

**CLOSING DATE FOR APPLICATIONS: 5pm, Friday, 6th April 2018**

**Please read the 2018 Limerick Short Film Bursaries application guidelines**

**before completing this application.**

**SECTION A: CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name of organisation/applicant** |  |
| **Name and address of contact person for correspondence** |  |
| **e-mail**  |  |
| **Phone** |  |
| **Website / Facebook / Twitter****Please note:** URL links are for reference only. All applications must include separate supporting material. |  |

**[ ]  Tick here to opt-out of our email notification on future funding opportunities**

**SECTION B: ABOUT THE APPLICANT**

**1. Tell us about yourself, your collective and/or your organisation – who you are, where are you based, what you do and what are your ambitions (300 words max.).**

If an organisation, please include information under the following headings in your supporting material: brief history and mission statement, legal status, names of Chairs and Committee Members (if in place), information about membership scheme (if in place), constitution (if in place).

**2. Tell us briefly about your previous work and share your achievements (300 words max).**

Please include supporting material for this section such as samples of writing, video, sound recordings, images, etc. as well as reviews of your work. Please submit work that best represents your current practice. (See the application guidelines for details on max. file sizes)

## SECTION C: PROPOSAL FOR FUNDING

**1. Describe the project/activity that you wish to support through the Limerick Film Bursary. Tell us what you want to achieve and how you plan to do it (300 words max.).**

Please attach full details of project proposal/additional support information separately.

**2. Tell us why your project is important and how it will build capacity around film and practitioners in Limerick** **(150 words max.).**

**3. If you are working with a script that is not original, have you secured the copyright?**

[ ]  Yes [ ]  No [ ]  Not applicable

If answered ‘yes’, please include a proof of copyright in your supporting material.

If answered ‘no’ or ‘not applicable’, please give a short explanation below:

**4. Describe how the bursary will help you to realise the proposed project (150 words max.).**

**5. If applicable, list up to 5 key partners/collaborators (other individuals/collectives/ organisations) that you expect to be involved in the project and describe briefly their expected role. These can be partners who are confirmed or potential.**

(Include CVs in the supporting material)

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| --- | --- | --- |
| **Name** | **Involvement/contribution** | **Is this partner confirmed?** |
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**6. Tell us about your expected audience:**

**a. What is your target audience?**

**b. What are your plans for distribution of the outcomes of this project?**

**c.** **Will your activities be accessible to those with disabilities?**

 [ ]  Yes [ ]  No [ ]  Not applicable

**d. Will the activities involve work with children, vulnerable adults or animals?**

 If yes, please tick relevant box(es) below.

##  [ ]  Children [ ]  Vulnerable Adults [ ]  Animals

## If your application is successful and you ticked any of the above, you will be required to submit a relevant protection policy as a condition of the award being paid out to you. If you need to develop your Protection Policies, examples can be found at the Arts Council website and the Department of Children and Youth Affairs website.

**7.** **Location of activity/project:**

**a. Please tick district where activity/project will take place:**

##

##  [ ]  Limerick Metropolitan [ ]  Adare – Rathkeale

 [ ]  Newcastle West [ ] Cappamore – Kilmallock

 [ ]  Other – please specify below

**b. Please specify the venue (s) (name and address) where the activity/project will take place.**

Where will your research and development activities / production / presentation be undertaken?

**c. Is the venue(s) availability confirmed?**  [ ]  Yes [ ]  No

If answered ‘yes’, please include a letter of commitment from the venue in your supporting material.

**8. Proposed date(s) of the activity/project:**

(Please attach a detailed timeline in your supporting material)

**SECTION D: FINANCE – To be completed by all applicants**

**1. What is the total estimated cost of the project that you are proposing?**

**€**

**2. Please give a breakdown of all projected expenditure relating to your proposal under headings such as fees, equipment hire, venue hire, travel, accommodation, printing, marketing and promotion, etc.**

Please include a detailed budget breakdown in supporting material.

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| --- | --- |
| **Expenditure - Details** | **Amount** |
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| **Projected/Activity Total** | **€** |

**3. Please, specify which items from the expenditure budget will be covered by Limerick Short Film Bursary.**

**4. Income: Please give details of any secured or projected sources of income other than this grant, under headings such as ticket sales, local sponsorship, other grant schemes etc.**

|  |  |  |
| --- | --- | --- |
| **Income - Details** | **Amount Confirmed** | **Amount Projected** |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **€** |  |

**5. Do you plan to use this bursary as a trigger for other funding opportunities into the future?**

[ ] Yes[ ] No

**If yes, please give further details of this additional funding:**

**Declaration:**

*I have read the guidelines and criteria for the assessment of Limerick Short Film Bursaries Applications.*

*I declare that, to my best knowledge, the information provided in this application is correct. I attach the relevant documents.*

*I understand that all information submitted as part of this application will be made available to external experts for independent evaluation purposes.*

*I understand that I must return relevant receipts, a set of accounts and a post project report when the project is complete.*

*Signed: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (electronic signatures accepted)*

*On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organisation/event, if applicable)*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Applications are accepted by post or e-mail.**

**Return completed forms to:**

**Post:** Limerick Arts Office, Limerick City and County Council, Merchant’s Quay, Limerick

Please, mark postal applications with: **Limerick Short Film Bursaries 2018.**

**e-mail:** artsofficesubmissions@limerick.ie

Please include the following reference in the e-mail subject line: **Film LSFB2017**

**CLOSING DATE FOR APPLICATIONS**

**5pm Friday 6th April 2018**

**Limerick Arts Office Phone: 061 525 031 / 061 557 363**

**Limerick Arts Office email: artsoffice@limerick.ie**

**YOUR APPLICATION WILL BE INVALID IF YOU DO NOT:**

* **Submit a fully completed application form;**
* **Submit all requested documentation with your application form;**
* **Adhere to the requested file sizes (see page 9);**
* **Submit your application by the deadline of 5pm on Friday 6th April 2018.**

**Checklist**

Your application **must** include all of the supporting material listed in the table below. Please, fill in the table ticking the contents of your submitted application and providing details of submitted material where requested:

|  |  |
| --- | --- |
| **Tick if submitted** | **Type of supporting material** |
| [ ]  | Completed Limerick Short Film Bursaries 2018 application form and signed *Declaration* at the end; |
| [ ]  | CVs of key people involved in the project – Each CV should be no longer than 2 A4 pages and should contain the following information: artistic history, relevant employment history, 3rd level education history and qualifications, awards; Please list the names below: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |   |
| [ ]  | Detailed project proposal (max 10 pages) |
| [ ]  | Project timeline |
| [ ]  | Budget breakdown |
| [ ]  | 3 examples of existing work, such as writing (max. 10 page extracts), images, URL links to videorecordings/sound/media files, etc.( please, remember to include passwords for password protected files); Submit examples that best represent your current practice.Please list submitted examples below: |
| 1. |  |
| 2. |  |
| 3. |  |
| [ ]  | 3 examples of relevant promotional material, such as programmes, brochures, catalogues, reviews; Please list submitted items below: |
| 1. |  |
| 2. |  |
| 3. |  |
| [ ]  | If you are applying as an organisation, please include a document with information under following headings: brief history and mission statement of the organisation, legal status, names of Chairs and Committee Members (if in place), information about membership scheme (if in place), constitution (if in place); |
| [ ]  | Up-to-date statement of accounts |
| [ ]  | Script copyright proof |
| [ ]  | Letter of commitment from the venue(s) |
| [ ]  | Up to 5 letters of support from relevant individuals and organisations. Please list below: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Please, note that if your application is successful and your project involves work with children, vulnerable adults or animals, you will be required to submit a relevant protection policy as a condition of the award being paid out to you.**

**IMPORTANT:** E-mailed images and files may be submitted at a **maximum of 3 MB each** and a **maximum of 18MB in total**.