1. Introduction

Limerick City and County Council offers grant funding to amateur, community or voluntary groups, or organisations, and individual arts practitioners, which in the opinion of the authority, will stimulate public interest in the arts, promote the knowledge, appreciation and practice of the arts or assist in improving the standards of the arts.

In the 2003 Arts Act the arts are defined as painting, sculpture, architecture, music, film, drama, dance, literature, design in industry and the fine arts and applied arts generally. The awards can be used for the professional development of artists, the arts and increasing access and participation in the arts.

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 twelve weeks from closing date to decision.

Limerick City and County Council Arts Act Grants are assessed in a competitive context. Therefore not all applicants may be successful, nor may the full requested amount be awarded. The criteria for assessment are informed by Section 6 of the 2003 Arts Act.

2. Assessment

All Grants under the Arts applications will be considered by a selection panel, appointed by Limerick Culture & 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.

Grant aid is awarded according to the Limerick Cultural Strategy: A Framework 2016-2030. Criteria for assessment are:

1. Artistic Merit and relevance to Limerick Artistic Programme
2. Track record & relevant experience
3. Impact
   a. Stimulating public interest
   b. Promoting interest & knowledge in the Arts
   c. Improving standards in the Arts
4. Originality/Innovation

3. 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 were 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. Please make a tailored application and submit only the support material that we are asking for. 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 efforts to secure income from other sources e.g. Box office, sponsorship, benefit in kind, other funders etc.

4. Guidelines

• Applicants must be based or operate substantially within Limerick.
• All grants awarded in this round are for 2018 projects only.
• Average Grants under the Arts Act funding ranges from €150 – a max of €1,000.
• You may only apply for one Grant under the Arts Act award in any one calendar year.
• The work in respect 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/event and not towards the payment of former debts.
• Applicants must be prepared to furnish further particulars or information to Limerick City and County 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.
• Funding must be drawn down by Friday 16 November 2018. Failure to draw down the funding will result in the grant award not being allocated to you.
• Applicants must reflect Limerick Culture and Arts Office’s commitment to supporting fair and equitable remuneration of artists in our funding programmes and schemes and in our partnerships and working relationships. All applicants should ensure that their applications reflect this priority.
• Where a grant is allocated for a specific event/project Limerick City and County Council will not be responsible for the insurance of that event/project. Limerick City and County Council recommends that the organisers ensure that adequate insurance is in place prior to the commencement of an event/project.
• Please note the only method of payment of any grant 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 re-schedule the activity to another date within the approved timeframe, or who need to change the planned activity in any significant manner should contact Limerick Culture & 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 Culture & 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.

- You are required to return a completed Limerick Culture & Arts Office Post-Event Evaluation Report form.
- Specific conditions may be attached to the funding which will by 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 Child Protection Policy.
- A list of successful applicants will be published on www.limerick.ie

**Grants under the Arts Act do not 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.
- Festivals, or projects already funded by the Limerick Culture & Arts Office.
- Culture Night events (separate grant funding stream).
- Artist in Schools residencies (separate grant funding stream).
- Tyrone Guthrie residencies (separate grant funding stream).
- International travel and training (separate grant funding stream).
- Publications (while we do not fund publications directly, applications towards writers professional practice are accepted).
- Day to day operational or administrative costs.
- Capital requests for building improvements to workspaces and venues.
- Capital requests for uniforms (e.g. bands or choral groups).
- Insurance.

**5. Checklist**

Applications must include:

- Completed Grants under the Arts Act Application Form
- CVs of relevant arts practitioner/s – CVs should ideally contain the following information: Artistic history, relevant employment history, 3rd level educational history & qualifications (max 3 pages)
- 3-4 examples of existing work (where applicable)
- 3-4 examples of relevant promotional material, programmes, brochures, catalogues (where applicable)
- Sound/media files (where applicable, URL links not accepted)
- When applying for support for exhibition/concert funding, dates/venues must be confirmed in principle – written confirmation or letters of support should be submitted
- When applying for support for film, please supply scripts, or sample scenes
- Up-to-date statement of accounts (where applicable)
- Child protection policy (where applicable)
6. Submission of Applications

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

Post:
Limerick Culture & Arts Office, Limerick City and County Council, City Hall, Merchant’s Quay, Limerick
Mark postal applications Grants under the Arts Act 2018

Email: artsofficesubmissions@limerick.ie
When emailing please include the following reference in the subject line: GUA2018
Emailed images and files may be submitted at a maximum of 3 MB each and a maximum of 18MB in total.

CLOSING DATE FOR APPLICATIONS: 5pm Wednesday 21st February 2018

Limerick Culture & Arts Office Phone: 061 525031 / 061 557363

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 Wednesday 21 February 2018
  - Submit images and files in accordance with the requested file sizes