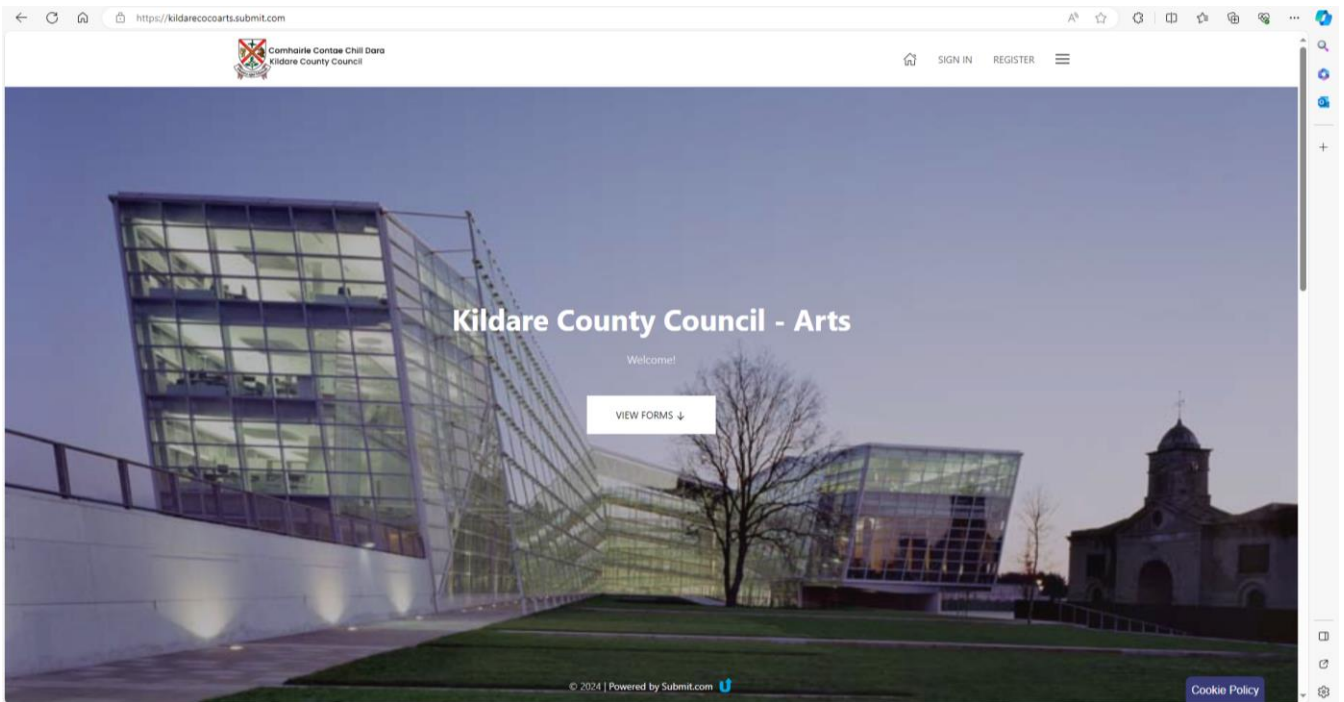


Kildare Arts & Creative Grants

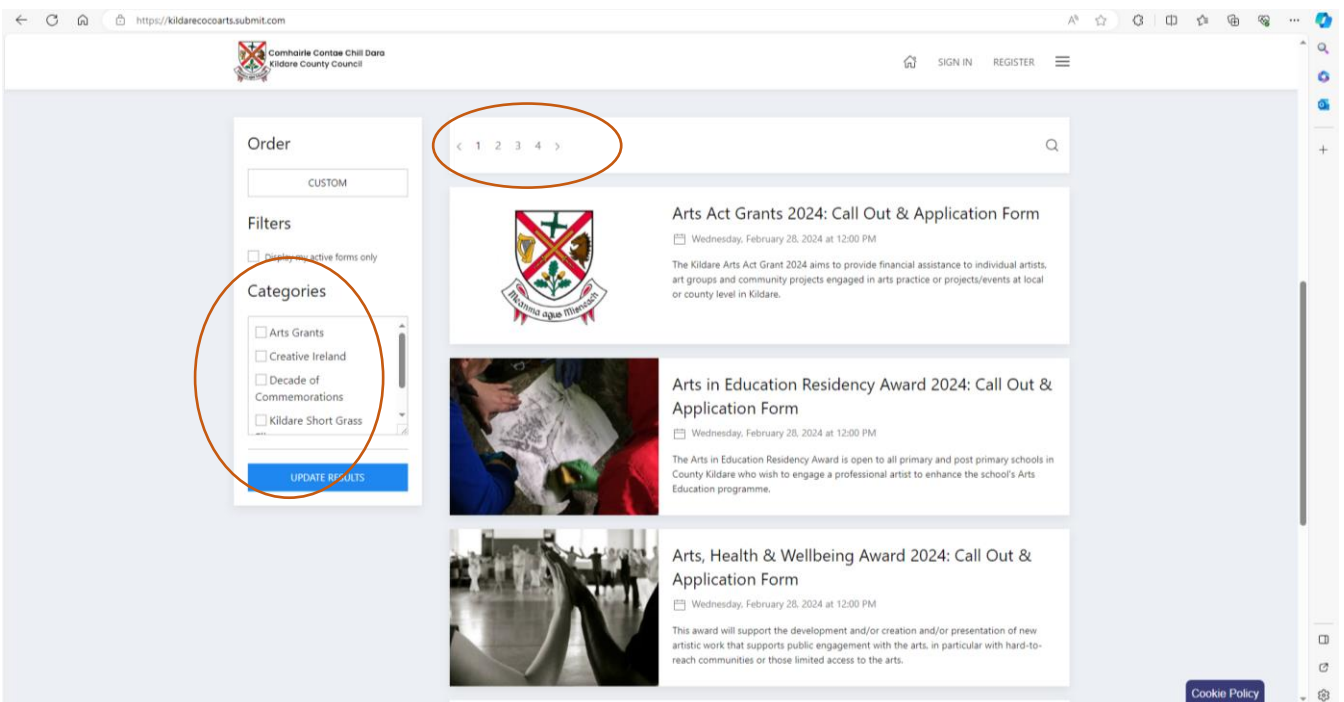
Go to <https://kildarecoarts.submit.com/> to access and view all current grant opportunities available through Kildare Library & Arts Service



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.



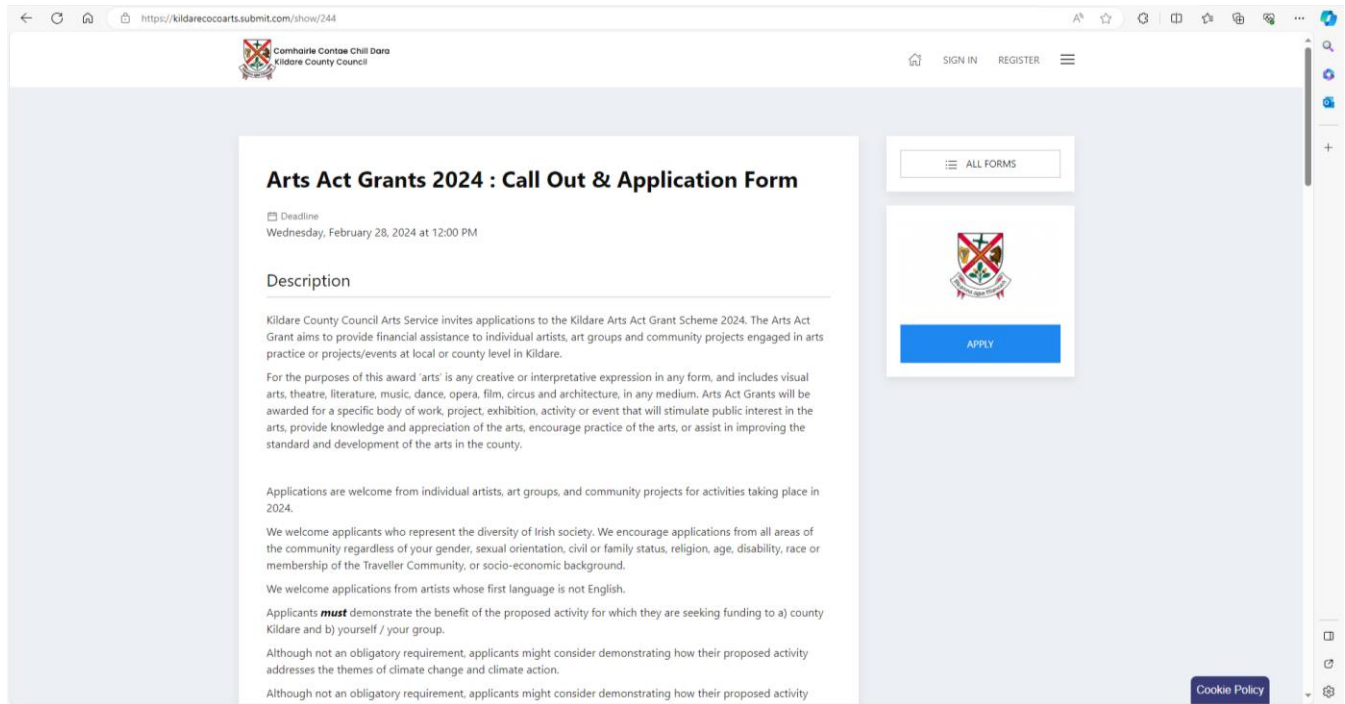
Click on the Call Out you wish to learn more about

For this demonstration we have selected the 'Arts Act Gants 2024 Call Out & Application Form'

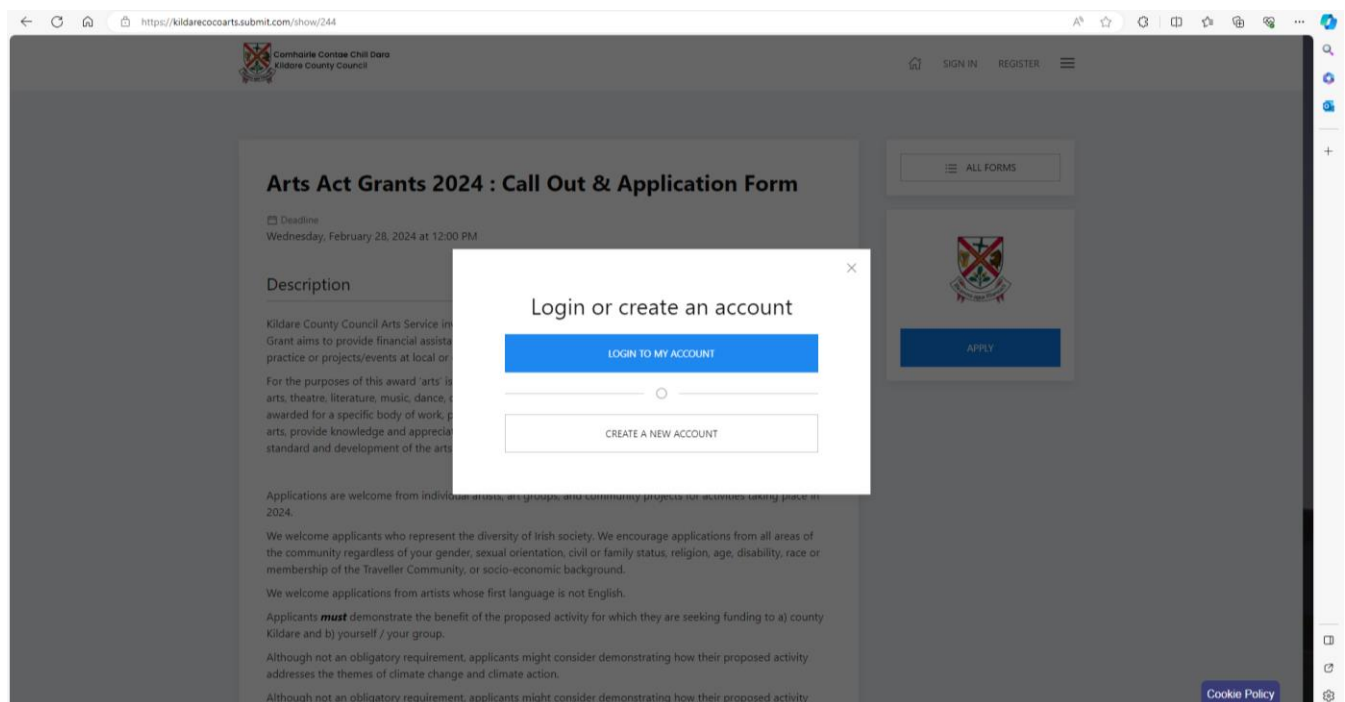
Use your mouse to scroll down to read the full call out.

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

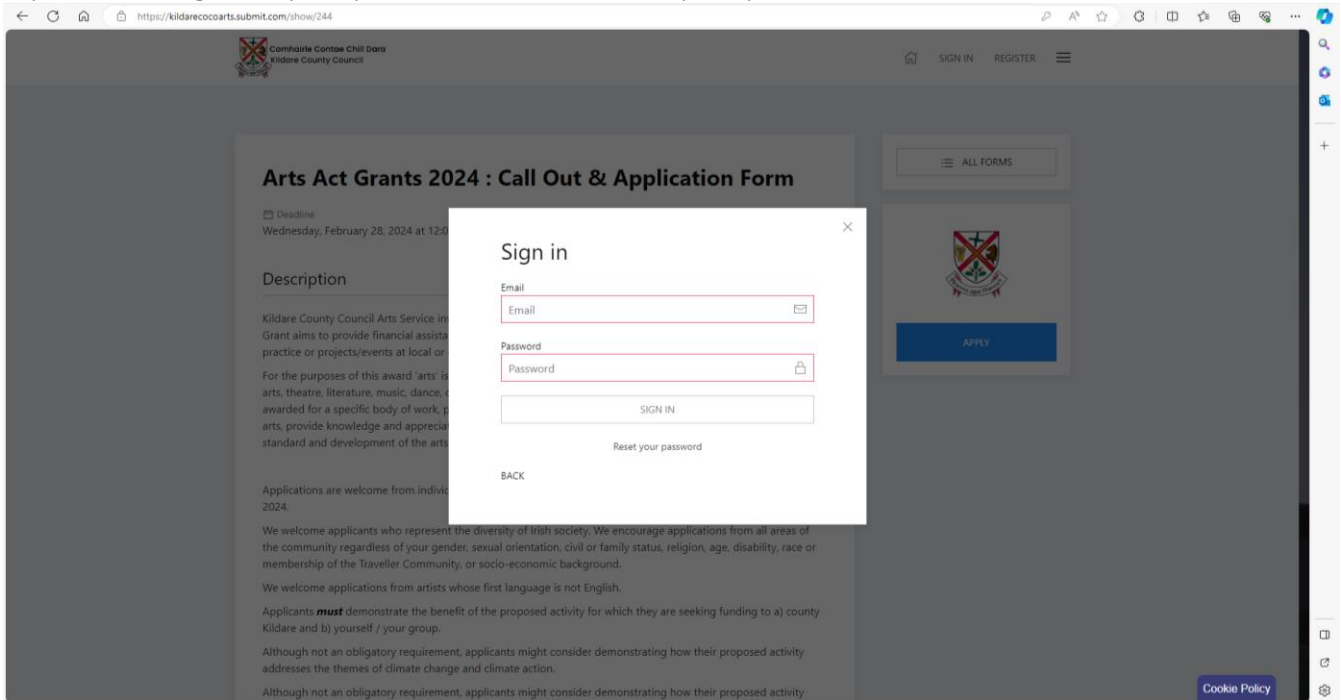


Existing Users

If you have an existing account with kildarecoarts.submit.com please enter details here.

Login using your email and password.

If you have forgotten your password click on 'Reset your password'



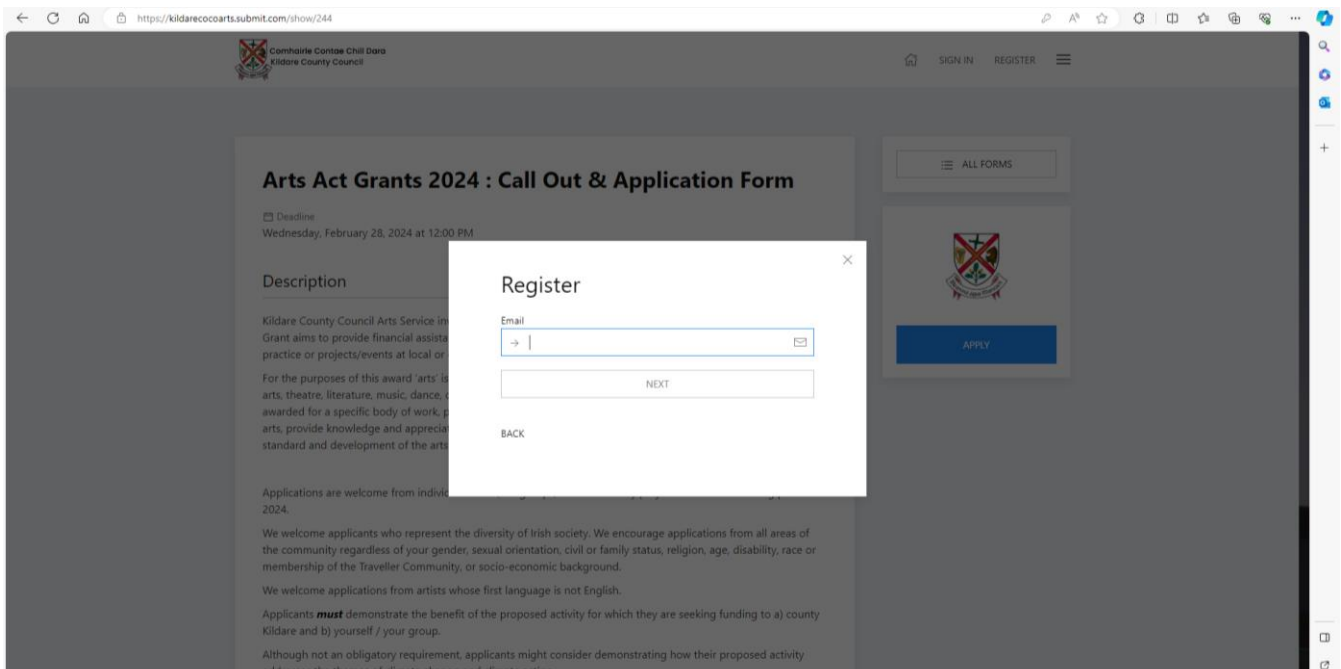
New Users

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 complete the application form.

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

The screenshot shows a web browser displaying the 'Arts Act Grants 2024 Call Out & Application Form'. The main content area is titled 'Part A: Contact details' and contains a form with the heading 'Please confirm your contact details'. Below the heading is a table with the following structure:

	First Name	Surname	Phone	Email	Postal Address
Applicant Name	<input type="text" value="AN"/>	<input type="text" value="Other"/>	<input type="text" value="087"/>	<input type="text" value="Enter text..."/>	<input type="text" value="Enter text..."/>
Other Contact, if applicable (confirm role/title)	<input type="text" value="Enter text..."/>	<input type="text" value="Enter text..."/>	<input type="text" value="Enter number..."/>	<input type="text" value="Enter text..."/>	

Below the table is a note: 'Required cells are marked with a yellow label'. The sidebar on the right, titled 'Questions', lists the following sub-headings: 'Part A: Contact details', '# 1 Please confirm your contact details', '# 2 Confirm your Municipal District', 'Part B: Proposal', 'Part C: Supporting Material', 'Part D: Budget', and 'Submit'. A blue arrow points from the text above to the 'Part A: Contact details' sub-heading in the sidebar.

Moving Backwards/Forwards and saving your draft application form

Use the Back and Next arrows to move through the form.

At any point, you can save your draft application and return to it later by clicking 'Save & Quit'

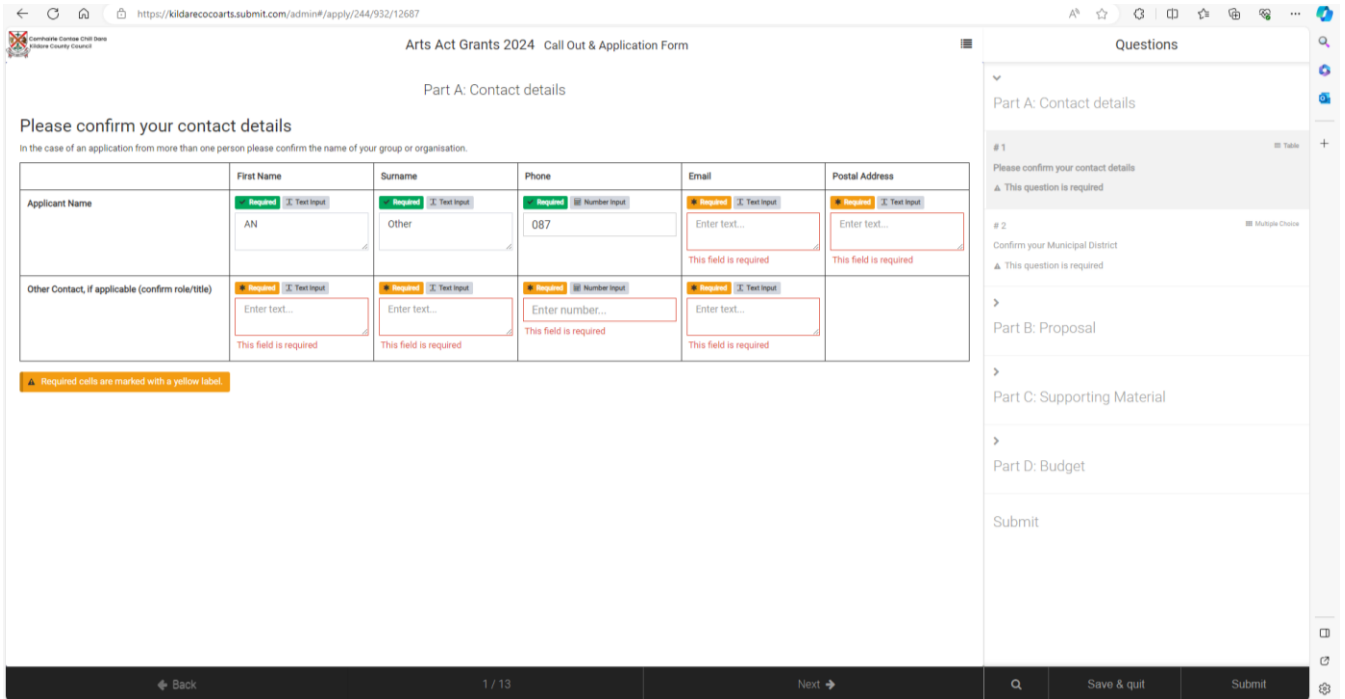
Please note that your draft will not save automatically. It is important to Save before shutting down the webpage.

You can see which step you are taking in the application process (this example shows Step 1 of 13 Steps)

The screenshot shows the footer of the application form, which includes a navigation bar with the following elements: a 'Back' button with a left arrow, a progress indicator '1 / 13', a 'Next' button with a right arrow, a search icon, a 'Save & quit' button, and a 'Submit' button.

Mandatory Questions

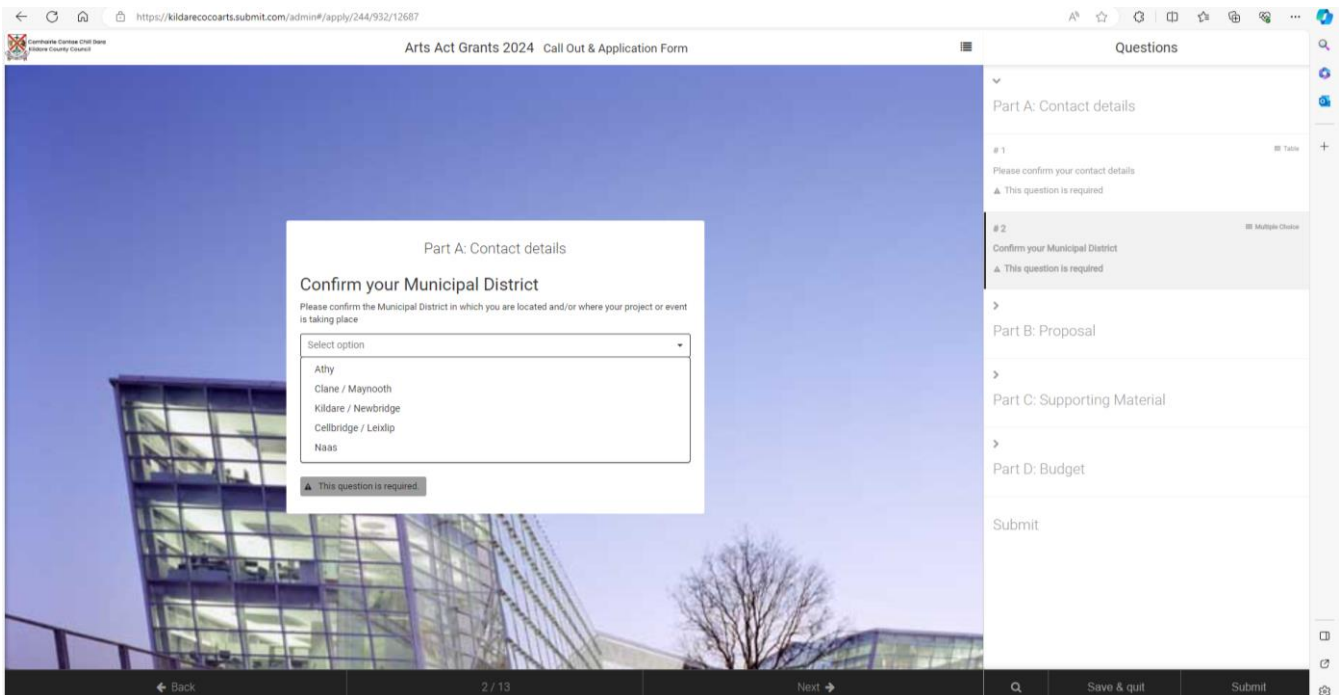
Mandatory questions are highlighted in yellow. An answer must be provided in these sections before the applicant can continue.



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.

Arts Act Grants 2024 Call Out & Application Form

Part B: Proposal

Provide a **brief summary** of your proposed project

Full details will be given later in this section. Here you might include a summary of what you plan to do, when, where and how.

Please note that if your application is successful, this summary will be published on Kildare Arts Service's webpages.

Word count: 0

Upper limit: 50

Questions

Part B: Proposal

#3 Provide a brief summary of your proposed project. This question is required. (Medium Text)

#4 Provide full details of your proposed project. This question is required. You are below the lower limit for this question. (Large Text)

#5 Please provide details about the benefit of your proposal to a) the arts in county Kildare and b) to yourself/your group. This question is required. (Large Text)

#6 Briefly describe how your proposal addresses the theme of climate change and climate action. (Large Text)

#7 Briefly describe how your proposal addresses the themes of inclusivity, equality and cultural diversity. (Large Text)

#8 Please confirm the proposed start date of the project/event. Answer saved. (Date)

#9 Please confirm the proposed end date of your project/event. This question is required. (Date)

Back 3 / 13 Next Save & quit Submit

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

Arts Act Grants 2024 Call Out & Application Form

Part B: Proposal

Briefly describe how your proposal addresses the theme of climate change and climate action

This answer is not obligatory, however we encourage you to consider these themes in your work. If not applicable, please type N/A

Download Kildare County Council's Climate Change Adaptation Strategy 2019 - 2024

Word count: 0

Upper limit: 100

Questions

#5 Please provide details about the benefit of your proposal to a) the arts in county Kildare and b) to yourself/your group. This question is required. (Large Text)

#6 Briefly describe how your proposal addresses the theme of climate change and climate action. (Large Text)

#7 Briefly describe how your proposal addresses the themes of inclusivity, equality and cultural diversity. (Large Text)

#8 Please confirm the proposed start date of the project/event. Answer saved. (Date)

#9 Please confirm the proposed end date of your project/event. This question is required. (Date)

Part C: Supporting Material

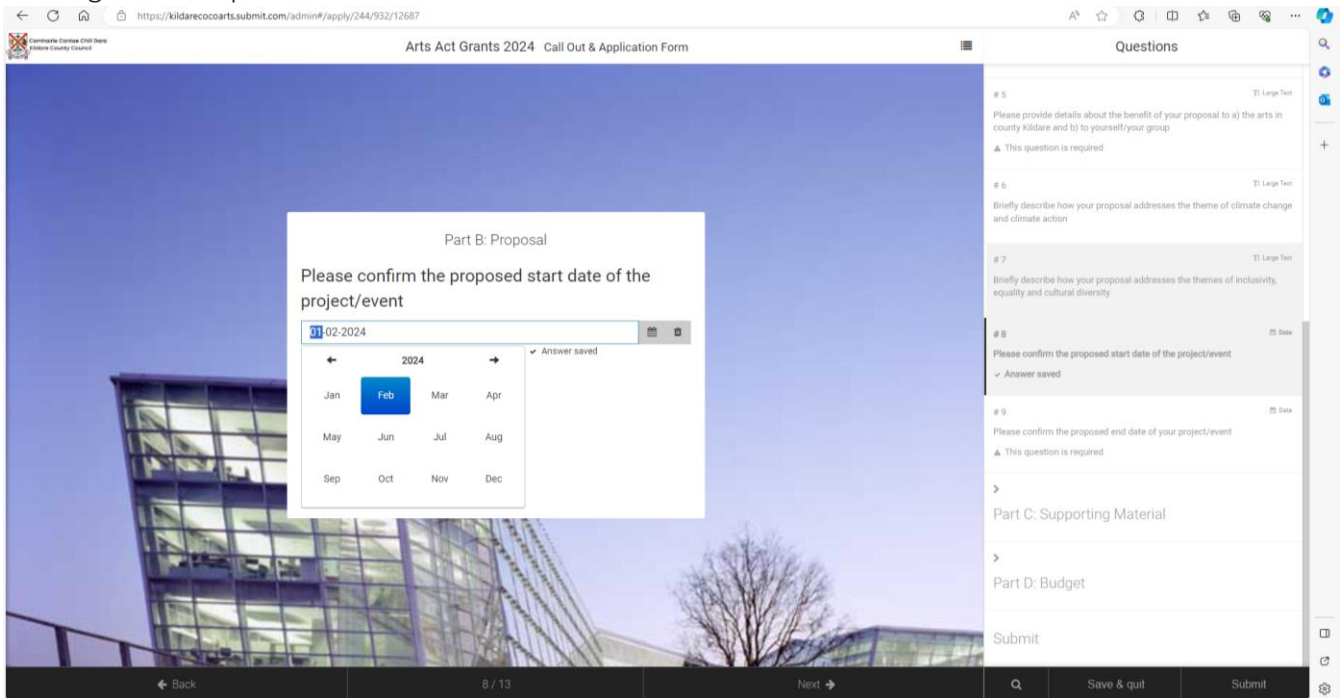
Part D: Budget

Submit

Back 6 / 13 Next Save & quit Submit

The proposed start and end date

Clicking here will produce a calendar. Select the month and then select the date.

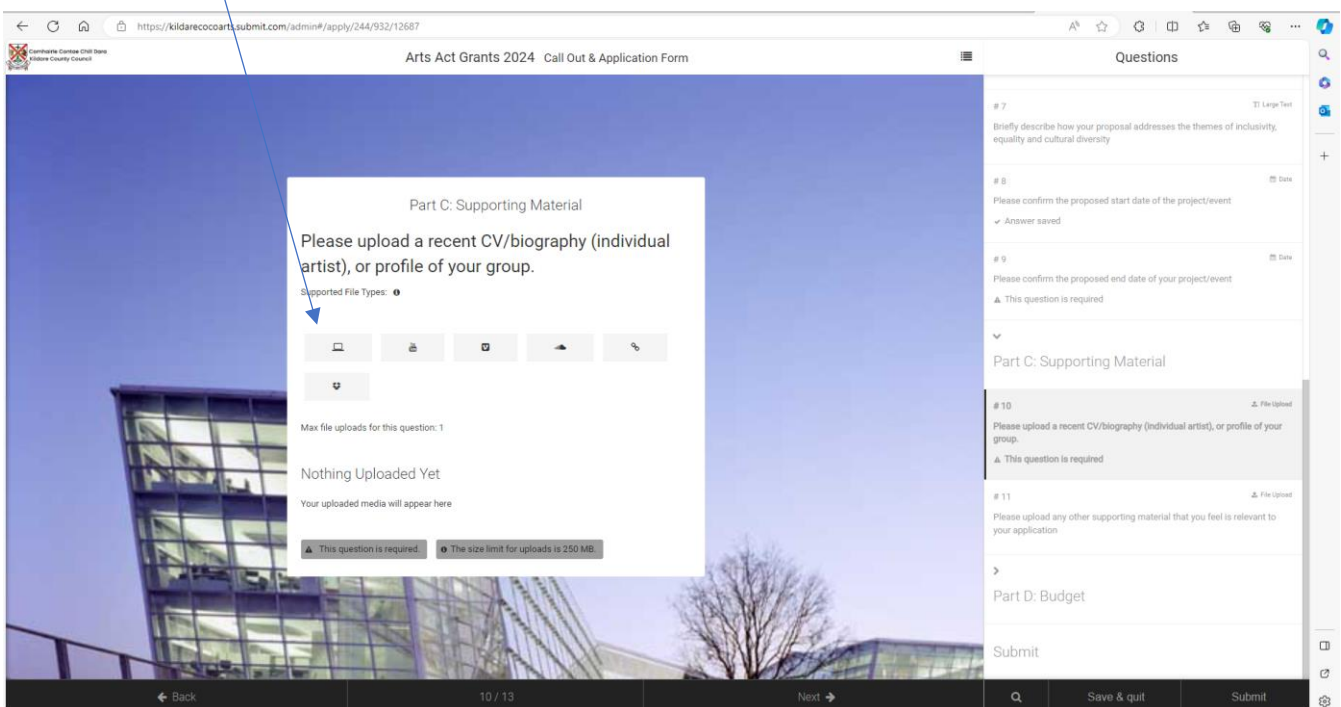


Part C: Supporting Material

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'.

The screenshot shows the 'Part D: Budget' section of the application form. It features a table with two columns: 'Projected Expenditure' and 'Amount in €'. The table has several rows, each with a 'Required' indicator and a 'Number Input' field. The first row is for 'Artist/Creative Fees', the second for 'Materials', and the following rows are for general expenditure. Each row has a text input field for the description and a number input field for the amount. A 'Questions' sidebar on the right shows the current question (#12) and other questions (#9, #10, #11, #13). The bottom navigation bar includes 'Back', '12 / 13', 'Next', 'Save & quit', and 'Submit'.

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.

The screenshot shows the 'Arts Act Grants 2024 : Call Out & Application Form' page. The main content area contains the form title, deadline (Wednesday, February 28, 2024 at 12:00 PM), and a description of the grant scheme. The right-hand column shows a list of forms, with a draft application highlighted in blue. A blue arrow points from the 'Continue' button in the draft application to the 'Continue' button in the draft application. The bottom navigation bar includes 'ALL FORMS', a user profile for 'Elaine', and a 'CONTINUE' button.

Read the Terms and Conditions

Arts Act Grants 2024 Call Out & Application Form

Part D: Budget

Please read the Terms and Conditions carefully before signing

I/We confirm that information provided in this application is a true and fair representation of my/ the group's activities and the project for which funding is being sought.

I/We have read the relevant guidelines and will comply with same.

I/We undertake to ensure that any grant awarded to me/us by Kildare County Council under this application will be used for the specific purpose for which it has been granted. Any monies unspent will be returned to Kildare County Council.

I/We will acknowledge the support of Kildare County Council in any publicity pertaining to the project and submit proof of same with our final project report. I/We will endeavour to tag Kildare County Council on any social media posts relating to the project.

I/We agree that photos, submitted by me/us, may be used by Kildare County Council on its websites, social media or otherwise in promoting the grant scheme. The necessary permissions will be obtained and retained by me/us in accordance with Data Protection legislation.

I/We undertake to submit a project completion/progress report no later than 31st October.

I/We will ensure that all necessary and appropriate insurances and Health and Safety Procedures are in place.

I/We understand that Kildare County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application.

I/We will ensure that projects involving children or young people must have appropriate policies in place as regards Child Protection and Garda vetting.

I/We will follow current government public health recommendations and guidelines.

Kildare County Council, its employees or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, delivery, operation, management and/or administration of individual projects.

I/We have read and are aware of Kildare County Council's Privacy Statement. I/we are also aware that information supplied by me/us is subject to Freedom of Information legislation.

Questions

- # 8 Please confirm the proposed start date of the project/event ✓ Answer saved
- # 9 Please confirm the proposed end date of your project/event ▲ This question is required
- Part C: Supporting Material
- # 10 Please upload a recent CV/biography (individual artist), or profile of your group. ▲ This question is required
- # 11 Please upload any other supporting material that you feel is relevant to your application
- Part D: Budget
- # 12 Please provide a breakdown of the proposed budget for the project and indicate funding sought from this scheme. ▲ This question is required
- # 13 Please read the Terms and Conditions carefully before signing ✓ Answer saved

← Back 13 / 13 Next → Search Save & quit Submit

Sign & Submit

Type your name to add your electronic signature.

Arts Act Grants 2024 Call Out & Application Form

application will be used for the specific purpose for which it has been granted. Any monies unspent will be returned to Kildare County Council.

I/We will acknowledge the support of Kildare County Council in any publicity pertaining to the project and submit proof of same with our final project report. I/We will endeavour to tag Kildare County Council on any social media posts relating to the project.

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(confirmation email will be sent to emdonnelly@kildarecoco.ie on submission of this application)

An Other|

Signed *[Signature]*

Once your application form is submitted, you will need to check your email in order to verify your signature.

Questions

- # 8 Please confirm the proposed start date of the project/event ✓ Answer saved
- # 9 Please confirm the proposed end date of your project/event ▲ This question is required
- Part C: Supporting Material
- # 10 Please upload a recent CV/biography (individual artist), or profile of your group. ▲ This question is required
- # 11 Please upload any other supporting material that you feel is relevant to your application
- Part D: Budget
- # 12 Please provide a breakdown of the proposed budget for the project and indicate funding sought from this scheme. ▲ This question is required
- # 13 Please read the Terms and Conditions carefully before signing ✓ You have unsaved changes

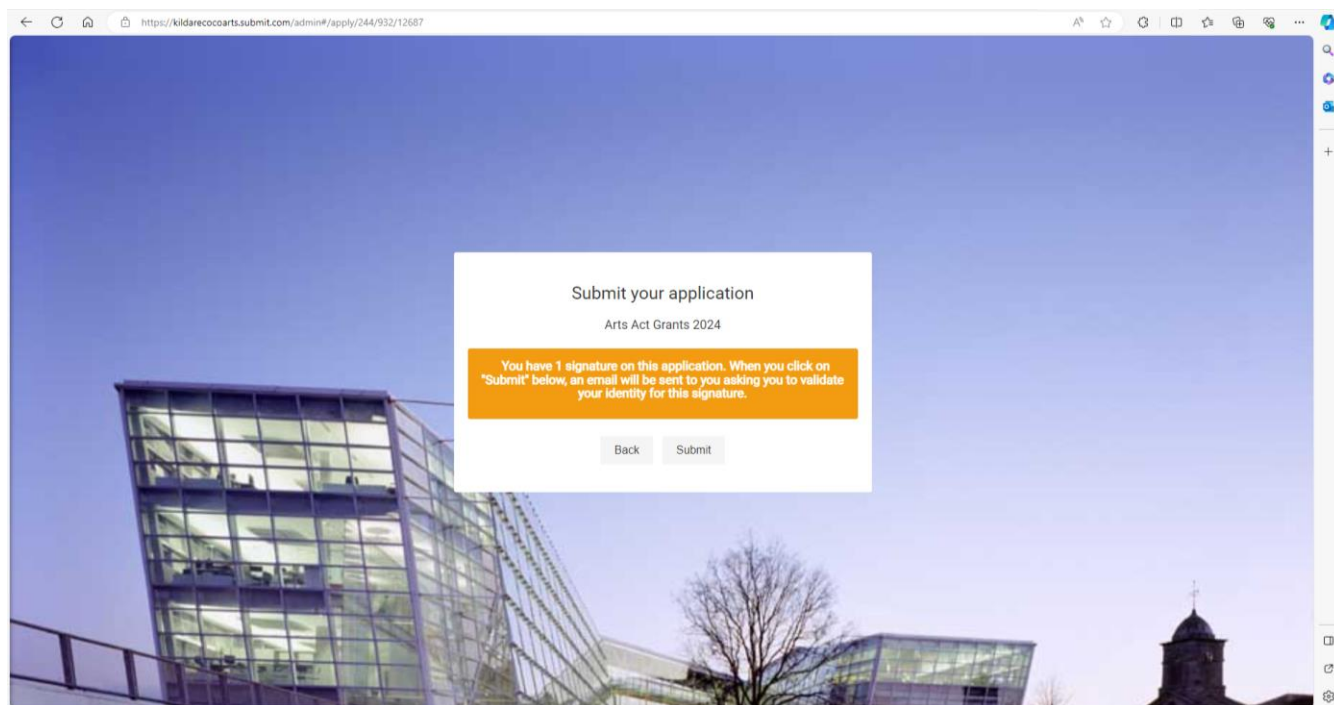
← Back 13 / 13 Next → Search Save & quit Submit

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