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## Culture Night Late

## Award Report Form

The Arts Council would like to know how the provision of an award has helped you, and how it may have affected your work and your career. For awards of over €1,500, payment of the final instalment will be conditional on receipt of such a report.

Please take some time to complete this and return it to the Arts Council. Your information will help us to document and to improve the quality of our supports for other artists, and to evaluate their impact relative to our strategic priorities.

As one form is provided for all awards, you may need to adapt it to your particular situation. Add extra pages if you like – only the sections marked \* are mandatory.

Please note the ***Declaration of Assurance*** section at the end of this Form. This **must** be signed by the applicant/s.

# Part I

# Contact details\*

|  |  |
| --- | --- |
| ARN |  |
| Application Number |  |
| Name |  |
| Address |  |
| Date and full amount of award |  |

# Application process\*

|  |  |
| --- | --- |
| How did you find out about the award?   * Website * Word of Mouth * Through the Arts Council * Through the social media | * Artists’ representative/resource organisation * Arts Council email newsletter * Other (specify) |
| Was the application process reasonable? (i.e., forms, published criteria, timescale, efficiency)  If not, how could it be improved? | |
| Were the Arts Council’s objectives in making the award clear? | |
| Were the criteria clear and workable? | |
| Did this award open up new ways of engaging the public with the arts? How might it influence your future planning and provision? | |
| Did this award open up new ways of collaborating with other art forms, artists, art organisations and agencies? How might it influence your future planning and provision? | |

# PART II

# Please let us know if we may use this information anonymously to gather data and help other prospective applicants

# Yes No

|  |
| --- |
| Please describe your aim(s) in making the original application, whether these were realised or whether any changes were made. |
| How many people did your programme reach? Be as accurate as you can, providing enagement numbers for each event type. |
| Did you reach new audiences? How did you recognise this and how might you continue to enage with them in your work. |
| What feedback did you gather from the events, how did you gather this and what did you learn from it? |
| How many artists and arts workers did you support with your programme? |
| How did the Arts Council’s capacity building supports for Event Management and Communication help with your planning and engagement? |
| Any other comments? |

***Declaration of Assurance\****

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| --- |
| A declaration of assurance signed by the applicant and one other responsible person involved with the funded activity is required.  This is to certify that the Arts Council funding was used for the purpose for which it was granted and that any conditions attached to the funding were met. Where the funding is **less than €25,000 per annum** the name of the applicant is sufficient.  I certify that the Arts Council funding was used for the purposes for which it was granted and that any conditions attached to the funding were met. Additionally, where I am in receipt of other sources of public funding I certify that there has been no duplication in the use of public funding for the same activity.  Name:                                  Date:  Name:                                  Date:  (Typed names are acceptable) |