# Fingal Artists' Support Scheme

# Guidelines for Applicants 2025

**Aim of the Award**

The Fingal Artists' Support Scheme is a strand of funding which allows professional artists to avail of an award up to €5,000, towards travel/professional development opportunities, a residency, or towards the development of work. The objective of the scheme is to support individual professional artists from Fingal to develop their artistic practice. The award is open to practicing artists at all stages in their professional careers working in music, visual art, drama, literature, dance and film.

There are three funding categories. Applicants can only apply for one strand of funding. You must state which category of funding you are applying for.

**Funding Categories:**

Category 1: Travel/ Professional Development

> This strand aims to provide support for artists with training, mentoring, workshops, courses, postgraduate and higher education courses. The funding can also be used for international opportunities. Funding for a course/workshop/higher education course is on condition of a place being awarded and enrollment on said course or similar course.

Category 2: A Residency

> This strand aims to support artists with national and international residency opportunities. Funding for a residency is on condition of a place being awarded.

Category 3. Development of Work

> This strand aims to provide artists with time and space to engage with their practice, allowing them the opportunity to research, reflect and re-evaluate their practice. It also allows for the development of a specific body of work.

**Eligibility**

To be eligible to apply the applicant must have been born, have studied, or currently reside in the Fingal administrative area. Applicants must be emerging or professional practicing artists and must meet the eligibility requirements. Please see link to map of Fingal: https://2ua.org/irl/l/fingal/map/

**Born:** Applicants must state in their application where they were born or grew up in Fingal and must include their address.

**Studied:** Applicants who attended primary level, secondary level schools in Fingal. All educational institutions must be located in Fingal. The applicant may have grown up outside Fingal but attended school in Fingal. Applicants must state the name and address of the school they attended in Fingal in the application form.

**Who is eligible to apply:**

- The award is open to practicing artists at all stages in their professional careers working in music, visual art, drama, literature, film and dance.
- Recent graduates or applicants who are about to graduate and are interested in developing their art practice following graduation. This must be specified on the application form.

- Applicants living overseas but originally from Fingal. They must include their former address or school where they studied in Fingal in the application form.
- Applicants must be over 18 years of age.

**Please note: If your application form is deemed ineligible it will not be assessed. Please ensure you meet the eligibility criteria.**

**Application Process**

You may only make one application. The activity you apply for must take place between May and December in the year the award is granted.

All applications must be made via SUBMIT. Posted or emailed applications will be deemed ineligible. A link to the online application form can be found on the Fingal Arts Office website www.fingalarts.ie You need to create a Submit password and you can save a draft of your application at any stage and access it again at another time. You must submit the completed application by the specified deadline.

Complete all relevant sections of the application. Please ensure you complete Q 11 as this is the main question where you can provide information on your proposed project, activity or event. For those applying under film or drama, please provide a brief synopsis of the proposed film/drama production, including themes.

**Supporting material**

Applicants must submit additional supporting material, the provision of which is compulsory to enable a full assessment of the application. Please include the following:

- Current CV
- Up to ten high quality images of current/recent work in a range of contexts and an accompanying image list including your name, name of artwork, year artwork was made, dimensions, materials as appropriate to your work and if relevant where the work was exhibited/performed and when. Ensure the images submitted are in focus, correctly lit and are in the relevant and appropriate format.
- Examples of recent work, such as text, audio recordings, moving image work, with corresponding explanations.
- Links to websites or streaming platforms. If you are providing a link, please ensure it is working and if it is password protected, please provide the password.
- Biographies of Mentors, where applicable.
- Letters of support, support in-kind or commitment.
- Please name all the files you upload, including your name, title of work and/or type of work. Please note we are unable to accept links to google drive.

**Acceptable File Formats**

| Documents | Images | Videos | Sounds | Links |
|---|---|---|---|---|
| DOC(X) | JPG | MP4 | MP3 | Dropbox |
| PDF | GIF | MOV | WAV | YouTube |
| TXT | BMP | OGG | M4A | Soundcloud |
| RTF | PNG | 3GP | AAC | Vimeo |

| | | |
|---|---|---|
| Powerpoint | QUICKTIME | Custom Links |
| KEYNOTE | M4V | |
| Excel | MWV | |

**What You Cannot Apply For**

- Activities for charity fundraising purposes, competition purposes or primarily for-profit making purposes.
- Major capital requests for the purchase of equipment such as a laptop, camera, printer.
- Requests for improvements to a workspace.
- Internship activities.
- Events or activities that have already taken place.
- Events or activities that are primarily based on art therapy or self-help rather than on artistic outcomes.
- Non-Art projects.

**Your application will be considered ineligible if:**

- You do not meet the eligibility criteria.
- You do not complete all relevant sections of the application form.
- You do not include all the required supporting material.
- You missed the application deadline.
- You submit your application and supporting material by email or present a hardcopy. You must apply online through the Submit platform.
- You apply for more than the maximum funding amount.
- The canvassing of elected members or staff of Fingal County Council, or of outside assessors by, or on behalf of, an applicant will disqualify that applicant.

**Budget**

Applicants can apply for funding of up to €5,000 and are required to provide a full financial breakdown detailing costs, expenditures and incomes. The proposed expenditure must include an artist's fee if you are applying for category 3. This is the amount you will pay yourself per day or per hour for the development of your practice or the development of proposed artwork. Fingal Arts Office advocates the fair and equitable remuneration of artists in line with the Arts Council’s policy on Paying the Artist. You must provide an artist's fee in your budget indicating the number of hours/days in relation to the fee.

Other costs include mentor or professional services fees, material costs, technical costs, production costs, hire costs, promotion, publicity costs. Travel and accommodation costs if applying for categories 1 and 2. Studio rental costs if applying for category 3.

Up to 15% of material costs can be used towards the purchase of software for artistic purposes. Please note funding cannot be used towards the purchase of equipment.

It is also important to include in-kind support you expect to receive and put a valuation on this.

**Assessment Process**

Applications will be checked for eligibility.

Fingal Arts Office will appoint independent adjudicators with relevant artform/ arts practice expertise and experience to assess applications based on the criteria for assessment and in line the scoring process outlined below. They will submit their recommendations to Fingal Arts Office.

**Criteria For Assessment**

- Artistic quality of the proposal. Score of 50 points
- The track record and potential of the applicant. Score of 50 points
- Feasibility of the proposal. Capacity to deliver the proposed activity. Score of 20 points
- Supporting material submitted. Score of 30 points

To ensure fairness, an external assessor must declare a conflict of interest if an applicant is linked personally or professionally to them. The assessor will inform Fingal Arts Office of the conflict of interest.

A panel comprising of a member of the Fingal Arts Office team, an independent representative and the external assessor for each art discipline will meet to review the recommendations.

The panel's recommendations will be brought to the full Council meeting in April for final approval. Applicants will be informed of their decision in writing by the end of May.

**Please Note: Given the level of demand for Fingal County Council's support, it will not be possible to fund all eligible applications or to fund all applications for the full amount sought. This is a highly competitive funding scheme, and all arts awards are offered subject to the availability of funds.**

**Feedback**

Feedback on applications must be requested within 2 weeks of notification of the panel's decision. Due to limited Fingal Arts Office resources feedback will only be provided to applicants who were unsuccessful in being awarded, and within the 2-week time frame.

**Successful Applications**

Requirements:

- The funding is for projects/initiatives which will take place between May – December in the same year of the scheme.
- The award may only be used for the specific costs indicated in your application. Please note funding cannot be used towards the purchase of equipment such as camera's, printers, laptops or lighting etc.
- Any changes to a significant element of your application must be notified to Fingal Arts Office in advance for agreement.
- If you were awarded less than you requested in your application, it is possible to use the funding towards an element of your proposal or to reduce the scale of your proposal to reflect the award amount.
- Successful applicants must ensure Fingal County Council's logo is used on all promotional material, and the Council's support must be acknowledged in interviews and on websites and social media platforms. The Council's logo is available from: www.fingal.ie
- All successful applicants are required to complete and submit a report on the utilization of their award. The report must be accompanied by receipts if you were awarded under Category 1 or 2. Fingal County Council will not guarantee payment if the report is not submitted. The report form

must be completed on Submit by the specified deadline. A link to the report form on Submit will be issued to all successful applicants.

- Promotional materials such as invites/posters/fliers or other printed items relating to events/activities, must be submitted with the report, highlighting where Fingal County Council has been credited for support.

**PLEASE NOTE**

**Categories 1 and 2**

Applicants awarded under categories 1 and 2 for Travel/Professional Development and a Residency will receive funding on submission of a report along with receipts which total the amount of funding awarded. The applicant will be responsible for paying all costs relating to their proposed activity up front. Funding will only be issued on receipt of a report and receipts.

**Categories 3**

Funding for applicants awarded under category 3, the development of work, will be issued straight away. The applicant must submit a report on the utilization of the award by the specified deadline.

**Payment Process**

If this is your first time to be awarded funding by Fingal County Council, you will need to complete a Supplier Set Up form so we can ensure payment is made correctly and to avoid any delays. This form will be posted to you and must be completed, signed in ink, in capitals and posted back to Fingal Arts Office. The accounts department will only accept an original, handwritten signature.

If you have been paid by Fingal County Council in the past but your bank details have changed since your last payment you will need to complete a change of bank details form. Please inform Fingal Arts Office as soon as possible to request a form. This form must be completed, signed in ink, in capitals and posted to Fingal Arts Office. The accounts department will only accept an original, handwritten signature.

If you have been awarded by Fingal County Council, please provide Fingal Arts Office with your supplier ID which you can find on any remittance advice you have received.

Funding will be paid directly into your bank account. You do not need to invoice. Only one payment will be made for the full amount awarded. Payments cannot be split.

For further information please refer to the Frequently Asked Questions section on Submit or email artsoffice@fingal.ie

**Comhairle Contae Fhine Gall**
Fingal County Council

**An Roinn Forbartha Eacnamaíochta, Fiontraíochta, Turasóireachta & Cultúir**
Economic, Enterprise, Tourism and Cultural Development Department

# Scéim Tacaíochta Fhine Gall d'Ealaíontóirí Treoirlínte d'Iarratasóirí

**Aidhm na Dámhachtana**

Is snáithe maoinithe í Scéim Tacaíochta Fhine Gall d'Ealaíontóirí a ligeann d'ealaíontóirí gairmiúla leas a bhaint as suas le €5,000. Is féidir leo é a chaitheamh ar dheiseanna forbartha/taistil, ar chónaitheacht nó chun obair a fhorbairt. Is í cuspóir na scéime ná tacú le healaíontóirí gairmiúla aonair ó Fhine Gall a gcleachtas ealaíne a fhorbairt. Tá an dámhachtain oscailte do gach ealaíontóir atá ag cleachtadh, ag gach céim dá ngairm bheatha, agus atá ag obair sa cheol, na hamharc-ealaíona, drámaíocht, litríocht, scannánaíocht agus damhsa.

Tá trí chatagóir maoinithe ann. Ní féidir ach iarratas a dhéanamh ar shnáithe maoinithe amháin. Ní mór duit a lua cé acu catagóir a bhfuil tú ag déanamh iarratais ina leith.

**Catagóirí Maoinithe**

Catagóir 1: Taisteal/Forbairt Ghairmiúil

> Tá sé mar aidhm ag an snáithe seo tacaíocht a sholáthar d'ealaíontóirí trí oiliúint, cheardlanna, chúrsaí, agus chúrsaí iarchéime agus ardoideachais a chur ar fáil. Is féidir an maoiniú a úsáid freisin do dheiseanna idirnáisiúnta. Beidh an maoiniú do chúrsa/cheardlann/chúrsa ardoideachais ag brath ar áit a fháil agus clárú ar an gcúrsa sin nó cúrsa den chineál sin.

Catagóir 2: Cónaitheacht

> Tá sé mar aidhm ag an snáithe seo tacaíocht a sholáthar d'ealaíontóirí maidir le deiseanna cónaitheachta náisiúnta agus idirnáisiúnta. Beidh an maoiniú do chónaitheacht ag brath ar áit a fháil.

Catagóir 3. Obair a Fhorbairt

> Tá sé mar aidhm ag an snáithe seo, am agus spás a sholáthar d'ealaíontóirí, rud a chuirfidh ar a gcumas taighde agus machnamh a dhéanamh ar an gcleachtas atá acu agus measúnú a dhéanamh air. Ceadóidh sé freisin don ealaíontóir píosa oibre faoi leith a fhorbairt.

**Incháilitheacht**

Chun iarratas incháilithe a chur isteach, ní mór gur rugadh an t-iarratasóir i limistéar riaracháin Fhine Gall, nó go raibh sé/sí ag staidéar ann nó go bhfuil sé/sí ina c(h)ónaí ann faoi láthair. Ní mór gur ealaíontóir gairmiúil atá ag cleachtadh a c(h)eirde é an t-iarratasóir, nó ealaíontóir atá ag teacht chun cinn, agus ní mór dó nó di na riachtanais incháilitheachta a chomhlíonadh. Féach an nasc don léarscáil d'Fhine Gall. https://2ua.org/irl/l/fingal/map/

Áit bhreithe: Ní mór d'iarratasóirí a lua san iarratas an áit i bhFine Gall inar fhás siad aníos agus ní mór an seoladh a chur san áireamh.

Áit ina rabhas ag staidéar Iarrastasóirí a d'fhreastail ar an mbunscoil, meánscoil i bhFine Gall. Caithfidh na hinstitiúidí oideachais a bheith lonnaithe i bhFine Gall. D'fhéadfadh sé gur fhás an t-iarratasóir aníos lasmuigh d'Fhine Gall ach gur fhreastail sé/sí ar an scoil i bhFine Gall. Ní mór ainm agus seoladh na scoile sin a lua.

**Cé ar féidir leo iarratas a chur isteach**

- Tá an dámhachtain oscailte do gach ealaíontóir atá ag cleachtadh ag gach céim dá ngairm bheatha agus atá ag obair sa cheol, na hamharc-ealaíona, drámaíocht, litríocht, scannánaíocht agus damhsa.

- Céimithe nua nó iarratasóirí atá ar tí céim a bhaint amach agus ar mian leo a gcleachtas ealaíne a fhorbairt tar éis dóibh an chéim a bhaint amach. Ní mór é seo a lua ar an bhfoirm iarratais.
- Iarratasóirí atá ina gconaí thar lear ach atá de bhunús Fhine Gall. Ní mór an seoladh ina raibh siad ina gcónaí i bhFine Gall a lua ar an bhfoirm iarratais nó seoladh na scoile.
- Ní mór 18 mbliana d'aois a bheith slánaithe ag iarratasóirí.

**Tabhair do d'aire:** Má mheastar nach bhfuil d'iarratas incháilithe, ní dhéanfar é a mheas. Déan cinnte de, le do thoil, go gcomhlíonann tú na critéir incháilitheachta.

**Próiseas Iarratais**

Ní féidir ach iarratas amháin a dhéanamh. An ghníomhaíocht a ndéanann tú iarratas ina leith, caithfidh go dtarlóidh sí idir Bealtaine agus Nollaig sa bhliain ina bhronntar an dámhachtain.

Ní mór gach iarratas a dhéanamh trí CUIR ISTEACH. Ní ghlacfar le hiarratais a fhaightear tríd an bpost nó mar ríomhphost. Tá nasc don fhoirm iarratais ar líne le fáil ar shuíomh gréasáin na hOifige Ealaíon www.fingalarts.ie Ní mór duit pasfhocal a chruthú agus is féidir leat dréacht de d'iarratas a chruthú ag am ar bith agus rochtain a fháil air ag am eile. Ní mór duit an t-iarratas iomlán a chur isteach faoin dáta atá leagtha síos.

Comhlánaigh gach mír den iarratas a bhaineann leatsa. Bí cinnte go gcomhlánaíonn tú Ceist 11 mar is í seo an phríomhcheist inar féidir leat eolas a sholáthar faoin tionscadal, gníomhaíocht nó imeacht atá molta agat. Dóibh siúd atá ag déanamh iarratas faoi 'scannán nó dráma', déan cur síos gairid, le do thoil, ar an scannán/drama, téamaí san áireamh.

**Cuir ábhar tacaíochta ar fáil:**

Ní mór d'iarratasóirí ábhar tacaíochta breise a sholáthar. Is rud riachtanach é seo chun go mbeifear ábalta measúnú iomlán a dhéanamh ar an iarratas. Bíodh na rudaí a leanas istigh agat, le do thoil:

- CV reatha
- Suas le deich íomhá ardchaighdeáin de do chuid oibre reatha/is déanaí, agus íomhá eile ina bhfuil d'ainm le feiceáil, mar aon le ainm na hoibre ealaíne, an bhliain inar rinneadh í, toisí, ábhar de réir mar a bhaineann sé le do chuid oibre, agus an áit ina raibh an obair le feiceáil, más cuí, agus cathain.
- Samplaí d'obair a rinneadh le déanaí, ar nós téacs, taifeadadh fuaime, íomhánna gluaisteacha, in éineacht le míniú ar an obair sin.
- Naisc le suíomhanna gréasáin nó ardáin shruthaithe. Má tá tú ag cur nasc ar fáil, déan cinnte, le do thoil, go bhfuil sé ag obair i gceart agus má tá sé cosanta ag pasfhocal, tabhair an pasfhocal.
- Beathnáisnéisí de Mheantóirí, más cuí.
- Litreacha tacaíochta/tacaíocht chomhchineáil.
- Ainmnigh gach comhaid a uaslódálann tú, le d'ainm, teideal na hoibre agus/nó an cineál oibre. Tabhair do d'aire, ní féidir linn glacadh le naisc do google drive.

**Formáidí Comhaid atá inghlactha**

| Doiciméid | Íomhanna | Físeanna | Fuaimeanna | Naisc |
|---|---|---|---|---|
| DOC(X) | JPG | MP4 | MP3 | Dropbox |
| PDF | GIF | MOV | WAV | YouTube |
| TXT | BMP | OGG | M4A | Soundcloud |

| | | | | |
|---|---|---|---|---|
| RTF | PNG | 3GP | AAC | Vimeo |
| Powerpoint | | QUICKTIME | | Custom Links |
| KEYNOTE | | M4V | | |
| Excel | | MWV | | |

**Ní féidir leat iarratas a chur isteach ar**

- Gníomhaíochtaí tiomsaithe airgid do charthanachtaí, gníomhaíocthaí a bhaineann le comórtais nó gníomhaíochtaí arb í an phríomhfheidhm ná brabús a dhéanamh.
- Iarratais ar chaipiteal chun trealamh a cheannach ar nós ríomhaire glúine, ceamara, printéir.
- Iarratais chun feabhas a chur ar spás oibre.
- Gníomhaíochtaí intéirneachta
- Imeachtaí nó gníomhaíochtaí a tharla cheana féin
- Imeachtaí nó gníomhaíochtaí atá bunaithe go príomha ar theiripe ealaíne nó ar thorthaí féinchabhracha seachas ar thorthaí ealaíne.
- Tionscadail nach mbaineann leis an Ealaín

**Measfar nach mbeidh d'iarratas incháilithe:**

- Mura gcomhlíonann tú na critéir cháilitheachta.
- Mura gcomhlánaíonn tú na míreanna ábhartha den fhoirm iarratais.
- Mura gcuireann tú isteach an t-ábhar tacaíochta a iarrtar.
- Má chaileann tú an spriocdháta don iarratas.
- Má chuireann tú d'iarratas agus d'ábhar tacaíochta isteach le ríomhphost nó má chuireann tú cóip chrua i láthair. Ní mór duit iarratas a dhéanamh tríd an ardán Cuir Isteach.
- Má dhéantar comhaltaí tofa nó baill foirne de Chomhairle Contae Fhine Gall a chanbhasáil, go díreach nó thar ceann iarratasóra, déanfar an t-iarratasóir sin a dhícháiliú.

**Buiséad**

Is féidir le hiarratasóirí iarratas a dhéanamh ar mhaoiniú suas le €5,000 agus ní mór dóibh miondealú airgeadais iomlán a sholáthar ina bhfuil cur síos ar chostais, ar chaiteachas agus ar ioncam. Sa chaiteachas ba chóir táille an ealaíontóra a áiriú más amhlaidh go bhfuil tú ag cur isteach ar chatagóir 3. Seo é an méid a íocfaidh tú leat féin in aghaidh an lae nó san uair chun do chuid oibre nó saothar ealaíne atá i gceist agat a fhorbairt. Tá Oifig Ealaíon Fhine Gall ar son íocaíochta córa agus cothroime de réir pholasaí na Comhairle Ealaíon maidir le hEalaíontóirí a Íoc. Ní mór duit táille ealaíontóra a sholáthar i do bhuiséad agus líon na n-uaireanta/laethanta a lua mar a bhaineann siad leis an táille.

Sna costais eile áirítear meantóireacht nó táillí seirbhíse gairmiúila, costais ábhair, costais theicniciúla, costais táirgthe, costais cíosa agus costais phoiblíochta. Costais taistil agus cóiríochta má tá tú ag cur isteach chatagóirí 1 agus 2. Costais chun stiúideo a fháil ar cíos má tá tú ag cur isteach chatagóir 3.

Is féidir suas le 15% de na costais a bhaineann le hábhair a chur in aghaidh an chostais a bhaineann le bogearraí a úsáidtear chun críocha ealaíne. Ní féidir, áfach, maoiniú a úsáid chun trealamh a cheannach.

Tá sé tábhachtach freisin tacaíocht chomhchineáil a mbeidh tú ag súil léi a lua agus luach a chur uirthi seo.

**Próiseas Measúnachta**

Déanfar gach iarratais a sheiceáil maidir le hincháilitheacht.

Beidh comhairle á lorg ag Oifig Ealaíon Fhine Gall ó bhreithneoirí neamhspleácha ag a mbeidh taithí/saineolas ealaíne cuí acu. Déanfaidh siadsan na hiarratais a mheas bunaithe ar na critéir measúnachta agus ar an bpróiseas scórala thíos. Cuirfidh siad a moltaí in iúl don Oifig Ealaíon.

Critéir Measúnachta

- Cáilíocht ealaíne an togra – 50 pointe
- Dea-theist agus cumas an iarratasóra - 50 pointe
- Indéantacht an togra. Acmhainn an ghníomhaíocht atá molta a sheachadadh - 20 pointe
- Ábhar tacaíochta a cuireadh isteach - 30 pointe

Chun cothrom na Féine a chinntiú, ní mór do mheasúnóir seachtrach coimhlint leasa a fhógairt más amhlaidh go bhfuil ceangal pearsanta nó gairmiúil ag iarratasóir leo. Cuirfidh an measúnóir in iúl don Oifig Ealaíon má tá aon choimhlint leasa ann.

Buailfidh painéal le chéile chun athbhreithniú a dhéanamh ar na moltaí. Ar an bpainéal mbeidh ball foirne den Oifig Ealaíon, ionadaí neamhspleách agus measúnóir seachtrach do gach ceann de na disciplíní ealaíne.

Cuirfear moltaí an phainéil faoi bhráid na Comhairle ag cruinniú iomlán in Aibreán chun an faomhadh deiridh a fháil. Cuirfear an cinneadh in iúl d’iarratasóirí i scríbhinn faoi dheireadh mhí Bealtaine.

**TABHAIR DO D’AIRE:** I bhfianaise an éilimh atá ar thacaíocht ó Chomhairle Contae Fhine Gall, ní bheimid ábalta gach iarratas incháilithe a mhaoiniú nó an méid iomlán maoinithe a thabhairt atá á lorg ag iarrtasóirí. Is scéim an-iomaíoch í an scéim mhaoinithe seo, agus tairiscítear gach dámhachtain ag brath ar na cistí atá ar fáil.

**Aiseolas**

Ní mór aiseolas ar iarratais a lorg laistigh de 2 sheachtain ón dáta a fhaightear cinneadh an phainéil. De bharr acmhainní teoranta san Oifig Ealaíon, ní thabharfar aiseolas ach amháin d’iarratasóirí nár éirigh leo agus laistigh de 2 sheachtain.

**Iarratais a n-éiríonn leo**

**Riachtanais**

- Tá an maoiniú seo le húsáid do thionscadail/thionscnaimh a tharlóidh idir 1 Bealtaine agus 31 Nollaig sa bhliain ina mbronntar an maoiniú.
- Caithfear an maoiniú a úsáid do na costais atá luaite i d’iarratas agus dóibh sin amháin.
- Ní féidir maoiniú a úsáid chun trealamh a cheannach ar nós, ceamaraí, printéirí, ríomhairí glúiní nó soilsiú etc,
- Má tharlaíonn aon athrú ar aon chuid suntasach de d’iarratas, ní mór é sin a chur in iúl d’Oifig Ealaíon Fhine Gall roimh ré.
- Má tugadh níos lú duit ná an méid a bhí á lorg agat i d’iarratas, is féidir an maoiniú a chur i dtreo cuid amháin de do thogra nó is feidir scála an togra a laghdú chun go dtiocfaidh sé le méid na dámhachtana.
- Ní mór d’iarratastóirí a n-éireoidh leo lógó Chomhairle Contae Fhine Gall a úsáid ar aon ábhar bolscaireachta, agus ní mór aitheantas a thabhairt do thacaíocht na Comhairle in agallaimh agus ar na meáin shóisialta. Tá lógó na Comhairle le fáil ó www.fingal.ie
- Ní mór do gach iarratasóir a n-éireoidh leis/léi, tuarascáil a scríobh agus a chur isteach faoin úsáid ar

bhain siad as an dámhachtain. Ní mór adhmhálacha a cheangail leis an tuarascáil má fuair tú maoiniú faoi Chatagóir 1 nó 2. Ní feidir le Comhairle Contae Fhine Gall íocaíocht a dheimhniú mura gcuirtear an tuarascáil isteach. Ní mór í a chríochnú agus a chur isteach ar Cuir Isteach faoin spriocdháta. Eiseofar nasc don fhoirm tuarascála ar Cuir Isteach do gach iarratasóir rathúil. Ní mór ábhar bolscaireachta ar nós cuirí / póstaeir /bileoga eolais nó ábhar clóite eile a bhaineann le himeachtaí/gníomhaíochtaí, a chur isteach leis an tuarascáil, agus aird a dhíriú ar an tacaíocht a fuarthas ó Chomhairle Contae Fhine Gall.

**TABHAIR DO D'AIRE**

**Catagóirí 1 agus 2**

Iarratasóirí a bhfuil maoiniú faighte acu faoi chatagóirí 1 agus 2 Taisteal/Forbairt Ghairmiúil agus Cónaitheacht, gheobhaidh saidsan an íocaíocht nuair a chuireann siad tuarascáil isteach in éineacht le hadmhálacha ar a bhfuil méid iomlán an mhaoinithe le feiceáil. Is ar an iarratasóir a bheidh an fhreagracht gach costas a íoc roimh ré a bhaineann leis an ngníomhaíocht atá molta acu. Ní bhronnfar aon mhaoiniú go dtí go bhfaighfear tuarascáil agus admhálacha.

**Catagóir 3**

Eiseofar an maoiniú i leith catagóir 3, is é sin forbairt oibre, gan mhoill. Ní mór don iarratasóir tuarascáil a chur isteach faoin úsáid a baineadh as an dámhachtain faoi spriocdháta a leagfar síos.

**Proiseas Íocaíochta**

Más é seo an chéad uair duit maoiniú á fháil agat ó Chomhairle Contae Fhine Gall, beidh ort foirm do Sholáthraithe a chomhlánú ionas gur féidir linn a chinntiú go ndéantar an íocaíocht i gceart agus chun moill a sheachaint. Cuirfear an fhoirm seo sa phost duit, agus ní mór í a chomhlánú i gceannlitreacha, le dúch dubh, agus í a chur ar ais chuig an Oifig Ealaíon. Ní ghlacfaidh rannóg na gcuntas ach le síniú bunaidh atá lámhscríofa.

Má fuair tú airgead roimhe seo ó Chomhairle Contae Fhine Gall agus tá athrú tagtha ar do shonraí bainc ón íocaíocht dheiridh, beidh ort foirm athraithe sonraí bainc a chlomhlánú. Inis é sin don Oifig Ealaíon a luaithe is féidir agus seolfaidh siad an fhoirm sin duit. Ní mór an fhoirm seo a chomhlánú, i ndúch agus i gceannlitreacha, agus í a chur ar ais chuig an Oifig Ealaíon. Ní ghlacfaidh rannóg na gcuntas ach le síniú bunaidh atá lámhscríofa.

Má tá dámhachtain faighte agat ó Chomhairle Contae Fhine Gall, cuir d'Uimhir Aitheantais soláthróra in iúl don Oifig Ealaíon. Tá sé seo le feiceáil ar aon chomhfhreagras atá faighte agat.

Rachaidh an íocaíocht isteach go díreach i do chuntas bainc. Ní gá duit sonrasc a sheoladh. Bronnfar an maoiniú in aon íocaíocht amháin. Ní féidir íocaíochtaí a bhriseadh suas.

Le haghaidh tuilleadh eolais déan tagairt don mhír Ceisteanna Coitianta ar Cuir Isteach nó cuir ríomhphost chuig artsoffice@fingal.ie