

## OPEN CALL

### ARTISTS' STUDIOS, JAMES STREET CALL-OUT, 2022

#### ELIGIBILITY GUIDELINES and CRITERIA

REF: JAMS22

#### Time-line

Call out announcement: 4<sup>th</sup> November 2022

**CLOSING DATE FOR APPLICATIONS: Wednesday 7<sup>th</sup> December 2022 12noon**

#### 1. Introduction

##### **Open call 2022 for Artists' Studios, James St. Limerick City**

Limerick Arts Office, Limerick City and County Council are delighted to announce an open call to recognised visual artists for the use of our Artists' Studios, James' Street, Limerick City.

This scheme is in line with the Limerick Cultural Strategy Aim and Objective 1:

**To grow Limerick's cultural capacity by retaining and attracting creative practitioners to live and work in Limerick.**

#### 2. Purpose

The Artists' Studios, James Street is an affordable space for individuals to make work and allow artists to continue to live and work in Limerick, by encouraging working within the urban context.

This studio unit is a part of a complex of eight studios in James' Street. Each Studio Unit comprises a studio workspace. The Studio Units have an electric storage heating system and each studio has running water. The Artists' Studios, James' Street has the benefit of a security alarm system.

The Studios are on James' Street and in walking distance of Dance Limerick, Limerick Printmakers, Limerick School of Art and Design, Colbert Station, Limerick City Gallery of Art, The Granary Library, the Hunt Museum and Corporate Headquarters, Merchants Quay.

There is one Studio in James' Street available in this call out.

### 3. Apartments license scheme

A licence charge for this studio will be applied at a charge of:

- One studio: €110 plus 23% VAT totalling €135.30 per month inclusive

Studio	License fee	23% VAT	Total cost per month
	€110.00	€25.30	<b>€135.30</b>

Please see the proposed licence agreement. A similar license will operate.

This studio unit is a part of a complex of eight studios in James' Street. This studio unit is licensed for a period of one year. Any occupancy in excess of one year is subject to review at the complete discretion of Limerick Arts Office, Limerick City and County Council. Limerick City and County Council reserves the right to grant a shorter term than applied for.

### 4. Eligibility:

Applicants, (professional artists) must be based in Limerick City and County Council's administrative area, or operate substantially within Limerick City and County and are able to demonstrate this. It is open to artists at all stages in their professional careers. Applicants must have been born in, or be resident in, the Republic of Ireland.

A professional artist can be defined as someone for whom their art form is their whole-time occupation **or** who holds a third level qualification in their field of practice **or** has been paid and advertised as a solo or leading performer/exhibitor in a state funded institution **or** has been published or produced by a recognised publisher or theatre/film company or venue **or** is recognised as a professional by his/her peers and received recognition in the form of commendations, rewards, awards, grants, appointments to panels, etc.

Persons in undergraduate or full time post-graduate education are not eligible, or individuals who will be during the period for which the license is offered.

Limerick City and County Council reserve the right to shortlist applicants based on information supplied under this open call in order to fill future vacancies, should they arise, subject to the GDPR requirements of this scheme.

The eligibility criteria are in line with the Limerick Cultural Strategy 2016-2030, to grow Limerick's cultural capacity by retaining and attracting creative practitioners to live and work in Limerick.

### 5. Who is the applicant?

**The applicant is the person whose name is given on the application form.**

Please, ensure that on the application form you give your full name, as given on your legal documents and bank statements. All documentation provided as part of the assessment process must be in the name of the applicant; this includes bank and tax details. If successful, a licence will only be issued to the applicant.

## 6. Assessment Process

This is a competitive scheme. Upon final submission of your application, you will receive an email confirmation to this effect.

Your application will be initially categorised and summarised by the Arts Office. 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.

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 license.

## 7. 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. Therefore, not all applicants may be successful. Criteria for assessment are informed by the Limerick Cultural Strategy: A Framework 2016-2030, The Arts Council Making Great Art Work: Strategy 2016-2025 and the Limerick Culture and Creativity Plan as part of the Creative Ireland Programme.

**All applications are assessed against criteria of:**

Criteria	Marks	Basis for assessment
<b>A. Overall quality and ambition of the proposal</b> 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	20	Application form, Q 2.1 and supporting materials
<b>B. Impact: Providing professional development (20 marks total)</b> <ul style="list-style-type: none"><li>• Significance of the proposal to the professional development of the applicant</li><li>• Promoting the highest standards in creativity and excellence</li></ul>	15 15	Q 2.2 and supporting materials
<b>C. Applicant's track record and relevant experience</b> The potential of the artist(s) or applicant(s) demonstrated through the application form, CVs and other materials submitted	20	Q 3.1, 3.2, 3.3 and supporting materials

<b>D. Relevance to Limerick’s cultural strategy</b> <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>	<b>15</b>	<b>Q 4.1 and supporting materials</b>
<b>E. Demonstrable need</b>	<b>10</b>	<b>Q 5.1 and supporting materials</b>
<b>F. Suitability of applicant’s work practice to the building and to the ethos of the Studio Complex</b>	<b>5</b>	<b>Application form and supporting materials</b>
<b>Total</b>	<b>100</b>	

## 8. What supporting material must be submitted with your application

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

- I. A detailed up-to-date CV of the person applying for funding. CV (max. 4 pages) should contain the following information: professional history, relevant employment history, 3rd level education history and qualifications, awards;
- II. Up to 6 good quality examples of existing work, 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.

Applicants should state clearly the relevance of their proposal and the applicant’s track record to Limerick’s Cultural Strategy.

An answer, which maximises the potential for a high mark, will clearly connect at least two of the Aims and Objectives of the Limerick Cultural Strategy with the applicant’s proposal.

[https://www.limerick.ie/sites/default/files/limerick\\_culture\\_strategy.pdf](https://www.limerick.ie/sites/default/files/limerick_culture_strategy.pdf)

**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 Arts Office who will be happy to clarify any aspect of the Award Scheme.

**Other:** 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](http://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.

## 9. Guidelines for completing the application

- Read the Guidelines thoroughly. By reading and understanding the Guidelines, you give yourself the best chance of being funded.
- Read all questions thoroughly before you answer them.
- Each section and requested supporting material items are related to specific marking criteria, make sure that you provide members of the assessment panel with relevant information that will allow them to evaluate your proposal and assign marks for each section.
- Keep your answers clear, concise and to the point. Avoid repetition.
- Do not assume the members of the assessment panel will know you or your work – make sure that in the application form and in the supporting material, you clearly communicate all important information. It is a good idea to ask someone to read through your application and help identify any pieces of information that need clarification.
- Remember that your application is assessed on the basis of all information supplied within a competitive context of many other applications.
- Ensure that you enclose all requested documentation.

For any queries on submitting your application to Limerick Arts Office please contact us on: Phone: 061 556370/087 4377644 or email: [artsoffice@limerick.ie](mailto:artsoffice@limerick.ie)

## 10. 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.**
- b. Acceptable document formats are: .doc, .pdf and .jpg
- c. For video and sound files, include links to online content only, in a word document. Please remember to include passwords for password protected content.
- d. **Please note that LCCC IT systems are not compatible with file formats specific to Apple MAC when submitting by email. Please see acceptable file formats above.**

*Limerick Arts Office, Limerick City and County Council will not take responsibility for applications undelivered due to non-compliance with the technical requirements listed above.*

**Applications are accepted:**

- By e-mail: [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie). Please include the following reference in the e-mail subject line: **JAMS22 Applicant's Name**

**CLOSING DATE FOR APPLICATIONS: Wednesday 7<sup>th</sup> December 2022 12noon**

**No late applications will be accepted.**

Limerick Arts Office: 061 556370 (Line open Mon – Fri, 9am-5pm).

**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 Wednesday 7<sup>th</sup> December 2022 12noon**

**Appendix 1**

**Acknowledgment of Funding**

Limerick City and County Council is proud to support and be associated with high quality work produced by creative practitioners and communities based in Limerick. Logos will be provided to successful applicants to be 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 an image.

**Why we want you to acknowledge our funding**

- Acknowledgement ensures awareness of how public money is spent.
- By using the logos and recognising the funding, you let people know that Limerick City and County Council have 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.

## Appendix 2

### 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.

### Privacy (General Data Protection Regulation):

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 Licence for an Artist's Apartment in line with the criteria of this award. The information you provide will be assessed by a panel. The information you provide will be assessed by an Assessment Panel. Your information will be retained in accordance with the Limerick City and County Council GDPR policy and the National Retention policy. 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](mailto: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 a further two months where necessary.