Limerick Arts Office
Limerick Theatre Bursaries
GUIDELINES 2016

REF: LTB2016

CLOSING DATE FOR APPLICATIONS: 5pm Friday 28th October 2016

1. Introduction

Following on from consultations with the Limerick Professional Theatre Sector via L.A.C.E., Limerick Arts Office is delighted to announce a new scheme of Theatre Bursaries to support professional Limerick-based theatre practitioners, grow the sector and back the development strategy for theatre in the immediate and long term.

We are inviting Limerick-based theatre practitioners to submit applications for the following bursaries:

- **Limerick Theatre Research and Development Bursaries of €2,500 each (3 Awards Available)**
- **Limerick Theatre Production and Presentation Bursary of €2,500 (1 Award Available)**

2. Purpose of the awards

The objectives of Limerick Theatre Bursaries are informed by the Limerick Cultural Strategy: A Framework 2016 – 2030 and are to:

- Support Limerick theatre and build capacity in the sector through recognising the need to support the making and development of creative work as well as its presentation;
- Allow theatre practitioners the time and the financial ability to work creatively and develop their ideas;
- Allow theatre practitioners to travel for research and networking;
- Encourage development of quality new work in our city and county and promotion of regional and national interest in Limerick's theatre scene;
- Make it possible to hire cast and a design team to bring work to the next level of development;
- Continue to foster dialogue and build strong relationships between LCCC and the cultural sector through partnerships and collaboration working with Limerick Arts and Culture Exchange (L.A.C.E.) and Professional Limerick Artists Network (P.L.A.N.).

3. Eligibility

Individuals and organisations based in Limerick are invited to apply for the above bursaries to support theatre projects at all stages, whether in the initial phase of research and development or at the later stages of production, given that they:

- Are professional theatre practitioners.
- Are based in Limerick City/County.
- Are submitting an original proposal or development work in relation to an existing piece.

Limerick Theatre Bursaries will **not** be allocated to fund the following:

- Proposals which do not have an artistic objective, for example, sport, heritage, historical, tourism, general recreation, etc.
- Persons in full time undergraduate and postgraduate level study
- Charity fundraisers
- Culture Night events (separate grant funding stream)
- Artist in Schools Residencies (separate grant funding stream)
- Tyrone Guthrie Bursaries (separate grant funding stream)
- Publications
- Day to day operational or administrative costs
- Capital requests for building improvements to workspaces and venues

4. Assessment

All Limerick Theatre Bursaries 2016 applications will be considered by an independent selection panel, appointed by Limerick Arts Office, Limerick City and County Council. The selection panel will meet to assess and make recommendations on all eligible applications. Their recommendations will then go before a Limerick City and County Council meeting for approval.

Limerick Theatre Bursaries are assessed in a competitive context. Therefore not all applicants may be successful. The criteria for assessment are informed by Limerick Cultural Strategy: A Framework 2016 – 2030 and are as follows:

- Artistic merit of proposed project and relevance to Limerick Artistic Programme;
- Applicant's track record and relevant experience;
- Impact:
  - Stimulating public interest;
  - Promoting interest and knowledge in the Arts;
  - Providing professional development;
  - Promoting the highest standard in creativity and excellence in all aspects of cultural activity;
- Originality/Innovation.

Limerick City and County Council endeavours to assess applications as quickly as possible, but the volume of applications and the assessment and approval procedure means that it will take up to 4 weeks from closing date to decision. We aim to announce successful applicants by the end of November 2016.

5. General brief for completing the application form

- Read all questions thoroughly before you answer them.
- Do not assume the assessors or selection panel know you or your work – treat each application as if it was your first.
- Remember that several people will be involved in the decision-making so ensure your application is clear.
- Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications.
- Have a clear and realistic idea of what you want and how much your proposal costs.
- Provide a project time-line if appropriate.
- Ensure that you enclose all requested documentation.
- You must demonstrate that this funding could lead to further applications for funding as part of the ambition of the project.

6. Guidelines

- Applicants must be based or operate substantially within Limerick City and/or County.
- All grants awarded in this round are for 2016/2017 projects only.
- You may only apply for one Limerick Theatre Bursary award in any one calendar year.
- The work for which the funding is sought must be carried out on a not-for-profit basis.
- Payment of a grant shall be in respect of a specific project/activity and not towards the payment of former debts.
- Applicants must be prepared to furnish further particulars or information to the Council if requested.
- The recipients must follow the procedure as confirmed in writing to them regarding drawing down the grant and the Acknowledgement of Funding requirements. A grant may be withheld if the above is not adhered to.
- Drawdown of the funding will be in 2 instalments: 80% on successful application and 20% on submission of a project report (guidelines will be provided to successful applicants.).
- First instalment of the funding must be drawn down by Friday 16th December 2016. Failure to draw down the funding will result in the grant award not being allocated to you.
- Please note the only method of payment of the bursaries will be by Electronic Funds transfer. To draw down funding successful candidates will have to provide bank details and/or a Tax Clearance Certificate or a PPS number.
- Any successful applicants for whom it becomes necessary to reschedule the activity to another date within the approved timeframe, or who need to change the planned activity in any significant manner, should contact Limerick Arts Office **immediately** with this proposal. Activities that cannot be rescheduled in the approved timeframe will not be entitled to draw down funding.
- Limerick Arts Office, Limerick City and County Council and the Arts Council must be acknowledged on ALL promotional materials produced in connection with the undertaking or event. Failure to do so may affect future funding to your organisation. Official logos will be provided.
- Specific conditions may be attached to the funding which will be outlined in the letter of offer.
- Limerick City and County Council reserves the right to terminate grant aid if statutory or criminal negligence is involved.
- Limerick City and County Council funding policy requires any organisation seeking funding whose activities involve children, to submit a copy of their current Child Protection Policy.
- A list of successful applicants will be published on www.limerick.ie

7. Checklist

Applications **must** include:

- Completed Limerick Theatre Bursaries 2016 Application Form;
- CVs of key people involved in the project – CVs should contain the following information: artistic history, relevant employment history, 3rd level educational history and qualifications. Each CV should be no longer than 3 A4 pages;
- Detailed project proposal (where applicable);
- Project timeline;
- 3-4 examples of existing work, such as writing, images, video recordings, sound/media files, e.t.c. (URL links not accepted); Please submit work that best represents your current practice.
- 3-4 examples of relevant promotional material, programmes, brochures, catalogues, reviews (where applicable);
- Budget breakdown (where applicable);
- If you are an organisation, please include a pdf 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 (if applying as an organisation);
- Child protection policy (if your project/activity involves work with children);

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

8. Submission of Applications

Applications will be accepted by post or email.
Please return form and applicable documentation to:

Post:
Limerick Arts Office, Limerick City and County Council, City Hall, Merchant's Quay, Limerick
Please, mark postal applications **Limerick Theatre Bursaries 2016**

e-mail:
artsofficesubmissions@limerick.ie
When e-mailing please include the following reference in the subject line: **LTB2016**

CLOSING DATE FOR APPLICATIONS: 5pm Friday 28th October 2016

Limerick Arts Office Phone: 061 407363 / 061 407421

YOUR APPLICATION WILL BE INVALID IF YOU DO NOT:

- **Submit a fully completed application form**
- **Submit all requested documentation with your application form**
- **Submit your application by the deadline of 5pm on Friday 28th October 2016**