



## STRATEGIC FUND FOR CULTURE AND ARTS SCHEME GUIDELINES

REF: STRATEGIC

### 1. Timeline

There are no formal deadlines for the Strategic Fund for Culture and Arts Scheme. Applications are accepted on an ongoing basis while there is an available budget. Applicants seeking support for all eligible opportunities **MUST** submit their request for a letter of support in advance of their proposed date of submission to the relevant funding body. Even if the funding body does not require a letter of support, one must be requested to Limerick Arts Office in advance of any application. Funding from the Strategic Fund cannot be awarded to applicants, successful in their national/international applications, retrospectively.

Applicants are advised to submit their request to Limerick Arts Office as far in advance of their proposed date of submission as possible.

Limerick Arts Office require notification and an outline of the project in advance of any funding deadlines, **not later than 5 working days** in advance of deadline.

### 2. Introduction

Limerick City and County Council are pleased to announce the continued support for creatives, with the Strategic Fund for Culture and Arts Scheme.

### 3. Purpose of the Grants

#### Strategic Fund for Culture and Arts Scheme

The purpose of the Scheme is to support the maximising of the leveraging of funding into Limerick from national and international sources and to support a vibrant creative culture.

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

- **To grow Limerick's cultural capacity by retaining and attracting creative practitioners to live and work in Limerick**
- **To grow the physical and human resources, infrastructure and support for staging large scale interventions, performances, festivals and productions**
- **To support and grow innovative and creative collectives in Limerick**

The Strategic Fund for Culture and Arts is open to support applications until 31<sup>st</sup> December 2024.



#### 4. Grant Scheme

Eligible grant applications are to relevant national funding bodies, e.g. the Arts Council, Culture Ireland, Arts and Disability Ireland, or to relevant international, or European funding bodies, e.g. Creative Europe Culture Sub-Programme, or to LEADER Funding Programmes.

The principle of the grant funding is that Limerick City and County Council will award 10% of the amount awarded from the relevant funding body, **to a maximum of €5,000.**

The following Arts Council Schemes are eligible on the same terms, that Limerick City and County Council will award 10% of the amount awarded by the Arts Council, to a maximum of €5,000: Arts Council Bursary Awards, Young Ensembles Scheme, Project Awards, Arts Grants, Artist in the Community Scheme, Artist in Residence Scheme, Commissions, Opera Projects and Productions, Visual Artists Workspace Scheme Project Awards and any other Arts Council Schemes which align to the Award.

#### 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, or operate a relevant programme within Limerick City and County, and be able to demonstrate this. It is open to artists at all stages in their professional careers.

A condition of the awarding of a Limerick City and County Council Strategic Fund grant is the offer of an Award from a relevant funding body.

##### **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.
- Limerick Arts Office Strategic Fund does not fund organisations, projects, festivals, events, that are already funded by the Limerick Arts Office; no duplication of funding for the same activity/project is permitted.
- Charity fundraisers
- The scheme will not provide assistance for ongoing revenue costs or assistance to cover loans/deficits of any groups/organizations
- Spend on alcoholic beverages, fines, legal costs, penalty payments
- Insurance

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



## Application Process

This is a fund to support applications to national and international funding bodies. Therefore all applications are assessed by those funding bodies. In order to qualify for Strategic Fund support from Limerick City and County Council, a Letter of Support must be requested from Limerick Arts Office in advance of applying for national or international funding, **even when not requested by the funding body.**

Limerick Arts Office will provide a letter of support, outlining the terms and conditions of the Strategic Fund and offering a percentage of support, to be drawn down in the event of a successful application.

Limerick Arts Office require notification and an outline of the project in advance of any funding deadlines, **not later than 5 working days in advance of any deadline.**

In your email requesting a letter, please provide the following:

- Title of the grant and awarding body
- Grant closing date
- Three bullet points outlining your application or the project
- Where the project will take place
- Timeframes for project

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 complete our Declaration on Protection and Safeguarding of Children and be in a position to provide a copy of your Child Welfare and Protection Policy and Procedures if requested. 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.

Grant aid is awarded according to 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.

### **Conditions:**

- All successful applications are subject to the availability of funds. Funding may be divided or withheld at the discretion of Limerick City and County Council;



- Applicants are required to notify Limerick Arts Office of the outcome of their national application within one week of notification of result. Please note if you do not fulfil this condition in a timely manner, budget may not be available to support.
- Successful parties will be required to complete a post-delivery report and income and expenditure statement on the completion of the agreed project.
- All projects must take place in and benefit either or both artists and residents in Limerick. \*\*Please note, Limerick City and County Council will only provide strategic funding for the Limerick element of the project.
- The decision of Limerick City and County Council in the award of funds is final.
- A condition of the awarding of Limerick City and County Council Strategic Funding is the successful offer of an Award from the Arts Council, or relevant national or international body.
- All awards are reported on for approval at a full meeting of Limerick City and County Council. These meetings take place approximately every two months. Failure to request drawdown three weeks before the next Council meeting, as notified in email of drawdown, will result in the delay of reporting, until the subsequent Council meeting.

#### **6. 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.

#### **7. 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 Strategic Fund for Culture and Arts Scheme Award in line with the criteria of this award. Your information will be retained in accordance with Limerick City and County Council 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 erase 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 two further months where necessary.

#### **8. Submitting your application**

Applications are accepted on an ongoing basis while there is an available budget.

Applicants seeking support for all eligible opportunities are advised to submit their request for a letter of support as far in advance of their proposed date of submission to the relevant funder as possible.

Limerick Arts Office require notification and an outline of the project in advance of any funding deadlines, **not later than 5 working days in advance of deadline.**

Applications are accepted by email. Return information to:

**By E-mail:** [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie); Please include the following reference in the subject line: **Strategic and Your Name**

### **STRATEGIC FUND FOR CULTURE AND ARTS SCHEME** **Terms and Conditions of Funding**

- Applicants must be based in Limerick, operate substantially within Limerick City and County or be delivering a programme in Limerick City and County and be able to demonstrate this.
- All funding awarded in this round has been applied for in 2024.
- 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 Limerick City and County Council if requested.
- **Applicants are required to notify Limerick Arts Office of the outcome** of their national application within one week of notification of result, whether it is successful or unsuccessful. Please note if you do not fulfil this condition in a timely manner, budget may not be available to support.
- 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.
- For grants over €1,000, 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).
- All awards are reported on for approval at a full meeting of Limerick City and County Council. These meetings take place approximately every two months. Failure to request drawdown three weeks before the next Council meeting, as notified in email of drawdown, will result in the delay of reporting, until the subsequent Council meeting.
- Funding must be drawn down and final report provided promptly upon completion of project. No longer than 3 weeks post completion. Failure to do so can put funding at risk.
- 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 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 and communities based in Limerick. Logos will be provided to successful applicants and we ask that they be included on all



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**Limerick City**  
& County Council

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 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.
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- Successful applicants will be required to send to Limerick Arts Office any promotional materials related to the funded project. Limerick City and County Council reserve the right to publicise the project through our promotional channels.
  - Successful applicants will be required to document their project and return a final report upon the completion of their project. The final report form will be provided to all successful applicants.
  - Specific conditions may be attached to the funding, which will be outlined in the letter of offer.
  - Please note that Limerick City and County Council is required to act in accordance with The Department of Public Expenditure and Reform Circular 13/2014 and the Statement of Principles for Grantees.
  - Limerick City and County Council reserves the right to terminate grant aid if statutory or criminal negligence is involved.
  - Applicants must reflect Limerick City and County Council's commitment to supporting fair and equitable remuneration of artists and culture professionals in our funding

programmes and schemes and in our partnerships and working relationships. This is in accordance with the Arts Council Paying the Artist Policy 2020-2022 best practice principles.

- A list of successful applicants may be published on [www.limerick.ie](http://www.limerick.ie).
- Limerick City and County Council funding policy requires any organisation seeking funding whose activities involve children, vulnerable adults or animals to be in position to submit a copy of their current relevant protection policy.
- **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.
- **Data Protection Statement:** Any personal information you give us will be processed, stored and managed in strict accordance with General Data Protection Regulations.