

Limerick Arts Office
Limerick Theatre Bursaries
GUIDELINES 2018

REF: LTB2018

Timeline:

Call out announcement:

CLOSING DATE FOR APPLICATIONS:

Announcement of successful candidates:

1. Introduction

Limerick City and County Council are pleased to announce the 2018 round of Limerick Theatre Bursaries with an aim 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 & Development Bursaries of €2,500 each (2 awards available)**
- **Limerick Theatre Production & Presentation Bursaries of €5,000 (2 awards 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 production 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.

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;
- 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: What happens when you submit your application?

- 4.1 Upon the receipt of your Limerick Theatre Bursaries 2018 application we will send an acknowledgement email to confirm that we received it. If you do not receive an email within 1 working day (Monday-Friday) please get in touch with us on 061 525031.
- 4.2 Your application is screened for eligibility in terms of submission date, eligibility criteria (see point 3. Eligibility), submission of fully completed application form and all requested supporting material (see point 7. Checklist).
- 4.3 All eligible applications submitted within the deadline are considered by an independent selection panel of experienced theatre professionals, appointed by Limerick City and County Council. The independent selection panel will meet to assess and make recommendations on all eligible applications.

Limerick Theatre Bursaries are assessed in a competitive context; therefore not all applicants may be successful. 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's artistic programme (max.35 marks);

- Applicant’s track record and relevant experience (max. 20 marks);
 - Impact (max. 15 marks):
 - Stimulating public interest;
 - Promoting interest and knowledge in arts, culture and creativity;
 - Providing professional development;
 - Promoting the highest standard in creativity and excellence in all aspects of cultural activity;
 - Originality/Innovation (max.30 marks).
- 4.4 The independent selection panel makes recommendations for the awards to Limerick City and County Council. The recommendations are put to Limerick City and County Council for approval.
- 4.5 Letters are issued to all applicants informing them of the outcomes of their applications.
- 4.6 Successful applicants may be asked to submit additional documents such as Child and Vulnerable Adults Protection Policy, Animal Protection Policy or any additional information requested by the independent selection panel and approved by Limerick City and County Council. They will also be requested to fill in relevant documentation to enable payment of the award.
- 4.7 Upon the acceptance of the award by successful applicant and submission of all requested documentation, the award is transferred to successful applicant’s bank account by the means of an Electronic Funds Transfer in two instalments as outlined under point 8. Guidelines.
- 4.8 All recipients of the Limerick Theatre Bursaries 2018 are asked to acknowledge the funding on their promotional material and return an evaluation form upon completion of their project.

Limerick City and County Council endeavours to assess applications as quickly as possible, but the volume of applications and the assessment and approval may required up to 8 weeks.

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, please ensure that in your application form and supporting material you are communicating with clarity.
- Remember that your application is assessed on the basis of all information supplied within a competitive context of many other applications. Please submit only the support material that we are asking for and make sure that it is the best representation of your current practice and your capacity to deliver the project you are proposing to be funded through this call out.
- Have a clear and realistic idea of what you want and how much your proposal costs.
- Provide a project time-line.

- 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.
- All grants awarded in this round are for 2018 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 November 2018. 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 City and County Council is proud to support and be associated with high quality work produced by creative practitioners based in Limerick. Our logos will be provided to successful applicants and we ask that it is included on all print and online material, including websites, apps, videos, blogs, posters, brochures, invitations and advertisements associated with the project being funded. Limerick City and County Council and Limerick Arts Office have a large following on our social media channels i.e. facebook and twitter. Please forward or tag us in any posts you would like us to share on social media, remembering to include a photograph.

Why we want you to acknowledge our funding

- Acknowledgement ensures awareness of how public money is spent.
- By using our logo and recognising our funding, you let people know that Limerick City and County Council has supported your work and recognised your excellence, and that you are part of a movement that values arts and creativity, cares for its community and encourages interest, ownership and engagement in culture.
- Acknowledgement supports us by showing the breadth of artistic and cultural projects being undertaken across Limerick each year.
- Acknowledgement means that we can highlight and promote your work, further

- increase cultural awareness, build the sector and strengthen our case for future funding.
- By acknowledging Limerick City and County Council funding, you are helping to improve public understanding of how we all work together to develop high quality artistic projects and build capacity of Limerick's creative sector.
- 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, vulnerable adults or animals to submit a copy of their current relevant protection policy.
- A list of successful applicants will be published on www.limerick.ie

7. Checklist

Applications **must** include:

- Completed Limerick Theatre Bursaries 2018 application form and signed *Declaration* at the end;
- CVs of up to 5 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;
- 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 video recordings/sound/media files, etc.(Please, remember to include passwords for password protected files); Submit examples that best represent your current practice and your capacity to deliver the proposed project;
- 3 examples of relevant promotional material, such as programmes, brochures, catalogues, reviews, etc. of your previous work;
- If you are applying as an organisation, please include 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);

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.

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 2018**

e-mail:

artsofficesubmissions@limerick.ie

When e-mailing please include the following reference in the subject line: **LTB2018**

CLOSING DATE FOR APPLICATIONS: (to be decided)

Limerick Arts Office Phone: 061 525031 / 061 407363

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 (to be decided)**