

## FESTIVALS AND EVENTS GRANT SCHEME 2024-2025

### GUIDELINES DOCUMENT

#### 1. Timeline

Funding Scheme Opens: **Wednesday 28th February, 2024**

CLOSING DATE FOR APPLICATIONS: **4pm, Wednesday 3<sup>rd</sup> April, 2024**

#### 2. Introduction

Limerick City and County Council, since 2017, has made direct investment, through this competitive grant scheme in the Festivals and Events sector. This investment has provided the stimulus to elevate Limerick's Festival and Events offer and has contributed to Limerick's reputation as an exciting and dynamic place. Building on this, Limerick City and County Council are providing further strategic investment in Festivals and Events in 2024/2025, through, competitive open call, to the sum of **€184,000**.

This competitive grant scheme, offers the opportunity for funding under three Strands, for Festivals and Events taking place from **1<sup>st</sup> October 2024 and 30<sup>th</sup> September 2025**.

The three strands of funding are:

1. S1: Delivery and Programming of **Small** and **Community** focused Festivals and Events
2. S2: Delivery and Programming of **Medium** and **Large Scale** Festivals and Events
3. S3: Festival Development and Sustainability

#### 3. Public Health Guidance

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public-health advice, you should contact Festivals & Events, Limerick City and County Council in advance to discuss this.

#### 4. Strategic Investment

This strategic investment is part of the strategy and actions of the following:

**Limerick City and County Council Festivals and Events Strategy 2023-2027; Embrace the Experience** under Our Vision:

*The vision of Limerick's Festivals and Events Strategy is 'Limerick will inspire and engage local residents and visitors through an authentic, distinct and diverse year-round programme of festivals and events, that celebrate Limerick's culture on a world stage.'*

**Limerick Cultural Strategy – A Framework 2016 – 2030** under:

*Objective 2. To grow the physical and human resources, infrastructure and support for staging large scale interventions, performances, festivals and productions.*

**Limerick Tourism Development Strategy 2019 – 2023** under Theme 4: Alive and Kicking

*Action Area 1.4 Continue to support, fund and advise event organisers including sports and arts venues to provide diverse year-round calendar of events.*

**Limerick Local Economic and Community Plan 2016 -2021** under Objective 1.6

*Promote Limerick as a destination for festivals and large-scale events including cultural activities.*

This scheme also aims to strategically compliment local and national investments in the sector including but not limited to: the Fáilte Ireland Regional and Participative Funding Scheme and the Arts Council’s Festival’s Investment Scheme.

**5. Definition of Culture**

For the purpose of this Grant Scheme, Culture is defined in line with the UNESCO definition used in the Limerick Cultural Strategy and the definition provided by the Government of Ireland in **Culture 2025: A National Cultural Policy Framework**.

*“A set of distinctive spiritual, material, intellectual, and emotional features of society or a social group, and that it encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs”*

As such, this scheme supports cultural activities in a broad sense to include a range of activities that is not limited to traditional components but includes Cultural Heritage, The Arts, Creative Industries and Design. (Available at: [gov.ie](http://gov.ie) - [Culture 2025 \(www.gov.ie\)](http://www.gov.ie) )

**6. Festival and Events Grant Scheme Strands**

**Strand 1 – Delivery and Programming of Small Scale & New Festivals and Events**

The objective of **Strand 1** is to support a diverse range of Festivals and Events from small, voluntary and community focused festivals to those wishing to establish a new festival. While the range of activities might be expressed in a variety of forms, the scheme’s focus is placed on public engagement, community and cultural activities. The scheme will consider applications from Festivals and Events seeking funding to be invested directly in cultural activities which complement and provide additional programming to other pre-existing Festival or Event activities which may not on their own be eligible.

| Strand 1                   |   |
|----------------------------|---|
| <b>General Information</b> | <ul style="list-style-type: none"> <li>➤ All applications must be made before the closing date. Late applications will not be accepted.</li> <li>➤ The total value of the fund for this Strand is approx. <b>€30,000</b>.</li> <li>➤ The <b>maximum</b> amount of financial support which can be applied for under this grant is €5,000**</li> <li>➤ Small scale festivals and events are classed as those with previous, or expected, audiences less than 2,000 people.</li> </ul> |

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| <b>Funding Criteria</b>                                 | <ul style="list-style-type: none"> <li>➤ Funding Criteria - Total mark available – <b>100 marks (min 50 marks)</b></li> </ul> <p>Culture, arts, heritage, creativity and / or spectacle activity must feature strongly in the overall programme, or the funding applied for must be specifically towards activities of this type.</p> <p>A key objective of the Festival or Event must be to prioritise opportunities for people to experience and access cultural activities in their local area.</p> <ul style="list-style-type: none"> <li>➤ Overall merit and benefit to the provision and development of Festivals and Events in Limerick City and County – <b>30 marks</b></li> <li>➤ Track Record: Partnerships, Management Capacity, and Professionalism– <b>25 marks</b></li> <li>➤ Originality/innovation – <b>15 marks</b></li> <li>➤ Feasibility of proposed budget and production schedule – <b>20 marks</b></li> <li>➤ Marketing, Social Media &amp; Branding - <b>10 marks</b></li> </ul> |
| <b>Information required to draw grant if successful</b> | <ol style="list-style-type: none"> <li>1. An email accepting offer and a signed Memorandum of Understanding.</li> <li>2. Funding must be drawn down by <b>Friday, 1st November 2024</b>. Failure to draw down the funding will result in the grant award not being allocated to you.</li> <li>3. A completed Post Festival/Event evaluation form along with copies of any press and media coverage.</li> <li>4. For festivals and events with a turnover under €50,000, a detailed statement of the related income and expenditure, certified as correct by the chairperson and the chief executive officer.</li> <li>5. Proof the event took place, e.g. programme/brochure, press cuttings, photographs, promotional material etc. Maximum 3- 5 pages of examples.</li> <li>6. Proof of acknowledgement of the support of Limerick City &amp; County Council- e.g. website screenshot/press cuttings/copy of posters etc.</li> <li>7. Any further particulars or information as requested.</li> </ol>  |

**\*\* Please note that the maximum level of funding is NOT guaranteed, as it is dependent upon the number of applications received for a limited pool of funding. Some events may not be funded due to excess numbers applying.**

## **Strand 2 - Delivery and Programming of Medium and Large Scale Festivals and Events**

Limerick has experienced the transformative effect of Festivals and Events in communicating a new set of values, offerings and identity to the world. Therefore, the objective of **Strand 2** is to support a diverse range of Festivals and Events to enhance the programming and delivery of festivals and events in Limerick. While these might be expressed in a variety of forms, the scheme’s focus is firmly placed on public engagement and activities that feature culture, arts, heritage, creativity and / or spectacle strongly in their overall programme. The scheme seeks applications from medium and large organisations, festivals and events including those proposing new festivals or events. The scheme will accept applications from those seeking funding to be invested directly in cultural activities which complement and provide additional programming to other pre-existing Festival/Event activities which may not on their own be eligible.

| Strand 2  |   |
|---|---|
| <b>General Information</b>                              | <ul style="list-style-type: none"> <li>➤ All applications must be made before the closing date. Late applications will not be accepted.</li> <li>➤ The total value of the fund for this Strand is approx. <b>€149,500</b>.</li> <li>➤ The <b>maximum</b> amount of financial support which can be applied for under this grant is €30,000**</li> <li>➤ Strand 2 festivals and events are classed as those with previous, or expected, audiences of more than 2,001 people.</li> <li>➤ Applicants must have a proven track record in the engagement of audiences, delivery of high quality programmes, and attract and support tourism development.</li> </ul>   |
| <b>Funding Criteria</b>                                 | <ul style="list-style-type: none"> <li>➤ Funding Criteria - Total mark available – <b>100 marks (min 50 marks)</b></li> </ul> <p>Culture, arts and / or spectacle activity must feature strongly in the overall programme, or the funding applied for must be specifically towards activities of this type.</p> <p>A key objective of the Festival or Event must be to prioritise opportunities for people to experience and access cultural activities in their local area.</p> <ul style="list-style-type: none"> <li>➤ Overall merit and benefit to the provision and development of Festivals and Events in Limerick City and County – <b>25 marks</b></li> <li>➤ Track Record: Professionalism, Partnerships and Management Capacity – <b>15 marks</b></li> <li>➤ Originality/innovation – <b>15 marks</b></li> <li>➤ Feasibility of proposed budget and production schedule – <b>15 marks</b></li> <li>➤ Impact - <b>20 marks</b> <ul style="list-style-type: none"> <li>(i) Social/Community</li> <li>(ii) Cultural</li> <li>(iii) Economic</li> <li>(iv) Environmental</li> </ul> </li> <li>➤ Marketing, Social Media &amp; Branding - <b>10 marks</b></li> </ul> |
| <b>Information required to draw grant if successful</b> | <ol style="list-style-type: none"> <li>1. An email accepting offer and a signed Memorandum of Understanding.</li> <li>2. Funding must be drawn down by <b>Friday, 1st November 2024</b>. Failure to draw down the funding will result in the grant award not being allocated to you.</li> <li>3. A completed Post Festival/Event evaluation form along with copies of any press and media coverage.</li> <li>4. Most recent Audited or Certified Accounts for festivals and events with a turnover in excess of €50,000. For festivals and events with a turnover under €50,000, a detailed statement of the related income and expenditure, certified as correct by the chairperson and the chief executive</li> </ol>   |

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|  | <p>officer.</p> <p>5. Proof the event took place- e.g. programme/brochure, press cuttings, photographs, promotional material etc. Maximum 3- 5 pages of examples.</p> <p>6. Proof of acknowledgement of the support of Limerick City &amp; County Council- e.g. website screenshot/press cuttings/copy of posters etc.</p> <p>7. Any further particulars or information as requested.</p> |
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**\*\* Please note that the maximum level of funding is NOT guaranteed, as it is dependent upon the number of applications received for a limited pool of funding. Some events may not be funded due to excess numbers applying.**

### **Strand 3 – Festival Development & Sustainability**

Strand 3 seeks to fund actions to support the long-term sustainability of Festivals/Events. This strand aims to support the development of organisational structures such as the carrying out of feasibility studies; business plan development; reviews of governance structures; development of new Festival/Event concepts; marketing and audience development strategies; brand development; clustering initiatives which support collaboration through shared resources and/or expertise amongst two or more Festivals/Events.

Seeking applications for Strand 3 does not bind Limerick City and County Council to allocating this funding. Up to two applications may be selected for Strand 3 funding, if they meet the criteria and illustrate why it is important at this juncture. This award is intended to support a step change in the ambition and delivery of the festival.

| Strand 3                   |   |
|----------------------------|---|
| <b>General Information</b> | <ul style="list-style-type: none"> <li>➤ All applications must be made before the closing date. Late applications will not be accepted.</li> <li>➤ The total value of the fund for this Strand is approx. <b>€4,500</b>.</li> <li>➤ The <b>maximum</b> amount of financial support which can be applied for under this grant is €4,500 *</li> <li>➤ If you wish to <b>ONLY</b> apply for Strand 3: 'Festival Development and Sustainability', without applying for Strand 1 or 2, we ask you to contact our office directly. Please email: <a href="mailto:festivalsandevents@limerick.ie">festivalsandevents@limerick.ie</a> to register your interest.</li> </ul>   |
| <b>Funding Criteria</b>    | <ul style="list-style-type: none"> <li>➤ Funding Criteria - Total mark available – <b>100 marks (min 70 marks)</b></li> </ul> <p>Culture, arts and / or spectacle activity must feature strongly in the overall programme, or the funding applied for must be specifically towards activities of this type.</p> <p>A key objective of the Festival or Event must be to prioritise opportunities for people to experience and access cultural activities in their local area.</p> <ul style="list-style-type: none"> <li>➤ Overall merit and benefit to the provision and development of Festivals and Events in Limerick City and County – <b>25 marks</b></li> </ul> |

|  |  |
|--|--|
| <p><b>Information required to draw grant if successful</b></p> | <ul style="list-style-type: none"> <li>➤ Track Record: Professionalism, Partnerships and Management Capacity – <b>15 marks</b></li> <li>➤ Originality/innovation – <b>15 marks</b></li> <li>➤ Feasibility of proposed budget and production schedule – <b>15 marks</b></li> <li>➤ Impact - <b>20 marks</b> <ul style="list-style-type: none"> <li>(i) Social/Community</li> <li>(ii) Cultural</li> <li>(iii) Economic</li> <li><b>(iv)</b> Environmental</li> </ul> </li> </ul> <p>Marketing, Social Media &amp; Branding - <b>10 marks</b></p> <ol style="list-style-type: none"> <li>1. An email accepting and a signed Memorandum of Understanding.</li> <li>2. Funding must be drawn down by <b>Friday, 1st November 2024</b>. Failure to draw down the funding will result in the grant award not being allocated to you.</li> <li>3. A completed Post Festival/Event evaluation form along with copies of any press and media coverage.</li> <li>4. For festivals and events with a turnover under €50,000, a detailed statement of the related income and expenditure, certified as correct by the chairperson and the chief executive officer. Most recent Audited or Certified Accounts for festivals and events with a turnover in excess of €50,000.</li> <li>5. Proof the event took place, e.g. programme/brochure, press cuttings, photographs, promotional material etc. Maximum 3- 5 pages of examples.</li> <li>6. Proof of acknowledgement of the support of Limerick City &amp; County Council- e.g. website screenshot/press cuttings/copy of posters etc.</li> <li>7. Any further particulars or information as requested.</li> </ol> |
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## 7. Priorities of the Scheme

Priority will be given to proposals which:

- Demonstrate an overarching impact socially, culturally and economically.
- Reflect Limerick’s Brand, Limerick: Atlantic Edge, European Embrace. See [here](#).
- Have a proven capacity to engage with diverse audiences through high quality programming.
- Use and/or animate public parks. A list of parks and their locations and amenities can be found [here](#).
- Are reflective of events and occasions specific to 2024/2025.
- If your festival is based in the Metropolitan District, that it supports the objectives of the Limerick City Centre Revitalisation Plan. See [here](#) for further information.

- Extend the range or types of festivals/events offered to audiences in Limerick.
- Promote the Irish language in particular during *Seachtain na Gaeilge 2024*.
- Support the delivery of the Limerick Tourism Development Strategy under the Theme Alive and Kicking. See [here](#) for information.
- Demonstrate and promote Green Festival delivery methodologies towards the preservation of our environment. See [here](#) for tips and suggestions.
- 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. See [here](#) for more information.

## 8. Assessment Process: What happens when you submit your application?

An Assessment Panel will assess all applications.

Your application will be initially categorised and reviewed to ensure that it meets with the criteria and eligibility criteria of the grant scheme. Any applications that clearly fall outside the eligibility guidelines will be eliminated at this point. Applications will then be assessed by an Assessment Panel appointed by Limerick City and County Council.

The Assessment Panel will meet to assess and make recommendations on all eligible applications. Their recommendations will be brought to Full Council for approval before any formal offers will be issued. Applicants will be contacted directly in writing and notified of the outcome of their application.

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

Limerick City and County Council endeavours to assess applications as quickly as possible, but the volume of applications and the assessment and approval procedure require a minimum of 8 weeks from application deadline to decision.

Those awarded funding will have their Festival/Organisation name along with the sum allocated published on Limerick.ie.

## 9. Eligible Costs and Grant Aid

### ***Statement of Principles for Grant Aid***

Limerick City and County Council are governed by the *Statement of Principles for Grant Aid* issued by the Government Department of Public Expenditure and Reform. This is in place to ensure the management and accountability for grants from Exchequer Funds.

### **Eligible Costs (Strand 1 and Strand 2)**

- i. Festivals and Events **located in Limerick City and County** only.
- ii. The activities proposed must take place from **1<sup>st</sup> October 2024 and 30<sup>th</sup> September 2025**, unless otherwise agreed in writing with Limerick City and County Council.



- iii. **Programming** – the cost of selected programming activity where the programme element has not received other Grant Aid and is considered to deliver benefits to the local area.
- iv. **Marketing** – the cost of selected marketing activities that have not received Grant Aid from other organisations or public bodies and are specified in the letter of offer.
- v. **Audience Development** – audience development and outreach programmes which encourage new audiences and support the broadening of public engagement in culture.
- vi. **Cross County Boarder Events** – only that portion of the project that takes place in Limerick can be funded.
- vii. **Clustering** - Two or more festivals seeking to **cluster** or **pool resources** may apply to:  
**Strands 1, 2 & 3:**
  - For Marketing initiatives that promote more than one Festival/Event
  - For Collaborative Programming and Delivery
  - For Collaborative sustainable development initiatives

**Ineligible Costs:**

- i. Proposals from commercial organisations that share out profits to members.
- ii. Persons in full time undergraduate and postgraduate level study during the period of the delivery of the festival/event.
- iii. Activities that have been or are being grant-aided by other sources of funding.
- iv. Charity fundraisers.
- v. Festivals/Events with the sole purpose of celebrating a religious or political event/commemoration.
- vi. Sporting events, which cannot be classified under cultural heritage.
- vii. Festivals/Events intended to take place outside of Limerick City and County.
- viii. Day to day operational costs and overheads: specifically, salaries, rent, non-festival related phone, supplies, postage, photocopying and food for staff.
- ix. Proposals in which programmes are primarily focused on the delivery of a competitive process, workshop series, summer schools, or on-going classes.
- x. Capital Costs - for example:
  - a. The cost of items for resale e.g. merchandise, except where it can be demonstrated that they will deliver significant benefits and where they have been expressly allowed in the Letter of Offer and Memorandum of Understanding.
  - b. Building expenses including purchase, works and maintenance.
  - c. Purchase of equipment, which is not solely for the purpose of producing and delivering the Festival/Event.
- xi. Travel and related costs incurred by or on behalf of the event delivery teams/organisers unless expressly approved in writing in advance by Limerick City and County Council.
- xii. Activities that duplicate what Limerick City and County Council is currently delivering in culture, arts and heritage field.
- xiii. The cost of any research that has not been approved in advance by Limerick City and County Council.
- xiv. Any activities not specified in a Memorandum of Understanding or deliberately contravene the terms of the Memorandum of Understanding.
- xv. Activities which do not relate directly to the Festival/Event or which do not have clearly identifiable benefits for social, cultural and economic benefit to Limerick.
- xvi. Unpaid expenditure or loans.
- xvii. Cash expenditure.



- xviii. Recoverable VAT.
- xix. In-kind contributions.
- xx. Expenditure paid for by a person other than the Grantee, unless and to the extent that such expenditure has been reimbursed by the Grantee.
- xxi. Fines, penalty payments, legal costs, audit fees, financial consultancy fees, Trade association membership fee or equivalent.
- xxii. Insurance.

### **Appendix 1: Terms and Conditions & Submitting your application**

#### **Terms and Conditions of Funding**

- i. All grants awarded in this round are for Festivals/Events taking place from the **1<sup>st</sup> October 2024 and 30<sup>th</sup> September 2025**.
- ii. You may not apply to both Strand 1 and Strand 2 in any one calendar year.
- iii. You may not make more than one application to any strand.
- iv. You must demonstrate in your application efforts to secure income from other sources.
- v. Payment of a grant may not be in respect of payment of former debts.
- vi. Where a grant is awarded under this scheme, Limerick City & County Council will not be responsible for the insurance of that festival or event. Limerick City & County Council recommends that festival and event organisers ensure that adequate insurance is in place prior to the commencement of any festival or event.
- vii. Where a grant is awarded under this scheme, Limerick City & County Council will not be responsible for the Health & Safety arrangements of that festival or event. Limerick City & County Council recommends that festival and event organisers ensure that they are in compliance with all relevant Health & Safety legislation.
- viii. Where a grant is awarded under this scheme, Limerick City & County Council will not be responsible for the Public Health arrangements of that festival or event. Limerick City & County Council recommends that festival and event organisers ensure that they are in compliance with all relevant Public Health Advice in place at the time of the event.
- ix. The selection panel may move an application to another category if it is deemed to be more suitable to another category.
- x. The Assessment Panel may offer an applying organisation less funding than has been applied for.
- xi. Please note that the maximum level of funding is NOT guaranteed, as it is dependent upon the number of applications received for a limited pool of funding. Some events may not be funded due to excess numbers applying.
- xii. Applications should be realistic and proportionate. For example, if a festival or event is seeking a significant increase in funding, when compared with previous years, a strong rationale and business model for the increase should be submitted and a sound case made for it in the application.
- xiii. Applicants should please note that there are always more applications for funding than it is possible to support and this is a competitive scheme. Limerick City & County Council reserves the right not to support festivals that may have received funding in the past.
- xiv. Limerick City and County Council reserves the right to terminate grant aid if statutory or criminal negligence is involved.
- xv. All Limerick City and County Council Grant Funding must be identified as 'Limerick City and County Council Grant Funding' and shown separately on the income/receipts side of the accounts. All Limerick City and County Council funding must be separately listed, with the purpose of that funding identified.
- xvi. Any granted proposals for which it becomes necessary to **re-schedule** the activity to another date within the approved timeframe, or require a significant change to the planned activity should contact Festivals & Events, Limerick City and County Council **immediately** with this proposal. Activities that cannot be rescheduled in the approved timeframe will not be entitled to draw down funding.

- xvii. Please note the only method of payment of any grant will be by Electronic Funds transfer.
- xviii. A list of successful applicants will be published on [www.limerick.ie/council](http://www.limerick.ie/council)
- xix. 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.
- xx. 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 it is a requirement 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 have a large following on our social media channels i.e. Facebook and twitter. Please forward or tag us (@Limerick\_ie) in any posts you would like us to share on social media, remembering to include a photograph.
- xxi. Limerick City and County Council may publicly share information about all funded festivals/events and include information about these projects in reports, publications and publicity. All creative rights remain with the applicants.
- xxii. Should you be successful in securing funding for the same proposal from more than one of the available Limerick City & County Council funding streams, i.e., Arts Office, Festivals and Events Department, you will be eligible to hold only one of those awards. You may not hold funding from any other Limerick City & County Council funding stream for the same activity.

### Successful Applicants

Successful applicants will receive in the post a Letter of Offer and a Memorandum of Understanding (MOU), which will outline the specific terms of the grant offer. This MOU document must be signed by the appropriate person of authority in your organisation and returned to the Festival & Events, Limerick City and County Council.

All successful applicants must reply to: [festivalsandevents@limerick.ie](mailto:festivalsandevents@limerick.ie) with a letter of acceptance and the signed MOU in order to draw down the first payment of 75% of the agreed grant sum. The remaining 25% will be paid once the Festival/Event is delivered and a completed post-event/festival report has been submitted to the same address.

Grant aid is awarded according to the Limerick City and County Council Festivals and Events Strategy 2023-2027; Embrace the Experience and the Limerick Tourism Strategy, Limerick Cultural Strategy: A Framework 2016-2030, Limerick 2030 Economic and Spatial Plan, the Arts Council Making Great Art Work – Strategy 2016-2025 and the Limerick Culture and Creativity Plan as part of the Creative Ireland Programme.

Those awarded funding will have their Festival/Organisation name along with the sum allocated published on Limerick.ie.

### Unsuccessful Applicants

Unsuccessful applicants will receive notice of the outcome of their application in writing by email. This correspondence will include panel feedback. Those who wish to request a copy of their marking sheet may do so by emailing: [festivalsandevents@limerick.ie](mailto:festivalsandevents@limerick.ie).

### Guidelines for Submitting Your Application

- i. Before making an application, read the Guidelines Document carefully to ensure you understand the criteria and terms of the three strands in the grant scheme. By reading and understanding the Criteria and Eligibility Guidelines, you give yourself the best chance of being successful.
- ii. Each section and requested supporting material items are related to specific marking criteria, make sure you provide the assessment panel with relevant information that will allow them to

- evaluate your proposal and assign marks for each section.
- iii. Read all questions thoroughly before you answer them.
  - iv. **Do not assume the assessment panel know you or your Festival/Event** – treat each application as if it were your first.
  - v. Remember that several people will be involved in the decision-making so ensure your application is clear.
  - vi. Please ensure you complete both the income and expenditure sections of the application.
  - vii. Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications. Therefore, it is important to provide evidence of any claims made in the application e.g. audience figures, secured funding, partnerships.
  - viii. Have a clear and realistic idea of what you want and how much your proposal costs.
  - ix. Provide a time line if appropriate and evidence that the project will be fully realised within the stated time frame.
  - x. Ensure that you enclose all requested documentation and provide an index.
  - xi. A second opinion is always welcome so ask someone else to read over your application before submitting!

### Checklist for Support Documentation

**You are only permitted to submit 6 separate support documents. When submitting your application online, ensure that the total size of these 6 documents does not exceed 18MB**

Applications **must** include:

1. **Completed Festivals and Events Grant Scheme 2024/25 application form and signed *Declaration at the end.***
2. **A proposed Production Schedule. This should include your pre-production, delivery and post-production evaluation plans.**
3. An index of all submitted documents.
4. Proof of any claims made in particular relating to Audience Attendance Figures or secured income.
5. Brochures or programmes of your most recent event as an uploaded document (links to websites are not accepted).

Applications to Strand 2 **must** include:

- Letters of support - This is evidence of any partnership or financial support/sponsorship identified in the proposal budget, e.g. a memorandum of understanding, a letter of offer, a written statement of support, or a similar document. Documents provided must be for your proposed programme for either **2024 (1<sup>st</sup> October 2024 to 31<sup>st</sup> December 2024) or 2025 (1<sup>st</sup> January 2025 to 30<sup>th</sup> September 2025).**
- A detailed budget setting out income and expenditure for the proposed programme for either 2024 or 2025. This must be submitted as a separate document (i.e. a spreadsheet) and in addition to the budgetary information contained within the application.

We strongly recommend that additional support materials that are relevant to your application are included (a list of suggested support materials is provided below).

**List of suggested support materials:**

- i. CVs of up to 5 key people involved in the project – Each CV should be no longer than 2 A4 pages and should contain the following information: artistic history, relevant employment history, 3rd level education history and qualifications, awards.
- ii. Where your proposal involves collaboration with others, you should submit details, with their permission/support for your application, including:
  - iii. CVs, or biographical details of key performers, directors, producers.
  - iv. Detailed project proposal (max 10 pages).
  - v. Project timeline.
  - vi. Budget breakdown.
- vii. 3 examples of existing work, such as writing (max. 10 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.
- viii. 3 examples of relevant promotional material, such as programmes, brochures, catalogues, reviews, etc. of your previous work.
- ix. If you are applying as an organisation, please include information under the following headings: brief history and mission statement of the organisation, legal status, names of Chairs and Committee Members (if in place), information about membership scheme (if in place), constitution (if in place).
  - x. Up-to-date statement of accounts.
  - xi. Portfolio of previous Festivals/Events delivered; Portfolio of previous work (in the case of new festival's/events).
  - xii. Business Plan/Strategy Plan.
  - xiii. Memorandum and Articles of Association.
  - xiv. Reports and Evaluation of Festival/Event.
  - xv. Audience Evaluation/Audience Development Strategy/Marketing Strategy.
  - xvi. Statement of methodology.
  - xvii. Evidence of Need/Rationale in the Local and National Context.
  - xviii. Risk Assessment and Health and Safety Statement.

## **Appendix 2. Processing of Personal Data**

### **Freedom of Information**

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.

The purpose for processing your data is to process your application for the Festivals and Events Grant Scheme 2024/2025, 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 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 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.

### Appendix 3. Protecting and Safeguarding of Children

#### **Declaration on Protection and Safeguarding of Children**

I confirm that our Child Protection Policy is in accordance with national legislation and with the Limerick City and County Council Policy and Procedures for the Protection and Safeguarding of Children 2020 (Section 4.2).

**SIGNATURE:**

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**NAME IN BLOCK CAPITALS:**

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**ROLE:**

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**DATE:**

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#### **Declaration on Health and Safety**

I confirm that our Health and Safety Policy is in accordance with any necessary guidelines and national legislation.

**SIGNATURE:**

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**NAME IN BLOCK CAPITALS:**

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**ROLE:**

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**DATE:**

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## How to Apply

Applications are accepted via our **online portal**.

**Closing Date for applications –  
4pm, Wednesday 3rd April 2024.  
Late applications will not be accepted.**