

Please complete the Income and Expenditure sheet below

| INCOME | Actual 2018 | Projected 2019 |
|---------------------------------|-------------|----------------|
| Arts Council | | |
| Galway City Council Arts Grants | | |
| Other Grant Income (specify) | | |
| SOLAS (FÁS) | | |
| Sponsorship/Donations | | |
| Box Office | | |
| Sales | | |
| Membership Fees | | |
| Other Earned Income | | |
| | | |
| | | |
| TOTAL INCOME | | |

| EXPENDITURE | Actual 2018 | Projected 2019 |
|---------------------------------|-------------|----------------|
| Arts Programme Costs | | |
| Salaries/Wages (Gross Figures) | | |
| Rent | | |
| Insurance | | |
| Repairs/Maintenance | | |
| Light & Heat | | |
| Printing/Postage/Stationery | | |
| Advertising/Publicity/Marketing | | |
| Telephone | | |
| Accountancy Fees | | |
| Legal Fees | | |
| Bank Charges | | |
| Travel/Accommodation | | |
| Materials | | |
| Equipment Hire | | |
| Training | | |
| Entertainment/Hospitality | | |
| Other Costs (give details) | | |
| | | |
| | | |
| TOTAL EXPENDITURE | | |

Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application.

IS YOUR ORGANISATION A REGISTERED CHARITY?

Yes



No

IF YES: PLEASE STATE CHARITY REGISTRATION NO.

CHY 7051

NUMBER OF STAFF EMPLOYED *Please indicate*

FULL TIME

PART TIME

CONTRACT

PLEASE STATE POSITIONS HELD BY STAFF *Artistic director, technician, etc.*

TITLE

FULLTIME/PARTTIME/CONTRACT

| | |
|------------------------------|-----------|
| Musical Director | Part-Time |
| Assistant Organist | Part-Time |
| Assistant Musical Director | Part-Time |
| Vicar Choral & Singing Tutor | Part-Time |
| Singing Tutor x 2 | Part-Time |
| | |
| | |
| | |
| | |
| | |

HAS THERE BEEN A CHANGE IN YOUR STAFFING LEVELS IN 2018, AND IF YES, WHY?

SECTION C – AMATEUR AND VOLUNTARY SECTOR

To be completed by the amateur and voluntary sector only

WHICH OF THE FOLLOWING DESCRIBES YOUR ORGANISATION/GROUPS ACTIVITY?

Artform/Practice/Activity – tick as appropriate

| | | | | | | | |
|-----------------|--------------------------|--------------------------|-------------------------------------|---------------------|-------------------------------------|--------------------|-------------------------------------|
| ARCHITECTURE | <input type="checkbox"/> | SOUND ART | <input checked="" type="checkbox"/> | COLLABORATIVE | <input checked="" type="checkbox"/> | THEATRE | <input checked="" type="checkbox"/> |
| CIRCUS | <input type="checkbox"/> | TRADITIONAL ARTS | <input checked="" type="checkbox"/> | DIGITAL ARTS | <input type="checkbox"/> | MULTI-DISCIPLINARY | <input type="checkbox"/> |
| DANCE | <input type="checkbox"/> | MUSIC | <input checked="" type="checkbox"/> | FESTIVAL | <input checked="" type="checkbox"/> | OPERA | <input checked="" type="checkbox"/> |
| FILM & VIDEO | <input type="checkbox"/> | VISUAL ARTS | <input checked="" type="checkbox"/> | LITERATURE | <input checked="" type="checkbox"/> | ARTS & DISABILITY | <input checked="" type="checkbox"/> |
| ARTS AND HEALTH | <input type="checkbox"/> | YOUTH ARTS | <input checked="" type="checkbox"/> | ARTS & OLDER PEOPLE | <input checked="" type="checkbox"/> | | |
| OTHER | <input type="checkbox"/> | IF OTHER, PLEASE SPECIFY | | | | | |

PLEASE GIVE A BRIEF HISTORY OF THE GROUP? (200 words max)

St Nicholas' Schola Cantorum was established in June 2012. It has its home in the Collegiate Church of St Nicholas, one of Ireland's most important medieval buildings and is a dynamic new version of the ancient college of singing priests and boy choristers, established in the church in 1486. Under the direction of the St Nicholas' organist Mark Duley, it provides valuable instruction and rewarding experience to singers of all ages and backgrounds and opens up the church's unique cultural heritage for all the people of Galway.

The three principal aims of St Nicholas' Schola Cantorum:-
Enriching worship; Educating Singers; Promoting the Arts.

These aims are delivered through the five ensembles of St Nicholas' Schola Cantorum:-
Choristers (up to 28 children aged 8-14); Choral Scholars (up to 24 NUI Galway Students); Parish Choir (24 adult singers); St Nicholas Singers (a large all-comers group) and Collegium (16-20 voice mixed chamber choir).

DO YOUR MEMBERS PAY A FEE TO JOIN YOUR GROUP/CLUB?

Yes No

WHAT IS YOUR MEMBERSHIP FEE?

Please outline if different rates apply to Students, OAPs, etc.

n/a

DO YOUR MEMBERS PAY TUITION FEES FOR CLASSES?

Yes No

DO YOU CURRENTLY WORK OR HAVE YOU IN THE PAST WORKED WITH QUALIFIED PROFESSIONAL ARTISTS?

Yes No

IF YES, PLEASE GIVE DETAILS

Mark Duley, Musical Director of St Nicholas' Schola Cantorum, one of Ireland's foremost Choral Directors;
Dottie Knauer, Assistant Musical Director, Lecturer in Music at Galway's Technical Institute, experienced Choral Singer;
Aisling Kenny, Tutor and internationally recognised Soprano and Singing Teacher;
Ronan De Burca, Assistant Organist, Accompanist, Choral Director.
Saoirse Knauer - Vicar Choral and Tutor;
John Kennedy, Vicar Choral and Tutor;
Christine Cavanagh, Tutor & experienced Choral Singer;
Stephen Wallace, Countertenor and lecturer in Singing, DIT Conservatory of Music and Drama;
Paul McGough, Baritone;
Andrea Malir, Harpist;
Max Hafler, Theatre Practitioner, Dramaturgist and Workshop Facilitator;
Michel Durham, Tutor, Director of Durham Voice Studio, internationally recognised singing tutor;
Miquel Varcelo, Workshop Facilitator and Actor;
Ramin Haghjoo, Organist and Pianist;
Eoin Hynes, Tenor;
Raymond O'Donnell, Organist;
Tom Walsh, Violinist;
David Szabo, Pianist;
Andrew Lawrence-King, Early Music Specialist and Director of the Harp Consort;
David Grealy, Pianist

HOW OFTEN DOES YOUR GROUP MEET?

Weekly/ Twice Weekly

WHERE DO YOU MEET?

St Nicholas' Collegiate Church, Lombard St, Galway

DO YOU PAY FOR HIRE OF YOUR MEETING PLACE?

Yes No

WHAT ARTS PROGRAMME EVENTS DID YOUR GROUP UNDERTAKE IN 2018?

Recipients of an Arts Grant in 2018 *must separately submit* a detailed report indicating how it was used in support of this programme of events

2018 Activities

Choristers' training programme

Children's choir of twenty-eight voices (boys & girls aged 8-14) which

- rehearsed every week
- performed (on average) monthly in services or concerts
- attended (in groups of 3-5) weekly musicianship and vocal training classes

Galway City Council funding enabled contact with a much wider range of schools than hitherto through the recruitment campaign, and has increased the cultural diversity of the choir.

NUI Galway Choral Scholars' programme

Choir of eighteen voices (mostly NUI Galway students on choral scholarships awarded by the university) which

- rehearsed twice weekly over a two-month period in each semester
- gave eight performances (both services and concerts) over the two semesters
- attended (in groups of 2-6) weekly musicianship and vocal training classes

St Nicholas Singers

All-comers choir of circa seventy voices which met for two weekend workshops, to prepare a major choral work for performance.

Collegium

Auditioned chamber choir of twenty four voices, rehearsing on a project basis, which gave three performances over the course of the year, one of which was promoted by Music for Galway.

PLEASE DESCRIBE THE ACTIVITIES IN 2019 YOU REQUIRE FUNDING FOR AND SPECIFICALLY AREAS OF EXPENDITURE FOR WHICH FUNDING IS SOUGHT FROM GALWAY CITY COUNCIL

2019 ACTIVITIES

The St Nicholas Schola Cantorum programme for 2019 is focused on three areas.

Education and excellence in vocal training

offering all people - regardless of age, gender, training, ability, religious affiliation or background - the special joy of choral singing to a high standard.

Access to cultural heritage

Opening up to everyone the unique cultural heritage of the city that is found in the musical tradition of its ancient collegiate church and which is the rightful inheritance of all Galway citizens.

Children and young people

Providing the training for young singers from age 8 and upwards to become skilled choral singers, to learn more about their cultural heritage, and to grow through being part of a five hundred year old musical tradition.

As in previous years, the Galway City Council grant will be put towards the specialist training, through vocal and musicianship classes, that enables the inclusivity and access outlined above.

In particular, the grant is used for the purchase of teaching materials and the provision of a professional staff of five. Contribution from Galway City Council to the above: €3,000 Additional funding is sought for initiatives included in 2018 application but not possible due to the funding level from Galway City Council that year remaining the same as 2017. These are included again as they remain important elements of the Schola Cantorum's aspiration to effective outreach in the city and county.

Choristers Outreach Programme

In partnership with NASCIreland and RIA, running of singing workshops for children living in Direct Provision centres

Creation of two chorister scholarships (covering membership of the Schola Cantorum and instrumental tuition) for two children living in Direct Provision

Cost of workshops in each of the two Galway Direct Provision centres (including facilitators' training and fees): €1200

Two scholarships: €1300 (including instrumental tuition)

Total cost €2500

Contribution sought from Galway City Council €1250

Total contribution sought from Galway City Council €4250

PLEASE COMPLETE THE FOLLOWING BUDGET SHEET
Please ignore the areas that are not relevant to your organisation

| INCOME | Actual 2018 | Projected 2019 |
|---------------------------------|---------------|----------------|
| Membership Fees | 0 | 0 |
| Tuition Fees | 9096 | 8220 |
| Galway City Council Arts Grants | 3200 | 4250 |
| Other Grant Income | 7000 | 7000 |
| Sponsorship/Donations | 6265 | 6800 |
| Sales | 1575 | 1575 |
| Fundraising | 7722 | 10500 |
| Other Earned Income | | |
| Hire of Piano | 800 | 1000 |
| | | |
| TOTAL INCOME | 35,658 | 39,345 |

| EXPENDITURE | Actual 2018 | Projected 2019 |
|------------------------------------|---------------|----------------|
| Rent | 0 | 0 |
| Insurance | 0 | 0 |
| Touring and Travel/Accommodation | 0 | 0 |
| Tuition/artist fees | 28,860 | 29,690 |
| Materials | 2,353 | 2,650 |
| Administration costs | 1705 | 1705 |
| Uniforms/costumes | 0 | 500 |
| Instruments | 0 | 0 |
| Equipment Hire | 0 | 0 |
| Training | 0 | 0 |
| Entertainment/Hospitality | 750 | 1650 |
| Other Costs (give details) Heating | 600 | 600 |
| | | |
| Piano Tuner | | 150 |
| TOTAL EXPENDITURE | 34,268 | 36,945 |

Please Note: Certified/Audited (if applicable) Statement of Accounts must be submitted with this application.

SECTION D – FINANCIAL AND LEGAL INFORMATION To be completed by all applicants

ACCOUNT DETAILS

Please note: the only method of payment of any grant approved will be Electronic Funds Transfer. If you are a first time applicant or have not already received payment from Galway City Council by EFT, please complete the official Supplier Set Up Form attached and return with your application.

If you have previously received payment from Galway City Council but have changed details i.e. Bank account, address etc., please complete and return the official Supplier Set Up Form attached and your details will be updated on our system.

Each organisation/ group must ensure that the information provided to Galway City Council for payment of a grant is correct.

FINANCIAL SUMMARY


Please provide an up to date, Certified/Audited (if applicable) Statement of Accounts with this application. If your organisation is tax registered you are required to provide a copy of a valid Tax Clearance Certificate. This is not necessary if you can quote a Charity Number.

LEGAL

Applicants registered under the Companies Act 2014 or previous equivalent legislation may be required to provide copies of all or any documents submitted to the Companies Registration Office.

SECTION E – APPLICANT STATEMENT

I have completed all relevant sections of this of this application form and confirm that all information provided is truthful and accurate.

| | |
|----------------|---|
| NAME (PRINTED) | Heather Pope |
| SIGNATURE |  |
| POSITION | Honorary Treasurer |
| DATE | 11 th February, 2019 |

CHECKLIST OF ESSENTIAL ENCLOSURES

| Enclosures | Yes/No |
|--|--|
| A signed application form | Yes |
| Completed the relevant section of the application form (Professional or Amateur/Voluntary) | Yes |
| State the amount requested from Galway City Council | Yes |
| Financial Information | Yes |
| Certified/Audited (if applicable) Statement of Accounts | Yes |
| Detailed Report if recipient of Art Grant in 2018 on how grant was used | Yes |
| Completed Supplier Set Up Form (if applicable) | Already Set up as a Supplier with GCC n/a |
| Copy of valid Tax Clearance Certificate (if applicable) | n/a |

**THE DEADLINE FOR THE RECEIPT OF APPLICATIONS
IS 4PM WEDNESDAY 13TH FEBRUARY 2019.**

ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

LOMBARD STREET

GALWAY

FINANCIAL STATEMENTS

FOR THE 12 MONTH PERIOD ENDED 31st DECEMBER 2017

ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

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ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

ACCOUNTANTS REPORT

We have prepared the following financial statements for the year ended 31st December 2017 from the books and records made available to us by St Nicholas Schola Cantorum

MICHAEL MURPHY & CO
CERTIFIED PUBLIC ACCOUNTANTS

82 WESTBROOK
BARNA ROAD,
GALWAY

Date

ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

NOTE 1

ACCOUNTING POLICIES

The significant accounting policies adopted are as follows :


BASIS OF ACCOUNTING

The financial statements ,which have been prepared under the historical cost convention relate solely to the Society

ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2017

| | € | 16 Months |
|----------------------------------|-----------------|-------------------------|
| | <u>2017</u> | <u>€</u> <u>2016</u> |
| <u>Income</u> | 38431 | 44253 |
| | | |
| <u>Expenditure</u> | | |
| Equipment & Educational supplies | 4535 | 7295 |
| Administration Costs | 600 | 1637 |
| Professional fees | 1875 | 0 |
| Wages-Music Tuition | 31092 | 40659 |
| | _____ (38102) | _____ (49591) |
| | | |
| <u>Net Surplus (Deficit)</u> | <u>329</u> | <u>(5338)</u> |


Signed

Heather Pope
Treasurer

ST NICHOLAS COLLEGIATE CHURCH
SCHOLA CANTORUM

BALANCE SHEET
AS AT 31st DECEMBER 2017

| | € <u>2017</u> | € <u>2016</u> |
|--|--------------------|--------------------|
| <u>Current Assets</u> | | |
| Bank & Cash | 13527 | 9364 |
| | <u>13527</u> | <u>9364</u> |
| <u>Current Liabilities</u> | | |
| <i>Accruals</i> | | 0 |
| Paye/prsi | 3834 | |
| | <u>3834</u> | <u>0</u> |
| <u>Net Current Assets / Liabilities</u> | <u>9693</u> | <u>9364</u> |
| | | |
| <u>Net total Assets</u> | <u><u>9693</u></u> | <u><u>9364</u></u> |
| | | |
| <u>Represented By</u> | | |
| <u>Reserves</u> | | |
| Opening Balance | 9364 | 14702 |
| Surplus/(Deficit) for period | 329 | (5338) |
| Closing Balance | <u><u>9693</u></u> | <u><u>9364</u></u> |

Signed



Heather Pope
Treasurer