****

**CORK COUNTY COUNCIL**

**ARTS GRANTS SCHEME**

 **FESTIVALS COMPLETION REPORT**

|  |  |
| --- | --- |
| Name of Festival |  |
| Arts Grant Application ref. no |  |
| Dates of Festival  |  |
| Grant awarded by Cork County Council | € |

**Festival Organisation**

|  |  |
| --- | --- |
| How is your Festival managed?Please list roles |  |
| Does your festival employ any full time or part time staff? If yes please give details of number of staff and roles. |  |
| Were any other organisations involved as partners or provided support to your Festival? If yes, please details. |  |

|  |  |
| --- | --- |
| Describe your Festival. Is it a general arts festival or specialised interest? |  |
| List the main art forms programmed in the Festival. |  |

**Audience:** Please give details of attendance at all festival events. Add extra rows as required

|  |  |
| --- | --- |
| **Event** | **Attendance** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Audience for Festival**  |  |

**Arts Participation**: Were any events in the festival designed to encourage active participation such as workshops, creative play, etc.

|  |  |
| --- | --- |
| Event description | No of participants |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total number of participants**  |  |

**Arts Participation**

|  |  |
| --- | --- |
| Were any events aimed specifically at children and young people? |  |
| Were any events planned specifically for older people? |  |
| Were any events or activities specifically programmed for persons with a disability? |  |
| Were there any intercultural events or activities in your festival? |  |

**Artists/Performers**

|  |  |
| --- | --- |
| How many professional creative artists or performers were featured in the festival? |  |
| How many amateur artists/performers were featured? |  |
| **Total number of artists/performers in Festival** |  |

**Voluntary support**

|  |  |
| --- | --- |
| How many volunteers were involved in the Festival? |  |
| Estimate the number of days work provided to the festival by local volunteers. |  |
| Detail other voluntary input(s) such as volunteered services that benefitted the festival |  |

**Venues**

|  |  |
| --- | --- |
| List all local venues used by your Festival. |  |

**Festival Marketing**

|  |  |
| --- | --- |
| Who is your Festival’s target audience(s)?  |  |
| How do you communicate/ reach your audience?Online/digital/print/radio/ other |  |
| What attracts your current audience to come to the festival?  |  |
| How do you gather audience feedback? |  |
| List any audience surveys you have done. Please include results of audience surveys. |  |
| Does your festival use audience development resources such as artsaudiences.com ? Please describe |  |

**Communications**

|  |  |
| --- | --- |
| Webpage |  |
| Facebook page |  |
| Twitter |  |
| Instagram |  |
| Other |  |

**Evaluation**

|  |  |
| --- | --- |
| List your Festival’s main objectives |  |
| How successful was the festival in meeting these objectives? |  |
| What was the highlight of your festival and why? |  |
| What was the least successful event and why? |  |
| In what ways would you like to see your festival develop? |  |
| List the top three outcomes or learning from evaluating the festival that may influence the festival’s development in the next year or two. |  |
| Are there any factors (access to local venues, skills, training, etc) that would help to develop the Festival in the future? |  |

Additional Information

**FESTIVAL BUDGET**

**Expenditure:** Please give a breakdown of all Festival expenditure.

|  |  |
| --- | --- |
| **Expenditure Details** | **Amount** |
| Artist fees |  |
| Administration costs |  |
| Marketing |  |
| Venue Hire |  |
| Equipment Hire |  |
| Insurance |  |
| Transport |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Expenditure | € |

**Income**: Please give details of income including Arts Grant offered by Cork County Council

|  |  |
| --- | --- |
| **Income Details** | **Amount** |
| Festival earned income, box office, etc |  |
| Total grant income (excluding any Cork County Council Grant Assistance) |  |
| Total Cork County Council grant assistance |  |
| Local sponsorship |  |
| other |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total income | € |

**Financial impact of your festival:** Please provide details of expenditure on the following:

|  |  |
| --- | --- |
| Festival spend on artist fees and expenses. | € |
| Festival spend on local goods and services. | € |
| Festival spend on administration | € |
| Estimate of visitor spend in the local economy during the Festival. | € |
| Estimate the value of Festival to the local economy, including expenditure on local goods and services, administration and estimate of visitor spend | € |

Checklist

Please include when submitting your completion report.

1 Festival Report including budget

2. Festival Documentation: This may include photographs/video/audio recordings

3. Copies of print material, programmes, posters etc or copies of media releases acknowledging council support of the festival

**Declaration**

I hereby declare that, to the best of my knowledge, the information given is correct.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A Digital version of this form can be downloaded from the arts page of** [**www.corkcoco.ie**](http://www.corkcoco.ie)

Completed Grant reports should be posted to

The Arts Office

Cork County Council

County Hall

Cork.

**Please retain a copy of your report for your records**