1. **Timeline**

**CLOSING DATES FOR APPLICATIONS IN 2019**

*No later than 5 pm, Thursday 28th February 2019*

Grants Under the Arts Act grants are for opportunities until 31 December 2019.

2. **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.

3. **Purpose of the Grants**

**Grants Under the Arts Act**

This grant is in line with the following Limerick Cultural Strategy Aims and Objectives:

- To engage citizens through involvement in culture (Aim and Objective 6)
- To foster multiple examples of imagination, innovation and integration in Limerick and to use creative approaches to help citizens and visitors re-imagine Limerick (Aim and Objective 4)
- To grow Limerick’s cultural capacity by retaining and attracting creative practitioners to live and work in Limerick (Aim and Objective 1)

4. **Grant Scheme**

Limerick City and County Council are pleased to announce the continued support for culture and arts activities in 2019, under the Arts Act. Average Grants under the Arts Act funding usually range from €150 – €500, with larger grants of up to a maximum of €1,000 being awarded in exceptional circumstances. The total amount in the fund for 2019 is €20,000.

5. **Eligibility**

Applicants, (community and voluntary organisations, artists, creative practitioners and arts
organisations) must be based in Limerick, or operate substantially within Limerick City and County and be able to demonstrate this. It is open to artists at all stages in their professional careers. An applicant may only apply for one Grants under the Arts Act Award in any one calendar year.

Individuals currently in undergraduate, or post-graduate education are not eligible, or individuals who will be during the period for which this grant is offered.

Projects at all stages are eligible for this funding strand, this means that you can apply for research and development of your project idea and/or delivery of the project, given that:

- The project and the benefiting community are based in Limerick City and County Council administrative area, or the applicant is based in Limerick, or operates substantially within Limerick City and County and is able to demonstrate this.
- Proposed activities will take place in 2019;

6. Budget and costs
In specifying how much funding you are applying for, you need to take into account your expenditure and your income in relation to your Grants Under the Arts Act application.

- Expenditure relates to any costs you expect to have.
- Income relates to any source of funding that you have that is specifically earmarked for the project described in your application. For example, if an arts organisation is making a contribution towards your expenditure, you should include that as income in the application form. You should also include as income any contribution you are proposing to make from your own resources.
- The work for which the funding is sought must be carried out on a not-for-profit basis.
- Applicants must reflect Limerick Culture and Arts Department’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.
- If applicable you may include a more detailed budget breakdown in the supporting material.
- Please note the only method of payment of the grants 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.

Ineligible Costs
- Activities for costs that do not fit the purpose of the Award
- Proposals which do not have a cultural or creative objective, for example, sport, tourism, general recreation.
- Academic activities that do not form part of the development of a professional arts practice
- Charity fundraisers
- The scheme will not provide assistance for ongoing revenue costs or assistance to cover loans/deficits of any groups/organizations
- Retrospective applications – those relating to activities that the applicant has already completed or activities that have already been assessed and awarded funding under another grant scheme. An exception will be made if the Culture and Arts Department has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Capital requests for building improvements to workspaces and venues
- Capital requests for musical instruments, or uniforms
- Spend on alcoholic beverages, fines, legal costs, penalty payments
- Insurance
- School shows/productions are not eligible for this scheme
- Ineligible education and training
  - Primary, secondary and third level education
  - Undergraduate and vocational courses
  - Non-professional arts courses

If you have any queries on eligible and ineligible costs, please contact a member of the Culture and Arts Department.

7. Assessment
This is a competitive scheme. Your application will be initially categorised by the Culture and Arts Department. Any applications that clearly fall outside the eligibility guidelines and criteria will be eliminated at this point. Applications will then be assessed by an Assessment Panel appointed by Limerick City and County Council.

The recommendations from the Assessment Panel for these awards will be put to the Cultural SPC. In turn these recommendations are put to Limerick City and County Council for approval.

Applicants will be contacted in writing and notified of the outcome of their application. Feedback from the panel will be available on request.

Successful applicants will receive in writing a Letter of Offer, which will outline the specific terms of the grant offer. Unsuccessful applications will receive notice of the outcome of their application by post. Those awarded funding will have their name, along with the sum awarded published on Limerick.ie. The names of the panel members will also be published.

The Assessment Panel, at their discretion, may re-direct any applications to another appropriate Limerick City and County Council award for recommendation, should it be deemed beneficial to the applicant to so do.

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.


8. Criteria for assessment and marking scheme
Applications are assessed in a competitive context and with consideration of the application form and the supporting material submitted. All applications are assessed against criteria of:

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<th>Criteria</th>
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| A. Quality and ambition of the proposal  
The assessment focuses on the nature of the proposed cultural activity, the quality and ambition of the idea, as outlined on the application form and in the supporting documents | 25 |
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<th>Relevance to Limerick’s cultural strategy (<a href="https://www.limerick.ie/sites/default/files/limerick_culture_strategy.pdf">https://www.limerick.ie/sites/default/files/limerick_culture_strategy.pdf</a>)</th>
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<td>C.</td>
<td>Applicant’s track record and relevant experience The potential of the artist(s) or applicant(s) demonstrated through the application form, CVs and other materials submitted</td>
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<td>D.</td>
<td>Impact (15 marks total)  1. Promoting the highest standards in creativity and excellence in all aspects of cultural activity  2. Promoting interest and knowledge in arts, culture and creativity  3. Stimulating public interest</td>
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<td>E.</td>
<td>Feasibility The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity within the time period indicated. This includes consideration of:  1. Details of the expenditure, income and amount-requested provided in the application form  2. Details of the time frame indicated</td>
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**Total Marks** 100

**9. Guidelines for completing the application**

- Read all questions thoroughly before you answer them.
- Do not assume the Assessment 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 your ideas and plans are communicated clearly in your application form and in the supporting material.
- 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.

**10. What supporting material must you submit with your application?**

**Obligatory:** In addition to an application form with signed Declaration, your application **must** include all of the supporting material listed below:

1. In the case of an individual application, a detailed up-to-date CV of the person applying for funding. CV should be no longer than 3 A4 pages and should contain the following information: professional history, relevant employment history, 3rd level education history and qualifications, awards;
2. Professional artists must be used by groups who intend to work with an artist and artists’ CV, (as above) must be included with the application.
3. Up to 6 good quality examples of existing work, such as writing (max. 10 page extracts), images, URL links to video recordings/sound/media files, through YouTube, Vimeo, or SoundCloud, (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. These should include visual/audio and/or written supporting material. The exact nature of the material will depend on your application.

4. If you are applying for an award to take up a training opportunity (such as a workshop or masterclass), you must include a letter of offer from the training provider showing clearly that you have been offered a place.

5. If applying for exhibition/touring opportunity – letter from the organisation that will show the work.

6. Where your proposal involves collaboration with other artists, you should submit details, with their permission, including:
   - CVs, or biographical details
   - Documentation on the nature of the collaboration, including details of the collaboration agreement

Optional: If you wish, you may also include additional supporting material, for example; letters of support from relevant individuals and organisations, detailed Project Proposal, detailed Project Timeline and detailed Budget. If you have any queries on any of the criteria, please contact a member of the Culture and Arts Department who are happy to clarify any aspect of the Award Scheme.

If your application is successful and if your proposal involves working with children or young people under eighteen years of age or presenting work to this age group, you must be in a position to provide a copy of your Child Welfare and Protection Policy and Procedures. You must ensure that your policy and procedures have been developed with reference to Children First: National Guidance for the Protection and Welfare of Children, and are consistent with the principles stated therein. Please see www.tusla.ie for more information.

If your application is successful and if your proposal involves working with animals, you must be in a position to provide a copy of your Animal Welfare Protection Policies and Procedures.

11. Technical requirements
   a. All emailed documents including images and files may be submitted at a maximum of 3 MB each and a maximum of 18MB in total for all docs including the application.
   b. Acceptable document formats are: Word, PDF & Jpeg.
   c. Invalid file formats may not be included in the assessment of your application.
   d. For video and sound files include links to online content only, in a word document.
   e. Please note LCCC IT systems are not compatible with Apple MAC.
   f. When emailing your application we advise that if you do not receive a confirmation of receipt of your application within a day of sending please contact the Limerick Culture and Arts Department by phone on 061 556370 (line open Mon-Fri, 9am – 5pm) to ensure that your application has been received.

THE APPLICATION WILL BE INVALID IF THE FOLLOWING IS NOT PROVIDED:
   a. Submit a fully completed application form
   b. Submit all requested documentation with your application form
   c. Submit your application by the deadline of 5 pm, Thursday 28th February 2019

Limerick Culture and Arts Department, Limerick City and County Council will not take responsibility for emailed applications undelivered due to non-compliance with the technical requirements listed above.
12. Freedom of Information Statement:
Limerick City and County Council is covered by Freedom of Information Act 2014, which provides members of the public with the rights to access information held by public bodies to the greatest extent possible, consistent with the public interest and right to privacy. This means that details contained in applications and supporting documents may, on request, be released to third parties.

13. Privacy (General Data Protection Regulation G.D.P.R.)
Any personal information you give us will be processed, stored and managed in strict accordance with General Data Protection Regulations.

The purpose for processing your data is to process your application for a Grants Under the Arts Act Award in line with the criteria of this award. This information you provide will be assessed by an Assessment Panel. Your information will be retained for five years if you are granted an award and for one year if not granted an award. If you do not furnish the personal data requested, Limerick City and County Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data
- the right to require us to rectify any inaccuracies in your personal data
- the right to require us to erasure your personal data
- the right to request that we no longer process your personal data for particular purposes
- the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: dataprotectionofficer@limerick.ie All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

14. Submitting your application
Closing date for applications is 5 pm, Thursday 28th February 2019

Applications are accepted by post or e-mail. Return completed forms and support documents to:

By Post: Limerick Culture & Arts Department, Limerick City and County Council, Corporate Headquarters, Merchants Quay, Limerick. Please mark postal applications with: Grants Under the Arts Act Awards 2019. All applications will be stamped on receipt.

By E-mail: artsofficesubmissions@limerick.ie; Please include the following reference in the subject line: GUA2019 and Your Name