

OPEN CALL CREATIVE IRELAND: MADE IN LIMERICK GRANTS

CRITERIA AND ELIGIBILITY GUIDELINES 2024

REF:CI2024

Timeline

Call out announcement: Friday 26th January 2024.

CLOSING DATE FOR APPLICATIONS: **No later than 12noon Wednesday 6th March 2024.**

Introduction

Limerick City and County Council Culture and Creativity team are pleased to announce an open call for Limerick based creatives, communities and cultural heritage organisations to submit applications for **Made in Limerick Grants** 2024. These grants are offered as part of Limerick Creative Ireland Programme to deliver activities taking place in 2024.

The Creative Ireland Programme is an all-of-government initiative committed to enhancing access to, engagement with, and enjoyment of Ireland's culture and creativity. Within the broad range of available definitions, creativity is considered as a set of innate abilities and learned skills; the capacity of individuals and organisations to transcend accepted ideas and norms and by drawing on imagination to create new ideas that bring additional value to human activity.

The vision of the Creative Ireland Programme 2023 - 2027 is to mainstream creativity in the life of the nation so that individually and collectively, in our personal lives and in our institutions, we can realise our full creative potential thereby promoting individual, community and national wellbeing.

The Creative Ireland Programme delivers through collaboration and partnership. It promotes understanding of the value of creativity in all its forms – whether through the arts, culture, heritage, and the wider creative industries.

**Community of place is a group of people that live in the same area, while a community of interest is a group of people brought together through a common interest, for example a heritage group, literary group, historical society, community drama group, artists collective, community choir.*

Purpose of the Made in Limerick Grants 2024

Made in Limerick Grants 2024 aim to support the implementation of the Creative Ireland Limerick Culture and Creativity Strategy 2023-2027 Strategic Priorities as follows.

Strategic Priority 1: Place-Making.

Enhancing the creative landscape and cultural infrastructure of Limerick, for the benefit and enjoyment of all. Applications under this strategic priority should either:

- a) Facilitate and support the development of creative spaces and/or,
- b) Celebrate Limericks heritage and cultural identity.

Strategic Priority 2: Cultural & Creative Careers.

Nurturing, supporting and empowering artists, arts practitioners and creative workers across the arts and cultural sector, as well as within the broader creative industries. Applications under this strategic priority should either:

- a) Support Limericks artists, art practitioners and cultural workers and/or,
- b) Support creative entrepreneurship across the wider creative industries in Limerick.

Strategic Priority 3: Connections.

Connecting people and communities to each other and the world. Applications under this strategic priority should either:

- a) Connect different communities across Limerick City and County by nurturing creativity and/or,
- b) Engage, inspire and connect people across all generations and/or,
- c) Connect Limerick to the World, and the World to Limerick.

Strategic Priority 4: Change-Making.

Harnessing culture and creativity to facilitate positive change within appropriate health care settings, social services and in the areas of climate action and biodiversity. Applications under this strategic priority should either:

- a) Promote, facilitate and support creative change making across a diverse range of settings and/or,
- b) Contribute to climate action and biodiversity initiatives, advocacy and awareness raising.

Strategic Priority 5: Cultural & Creative Economy.

Supporting innovation, attracting investment and encouraging participation across the cultural and creative industries. Applications under this strategic priority should either:

- a) Support the growth and development of Limerick's Film, Screen and Digital Technology sectors and/or,
- b) Encourage broader participation across the wider culture and creative industries.

Find the full text of the Limerick Culture and Creativity Strategy 2023-2027 by clicking on this link: <https://www.limerick.ie/council/services/community-and-leisure/culture-and-arts/limerick-culture-and-creative-strategy-2023>

Find more information about the Creative Ireland Programme by clicking on this link: www.creativeireland.gov.ie

Grant Scheme Strands and Eligibility:

Strand 1. Professional, collective, or organisation

This strand of the funding scheme is aimed at Limerick-based individual professional creative practitioners, collectives and organisations that wish to develop and deliver collaborative community-centred projects based in the city and/or county of Limerick. The grant can be used on research and development activities and/or the costs of implementing the project. The community at the centre of the proposed project should be actively involved in the proposed research and development activities and in delivery of the project.

There is an allocation of approximately €14,000 available under this strand.

Grants of up to a maximum of €6,000 will be awarded.

Please note that successful applicants may not receive full amount requested.

Eligibility for Strand 1. Professional, collective or organisation

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:

- You are applying as a professional creative practitioner, collective or organisation;
- The project has a clear creative objective and promotes understanding of creativity in different contexts;
- The project is community-centred with a clear benefit of enabling creativity in communities;
- The project and the benefiting community are based in Limerick City and County Council administrative area, the applicant is based in Limerick, or operates substantially within Limerick City and County and is able to demonstrate this.
- You are submitting an original proposal or development work in relation to an existing activity that adds value to current creative projects;
- Proposed activities will take place in 2024;

- Proposed activities will be free to participate in and where possible, free to attend.

Strand 2. Community groups, of place or interest

This strand of the funding scheme is aimed at Limerick-based community groups of place or of interest that wish to develop and deliver creative projects that promote active participation, understanding of creativity and creative engagement within their communities. We favour collaborations and strongly encourage cross-sectoral projects, for example communities working with professional creative practitioners to guide their process of development and/or delivery. This can include show casing the cultural practices of the community to wider audiences outside their community. The project should demonstrate what is possible when working together.

There is an allocation of approximately €14,000 available under this strand.

Grants of up to a maximum of €4,000 will be awarded.

Please note that successful applicants may not receive full amount requested.

Eligibility for Strand 2. Community groups, of place or interest

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

- You are applying as a community group;
- The project has a clear creative objective and promotes understanding of creativity in different contexts;
- The community and the project are based in Limerick City and County Council administrative area;
- You are submitting an original proposal or development work in relation to an existing activity that adds value to current creative projects;
- Proposed activities will take place in 2024;
- Proposed activities will be free to participate in and where possible, free to attend.

Strand 3. Cultural or heritage organisations

This strand of the funding scheme is open to Limerick-based cultural and heritage organisations that wish to develop and deliver projects that provide a way for the public to learn about, manage and actively connect to their local natural and cultural heritage. This can be done through focus on traditions, customs and rituals, storytelling, connecting people to places of significance and to nature, or by using novel ideas and new technologies to bring heritage closer to people. In this call out, we support the recognition of the diversity of Limerick's heritage, and we welcome proposals related to natural, built and intangible heritage, including the multicultural heritage of new residents of our city and county.

We encourage projects that have collaboration and engagement at their core and empower individuals and communities to increase their sense of belonging and connection to Limerick. Let's get to know each other, our landscapes and our histories!

There is an allocation of approximately €10,000 is available under this strand.

Grants of up to a maximum of €4,000 will be awarded.

Please note that successful applicants may not receive full amount requested.

Eligibility for Strand 3. Cultural, or heritage organisations

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

- You are applying with a project focused on cultural heritage;
- The project has a clear creative objective, is collaborative and promotes understanding of creativity;
- The applicant is a cultural/heritage organisation;
- The applicant and the project are based in Limerick City and County Council administrative area;
- You are submitting an original proposal or development work in relation to an existing activity that adds value to current creative projects;
- Proposed activities will take place in 2024;
- Proposed activities will be free to participate in and where possible, free for the public to attend.

Which strand should you apply for?

You should apply for **Strand 1** if you are a professional artist, collective or organisation and the project that you are proposing has been initiated by you / your collective / organisation, with a goal of actively engaging a community of place or interest.

You should apply for **Strand 2** if you are a community group, or amateur creative group and the project that you are proposing was initiated by your group, rather than by a professional artist. You can engage a professional artist(s) to help you develop/deliver the project. If you wish to do so and need assistance finding an artist to work with you, please contact us.

You should apply for **Strand 3** if you are a cultural/heritage organisation proposing a creative project focused on collaborative and innovative approaches to engaging the public with heritage and creating a greater sense of pride and belonging within Limerick's communities.

Who is the applicant?

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

Any grant offered will only be paid into a bank account held in the name of the applicant.

Please, ensure that on the application form you give your full name (if applying as an individual) or full name of your organisation (if applying as an organisation) as given on your legal documents and bank statements. All documentation provided as part of the assessment process and, if successful, as part of grant processing must be in the name of the applicant; this includes bank and tax details and any organisation/company documents.

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 Creative Ireland Made in Limerick Grants 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.
- Your budget 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 2020-2023 best practice principles.
- 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:

- Proposals which do not have a creative objective, for example, sport, tourism, general recreation, etc.;
- Activities or costs that do not fit the purpose of the award;
- Persons in full time undergraduate and postgraduate level study;
- Charity fundraisers;
- For-profit projects and activities;

- Spend on alcoholic beverages, fines, legal costs, penalty payments;
- Culture Night events (separate grant funding stream);
- Activities or elements of the proposed project which have been, or are being grant-aided by other sources of funding, so as to avoid duplication of funding for the same activity/project.
- Retrospective applications – those relating to activities that the applicant has already completed;
- Overhead costs;
- Capital requests for building improvements to workspaces and venues;
- Capital requests for uniforms (e.g. bands or choral groups);
- Capital requests for purchase of musical instruments;
- Day to day operational or administrative costs, loans/deficits of any groups/organizations;
- Insurance.

If you have any queries on eligible and ineligible costs, please, contact a member of Limerick City and County Council Arts Office.

Assessment: What happens when you submit your application?

1. 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 Limerick 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.
2. 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 do so.
3. Letters are issued to all applicants informing them of the outcomes of their applications.
4. A two week period shall follow these letters being issued, to allow for confirmation of details, appeals etc. , pending final approval of Made in Limerick grantees.
5. If necessary, successful applicants may be asked to submit additional documents such as Company Documents, Statement of Accounts or any additional information necessary for the approval of the application. They will also be requested to fill in relevant documentation to enable payment of the award.
6. 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.
7. All recipients of the Made in Limerick Grants 2024 must acknowledge the funding on their promotional material and return a final report upon completion of their project.
8. 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 a maximum of 8 weeks from application deadline to decision.

Criteria for Assessment and Marking Scheme

Made in Limerick Grants are assessed in a competitive context; therefore not all applicants may be successful. Please make sure that you present your project in a comprehensive and clear way. Criteria for assessment are informed by: Section 6 of the 2003 Arts Act; Limerick Cultural Strategy: A Framework 2016 – 2030; Creative Ireland Programme Pillar 2. Creative Communities; and Limerick Culture and Creativity Strategy 2023-2027, and are as follows:

Criterion	Maximum Marks Available	Basis for assessment
1. Merit and ambition of the proposed project	30	Application Form: Section B: Details of the proposed project. Supporting Material: Project Proposal
2. Applicant's track record and relevant experience	20	Application Form: Section C: About the Applicant and Collaborators. Supporting Material: CV(s) and information about the applicant and the collaborators; Examples of previous work.
3. Quality of the proposed collaboration	15	Application Form: Section C: Questions 20-29. Supporting Material: Project Proposal, Letters of commitment from collaborators.
4. Feasibility and Compliance	Section D-i: 15 Section D-ii: 15	Application Form: Section D-i and Section D-ii. Supporting Material: Project Proposal.
5. Geographic Balance	5	Application Form: Section Di, Question 32.
Total	100	

Guidelines for completing the application

- Read the Guidelines thoroughly to ensure that your proposed activities are eligible for this stream of funding. By reading and understanding the Criteria and Eligibility Guidelines, you give yourself the best chance of being funded. **If you have any queries on eligible and ineligible activities, please, contact a member of Limerick City and County Council Arts Office.**
- 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 about your proposed project and your team. It's a good idea to ask someone who is not involved in the project 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. Please submit only the support material that we are asking for and make sure that it is the best representation of your proposed project, your relevant experience, and your capacity to deliver the project you are proposing.
- 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.

Checklist

Please, ensure that you have submitted all requested documents as part of your application.

Obligatory: Your application **must** include all of the supporting material listed below:

- 1) Completed Made in Limerick 2024 application form and signed *Declaration* at the end;
- 2) Supporting material:
 - (2.1) From the applicant:
 - (a) If you are applying as an individual, please, include your professional CV (Max. 3 A4 Pages);
 - (b) If you are applying as a community, please include a max. one A4 page with short information including location, context and goals of your community;
 - (c) If you are applying as an organisation, please include a max. one A4 page with information including address/location and a short mission statement.
 - (2.2) From collaborators:
 - (d) If collaborators are individual(s), please, include their professional CV(s) (Max. 3 A4 Pages);
 - (e) If collaborators are a community, please include a max. one A4 page with short information including location, context and goals;
 - (f) If collaborators are organisations, please include a max. one A4 page with information including address/location and a short mission statement.
 - (2.3) Up to 5 examples of your and your collaborators' previous work, such as writing (max. 5 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.
 - (2.4) Signed letter(s) of commitment from group(s)/creative practitioner(s) that you plan to collaborate with on the proposed project.
 - (2.5) If your proposed activities involve work with protected heritage/archaeological objects or requires access to public/private collections and/or private property or collections (including public collections), please submit copies of relevant permissions.

Optional – You may also include:

- (2.6) Detailed Project Proposal up to five A4 pages, if necessary, this may in addition include a detailed budget and timeline.
- (2.7) Up to 5 letters of support from relevant individuals and organisations.

If you are applying as a company and your application is successful, you may be required to submit your company documents: constitution, names of Board Members and up-to-date Statement of Accounts, as a condition of the award being paid out to you.

Submitting Your Application

Applications will be accepted through the Limerick Arts Office online portal
<https://limerickarts.submit.com/>

Hard copy application forms are available upon request: artsofficesubmissions@limerick.ie.

CLOSING DATE FOR APPLICATIONS

No later than 12noon Wednesday 6th March 2024

Limerick Arts Office phone number: 061 556370

(Line open Mon– Fri, 10am-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

no later than 12noon Wednesday 6th March 2024

Appendix 1. Terms and Conditions of Funding

- Applicants must be based in Limerick, or operate substantially within Limerick City and County and be able to demonstrate this in their application.
- All grants awarded in this round are for 2024 projects only.
- You may only apply for one Made in Limerick Grant 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 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.
- 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).
- Funding must be drawn down by **Friday, 11th October 2024**. 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 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.
- The grantor should be satisfied that the accounting system and organisational arrangements of the grantee are adequate, taking account of the level of the grant payment, to ensure proper administration of the money.
- 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.
- Successful applicants will be required to send to Limerick Arts Office any promotional

materials related to the funded project. Creative Ireland and Limerick City and County Council reserve the right to publicise the project through our promotional channels. All creative rights remain with the applicant.

- Successful applicants will be required to document their project and return a project report upon the completion of their project. The project report form will be provided to all successful applicants and must be returned to Limerick Arts Office by **Friday, 11th of October 2024**. Please note that your project can continue after this date, however the project must be completed in 2024.
- 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.
- **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 will be required to sign a Child Welfare and Protection Declaration prior to funding. 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 will be required to sign an Animal Welfare Declaration prior to funding.
- A list of successful applicants will be published on www.limerick.ie and www.creativeireland.gov.ie.

Appendix 2. Acknowledgment of Funding

- Creative Ireland, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, and Limerick City and County Council are 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. Creative Ireland, Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, 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 Creative Ireland, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, and 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 Creative Ireland, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, and 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 3. Processing of Personal Data

1. Freedom of Information

Limerick City and County Council is covered by the 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.

2. Data Protection Statement

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 Creative Ireland Made in Limerick Grants 2024, in line with the criteria of this award. The information you provide will be assessed by an Assessment Panel. Your information will be retained in accordance with Limerick City and Council's General Data Protection Policy and Limerick City and County Council's implementation of 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 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.

Appendix 4. Limerick City and County Council Arts Office – Appeals Procedure

Applicants for funding to Limerick City and County Council Arts Office may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from the Council's published procedures.

This means that the applicant must show that they have reason/s to believe that their application was assessed or dealt with in a way incompatible with the standard procedures for administration and assessment outlined when the applicant applied for funding.

If an applicant wishes to appeal a funding decision, they can contact the Arts Office or staff member responsible for the decision to discuss the subject matter of the potential appeal.

If, after having discussed the matter with a staff member, the applicant still wishes to appeal a funding decision, they must write to the Arts Officer of Limerick City and County Council within twenty working days from the date of the letter of notification. They will receive a written acknowledgement from the Arts Officer, or from a person delegated to represent the Arts Officer in their absence. The letter of appeal must state:

- the grounds on which the appellant believes their application was not properly dealt with or assessed;
- specific reasons or evidence they may have to support the appeal.

Within twenty working days of receiving such a request, the appeal will be considered by the Arts Officer, the Director of Services with responsibility for Arts (or their nominee), and an independent expert. The Council's decision at this stage will be final and will be communicated to the appellant giving their reason for the decision.