Kildare Arts & Creative Grants

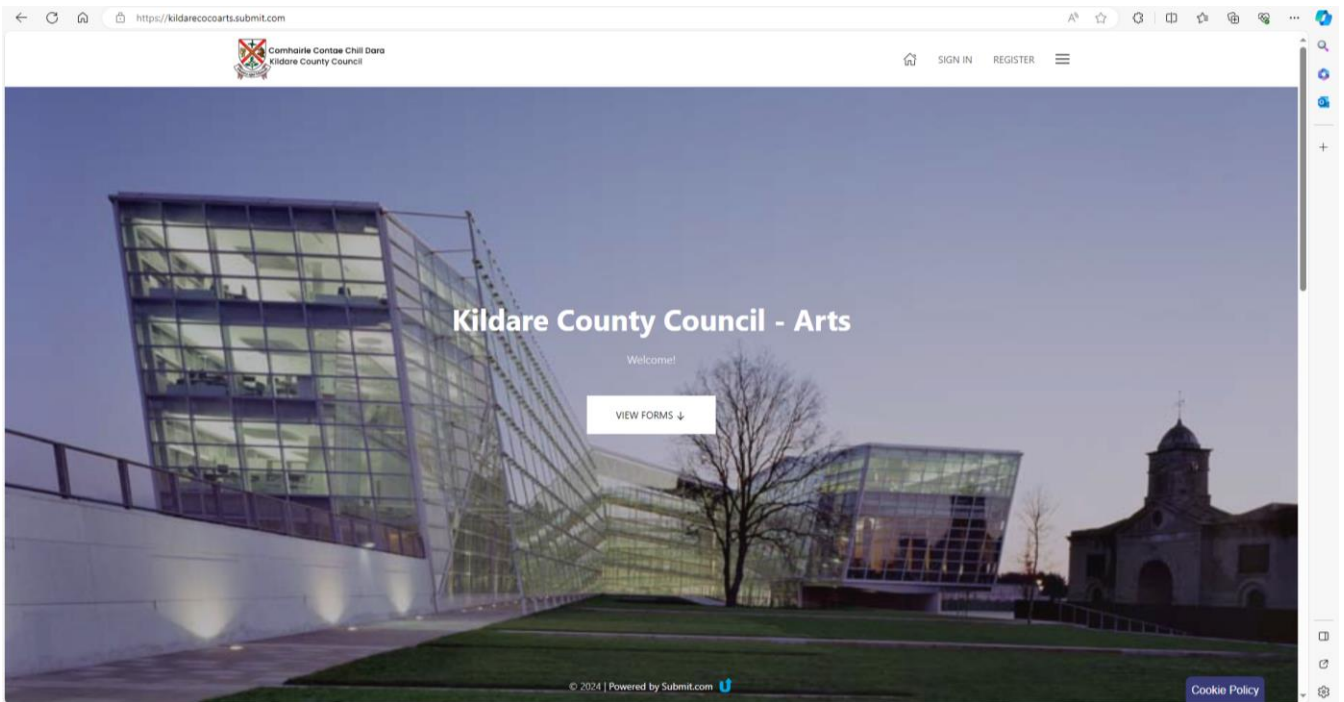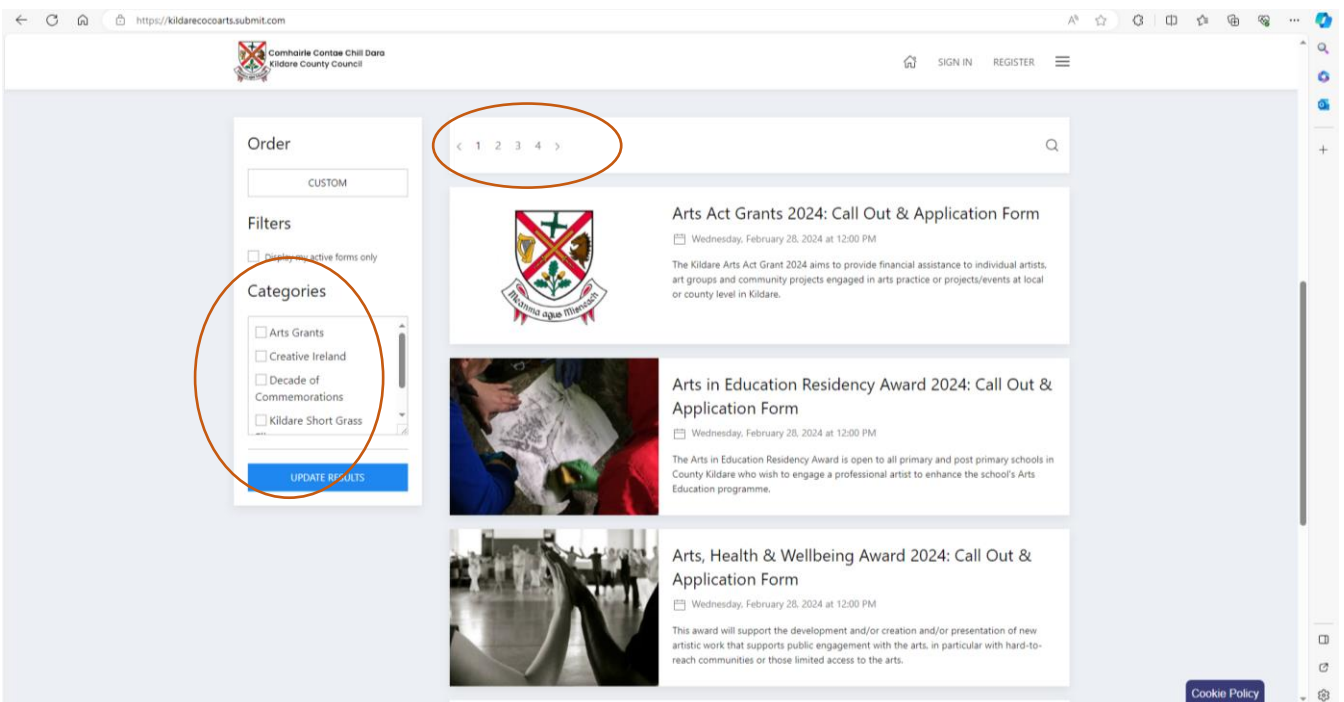Go to https://kildarecocoarts.submit.com/ to access and view all current grant opportunities available through Kildare Library & Arts Service

Click 'View Forms'

Use the 'Categories' section to help filter the call outs you wish to view.
Click on pages '1', '2', '3', '4' etc to see a preview of all available grant opportunities.
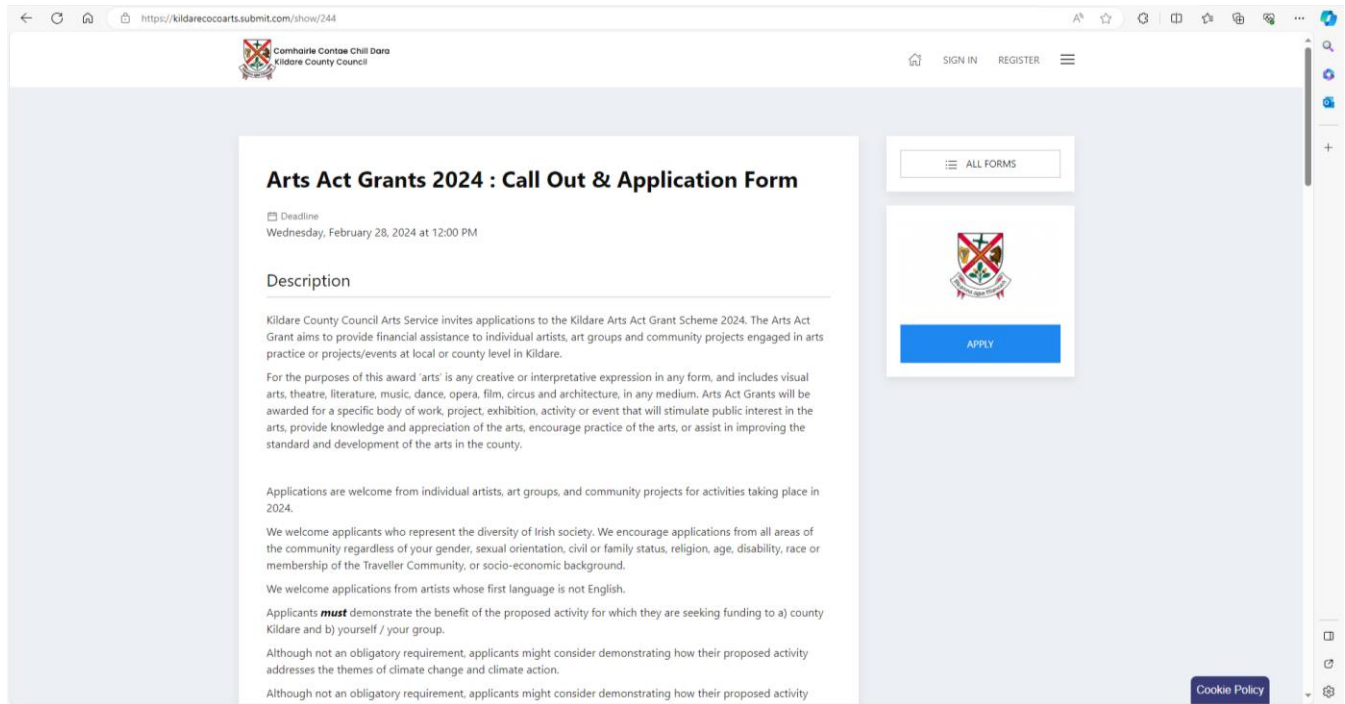
Click on the Call Out you wish to learn more about

For this demonstration we have selected the 'Arts Act Gants 2024 Call Out & Application Form'
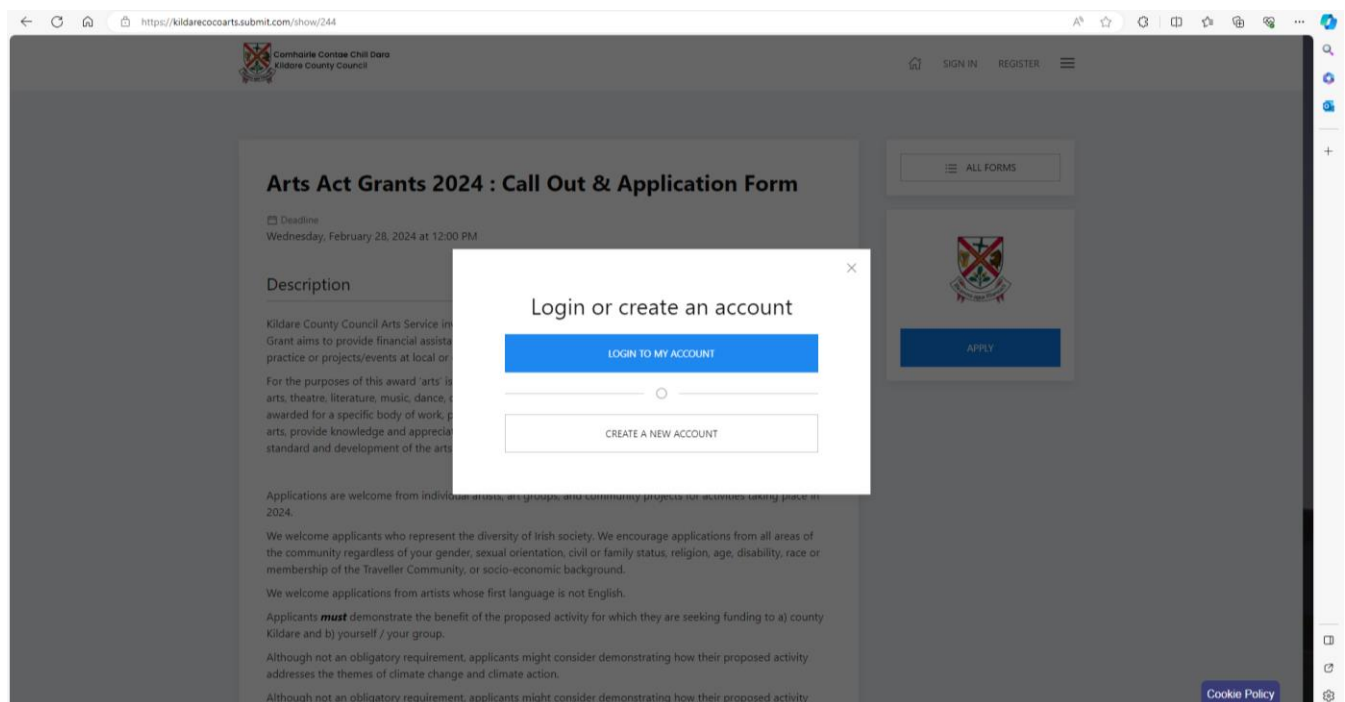
Use your mouse to scroll down to read the full call out.

To Apply click the blue rectangular button located on the right hand side

Click 'Apply' to be directed to the Login or Create an Account section
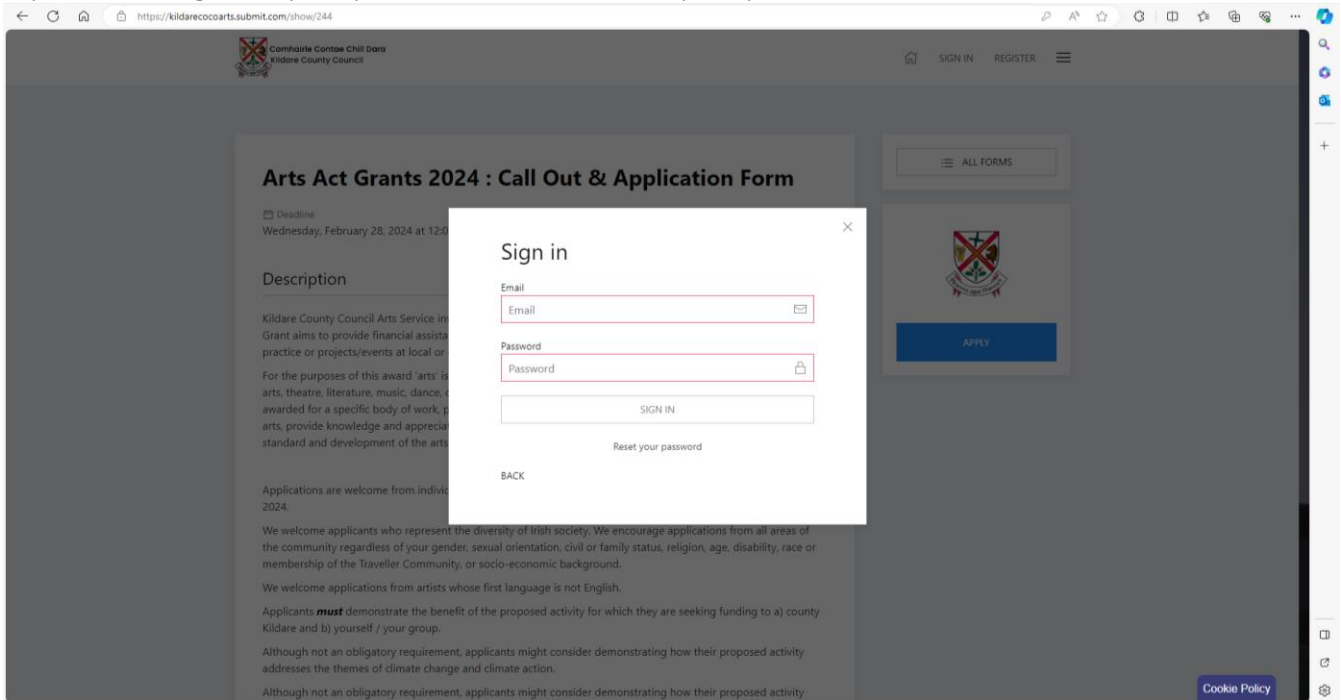

Login or Create an Account

Existing Users

If you have an existing account with Kildarecocoarts.submit.com please enter details here.
Login using your email and password.
If you have forgotten your password click on 'Reset your password'

New Users

Create a New Account by entering your email address and click 'Next'.
Enter your password before continuing.
Please keep your password safe. Kildare Arts Service does not have access to your login details.
Set up your Profile by entering your name and the Municipal District in which you/your project is based
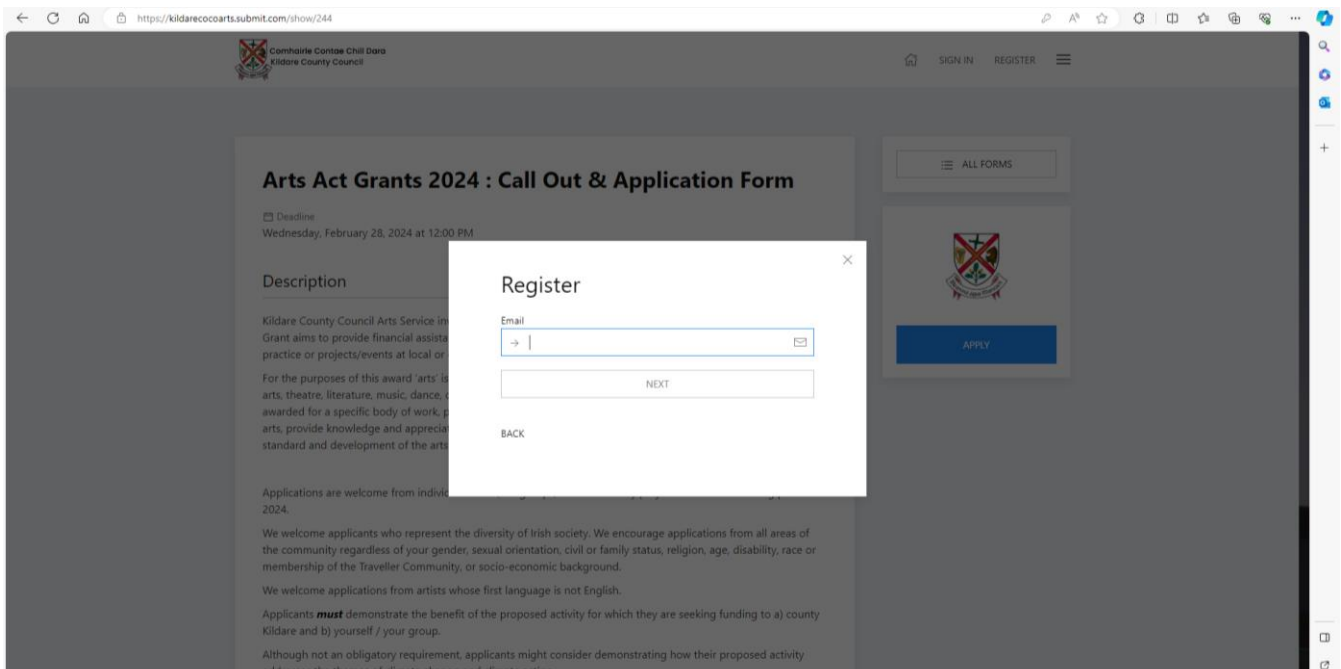
Application Form

You will be automatically directed to begin to compete the application form.

The question sub-headings can be seen in the column to the right.

Moving Backwards/Forwards and saving your draft application form

Use the Back and Next arrows to move through the form.
At any point, your can save your draft application and return to it later by clicking 'Save & Quit'
Please note that your draft will not save automatically. It is important to Save before shutting down the webpage.
You can see which step you are taking in the application process (this example shows Step 1 of 13 Steps)

Mandatory Questions

Mandatory questions are highlighted in yellow. An answer must be provided in these sections before the applicant can continue.
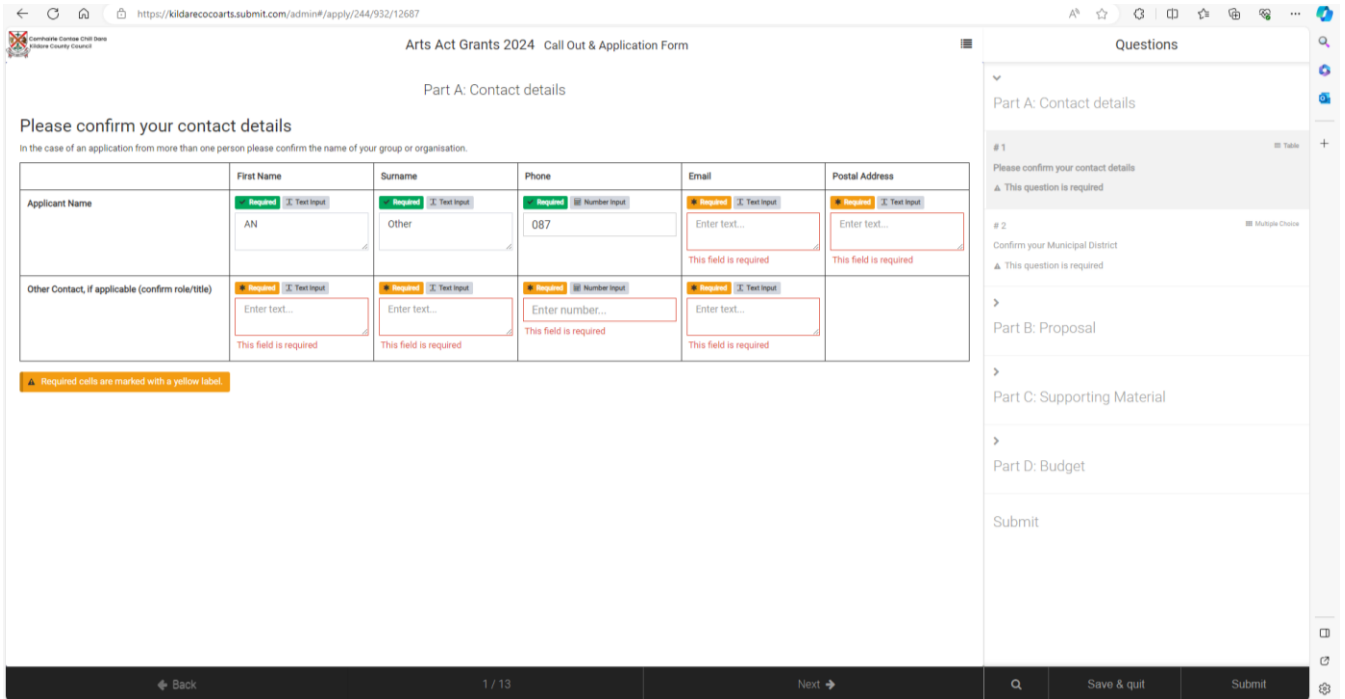
Part A: Contact Details

Enter your contact details and the details of a 2nd contact person (if applicable)

Confirm the Municipal District where you / your project is based. Use the drop down menu to select the most appropriate answer
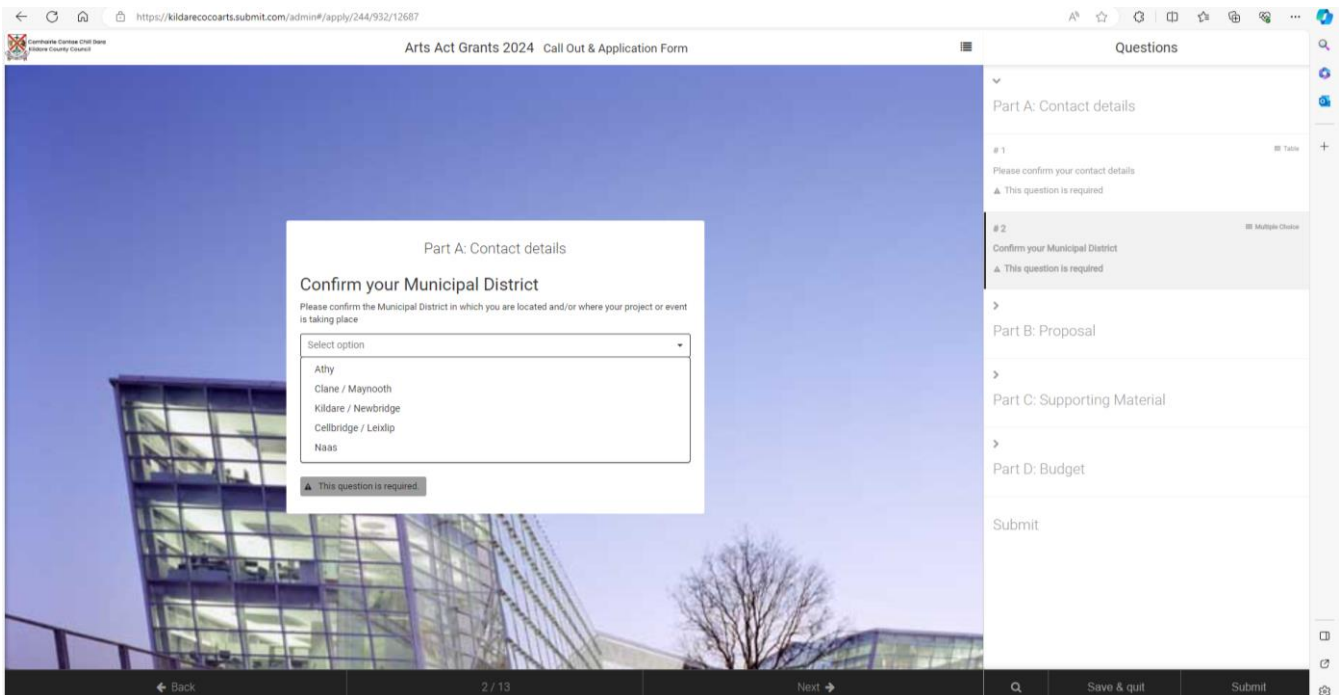
Part B: Your Proposal

In this section you will provide a brief summary (Q3), more details (Q4) and information about how your project will benefit the arts in the county and you/your group (Q5).
It is advisable to provide as much information as you can that is RELEVANT to the proposal for which you seek funding.

Part B: Your Proposal (continued)

Q6 - Q7 provides us with more information about your proposal. The answers to these questions are not obligatory, however we encourage you to consider these themes in your work.
If not applicable, please type N/A

The proposed start and end date

Clicking here will produce a calendar. Select the month and then select the date.
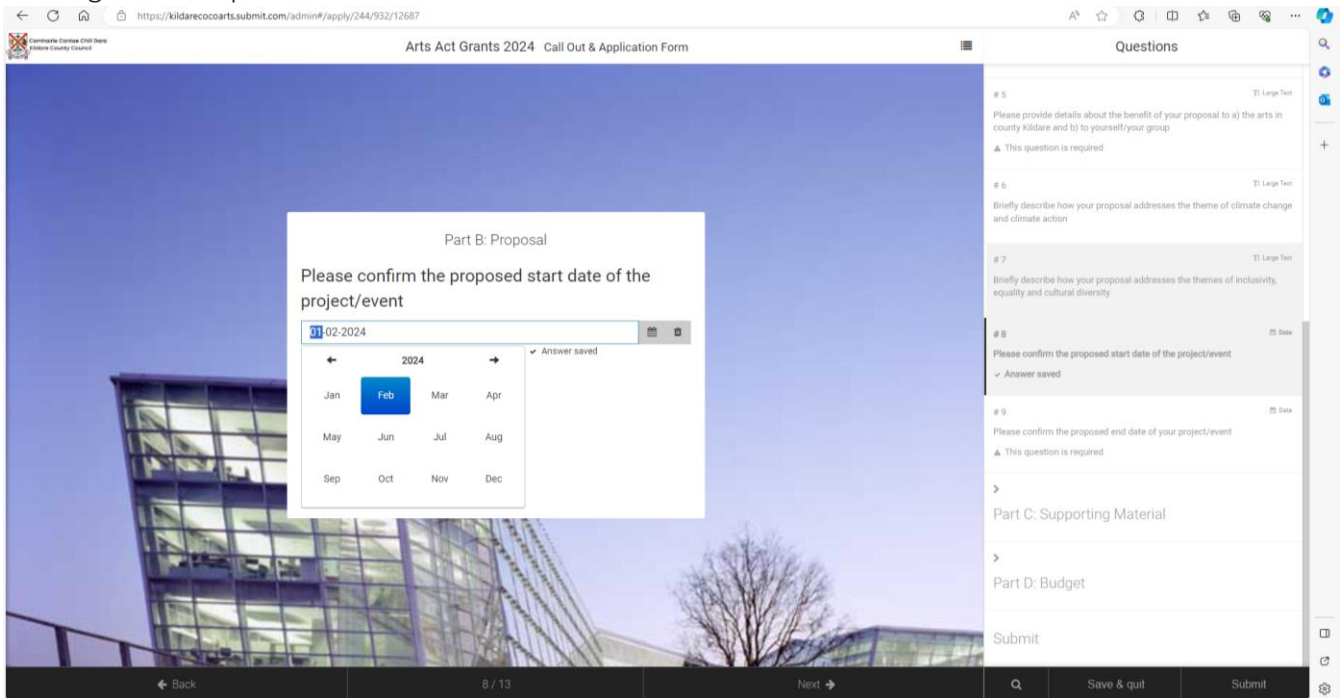
Part C: Supporting Material

Upload a copy of your CV or profile of your group (Q10)
Here you can also add any other files you feel will support your proposal (Q11). Please only include information that is relevant to your proposal.
Click on the 'TV' icon to browse your files on your PC/laptop. Select your file to upload.
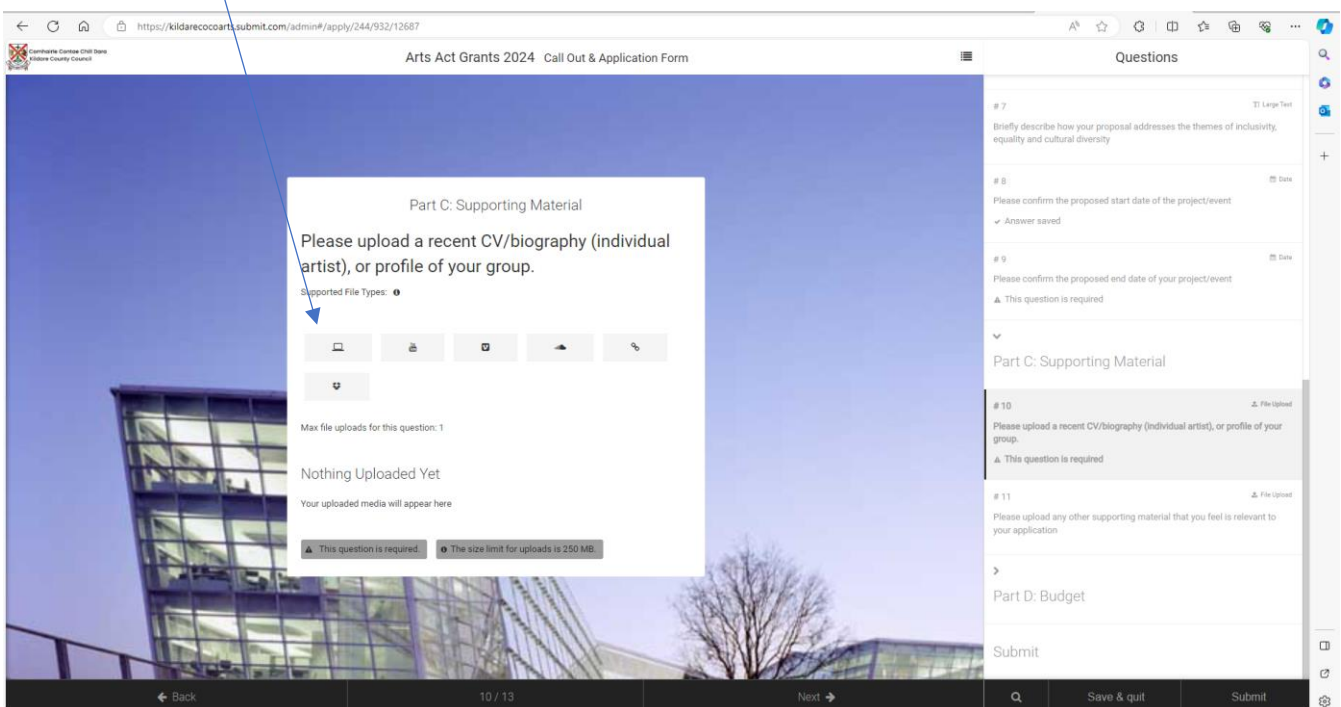
Part D: Budget

Click on each cell to enter text (left column) or a value (right column).
You are not expected to complete every line of the budget, if not required.
If not needed please type 'NA' and '0'.

View and Edit a draft application

Go to https://kildarecocoarts.submit.com/
Click 'View Forms'.
Select the call out relevant to your application form.
Your Draft is available in the right-hand column (highlighted in blue).
Click 'Continue' to view and edit your draft form.

Read the Terms and Conditions

Sign & Submit

Type your name to add your electronic signature.

Submitting your Application Form

Click 'Submit'
You will be sent an email asking you to validate your identity.
To validate your identity click on the link provided in the email. PLEASE NOTE: emails not validated will not be successfully submitted.
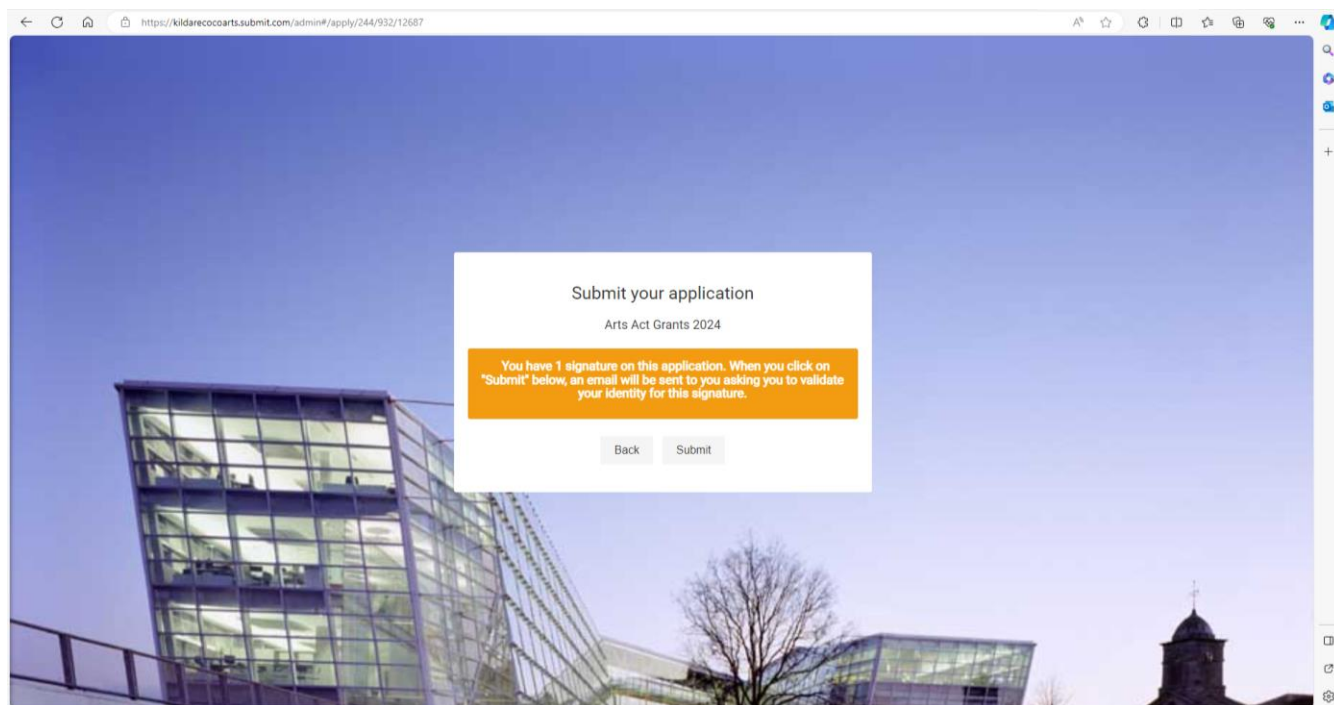
Queries:

Kildare Arts Service

Library HQ, Riverbank Arts Centre, Main Street, Newbridge W12 D962

E: arts@kildarecoco.ie / T: 045 980872