

## OPEN CALL

### INDIVIDUAL ARTS BURSARIES AWARD, 2024

### INCLUDING VISUAL ART, CIRCUS, DANCE, LITERATURE

### ELIGIBILITY GUIDELINES and CRITERIA

REF: ARTSB2024

#### Timeline

**CLOSING DATE FOR APPLICATIONS: 12noon, Wednesday 24<sup>th</sup> April 2024**

The Individual Arts Bursaries are for opportunities until 31 December 2024.

#### 1. Introduction

Limerick City and County Council are pleased to announce an open call for the Individual Arts Bursary Awards Scheme.

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**

- Support and develop the creativity of individual artists in Limerick through recognising the need to support the making and development of creative work as well as its presentation and exhibition
- Encourage the highest standards of creativity and excellence in all aspects of cultural activities

Limerick City and County Council invites applications from professional artists who wish to be considered for a Bursary of up to €4,000 for the development of work/professional skills. Artists based in Limerick City and County Council's administrative area, or operating substantially within Limerick City and County can apply for a Bursary in multiple art forms, including Visual Arts, Circus, Dance and Literature.

#### 2. Purpose of the Awards

The Individual Arts Bursary Awards scheme is to support professional artists to develop their artistic practice. It is designed to support the development of Limerick based professional artists through any means that will demonstratively contribute to an artist's development such as:

- **Costs relating to the production of a specific body of new artistic work -** development of new work for exhibition, publication or presentation.

- **Costs relating to improving your knowledge** - research or short-term courses in Ireland or a structured mentoring relationship.
- **Costs relating to improving your professional capacity** – such as website development, on-line supports, or documentation.
- **Other**- any purpose that contributes to the removal of existing barriers to an artist’s development.

This competitive open call, offers the opportunity for funding for Individual Arts Bursaries until **31 December 2024**.

### 3. Grant Scheme

Artists can apply for a Bursary in multiple art forms, including Visual Arts, Circus, Dance and Literature. Bursaries are a maximum of €4,000 each, towards the development of work/professional skills. A total budget of €20,000 is available in the grant scheme. This is a competitive award and it is expected that many more applications will be received than it is possible for Limerick City and County Council to support.

### 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.

A professional artist can be defined as someone for whom their artform 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.

This competitive open call, offers the opportunity for funding for Individual Arts Bursary, Theatre Bursary, and Dolores O’ Riordan Music Bursary Awards Scheme until 31 December 2024.

In 2024, Film practitioners are not eligible under the Individual Arts Bursary Awards scheme, as they have their own separate open calls.

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

Applicants must be 18+ years of age at the time of applying.

### 5. Who is the applicant?

The applicant is the person 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, 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.

## 6. Budget and costs

In specifying how much funding you are applying for, you need to take into account your expenditure and your income in relation to your Individual Arts Bursary Award 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 area 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.

### Eligible Costs

- Eligible costs include those relating to living costs. It is also possible to apply for materials, resources, equipment, third party expertise, or the hiring of services, where it can be demonstrated that such costs are intrinsic, or necessary to the development of your practice.
- You may incorporate into your overall application a budgetary line to cover time to complete Safe to Create Training. Each module is one hour long, at a maximum rate of €50 per hour. A maximum of €150 (3 training modules) can be included to cover the time to complete the online training. Certificates must be produced to enable final draw down. For more information please see <https://www.safetocreate.ie/>
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### Ineligible Costs

- Activities for costs that do not fit the purpose of the Award
- Proposals which do not have a creative objective, for example, sport, tourism, general recreation.
- Academic activities that do not form part of the development of a professional arts practice
- Charity fundraisers
- Activities of 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 or activities that have already been assessed and awarded funding under another grant scheme. An exception will be made if the Arts Office has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Capital requests for building improvements to workspaces and venues
- Capital requests for musical instruments, or uniforms
- Spend on alcoholic beverages, fines, legal costs, penalty payments

- Ineligible education and training
  - Primary, secondary and third level education
  - Undergraduate and vocational courses
  - Non-professional arts courses

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

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

The recommendations from the panel for these awards are put to Limerick City and County Council for approval.

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

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

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.

## **8. Criteria for assessment and marking scheme**

Applications are assessed in a competitive context and with consideration of the application form and the supporting material submitted. Therefore, not all applicants may be successful.

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

Criteria for assessment are informed by Section 6 of the 2003 Arts Act, 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
<p>A. Overall quality and ambition of the proposal</p> <p>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, including Impact: Providing professional development</p> <ul style="list-style-type: none"> <li>• Providing professional development</li> <li>• Promoting the highest standards in creativity and excellence</li> </ul>	50
<p>B. Applicant's track record and relevant experience</p> <p>The potential of the artist(s) or applicant(s) demonstrated through the application form, CVs and other materials submitted</p>	25
<p>C. Feasibility</p> <p>The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity within the time period indicated. This includes consideration of:</p> <ul style="list-style-type: none"> <li>i. Details of the expenditure, income and amount-requested provided in the application form</li> <li>ii. Details of the time frame indicated</li> </ul>	25
<b>Total</b>	<b>100</b>

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

### 9. 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:

1. 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;
2. Up to 6 good quality examples of existing work, such as writing (max. 10 page extracts), images, URL links to video recordings/sound/media files, through YouTube, Vimeo, or SoundCloud, (Please remember to include passwords for password protected files); Submit examples that best represent your current practice and your capacity to deliver the proposed project. These should include visual/audio and/or written supporting material. The exact nature of the material will depend on your application.

3. If you are applying for an award to take up a training opportunity (such as a workshop or masterclass), you must include a letter of offer from the training provider showing clearly that you have been offered a place.
4. If applying for an exhibition/touring opportunity – a letter from the organisation that will show the work.
5. Where your proposal involves collaboration with other artists, you should submit details, with their permission, including:
  - CVs, or biographical details
  - Documentation on the nature of the collaboration, including details of the collaboration agreement

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 are happy to clarify any aspect of the Award Scheme.

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

Please, note that if your application is successful and your project involves work with children, vulnerable adults or animals, you will be required to confirm that your Child Protection Policy/Animal Welfare Protection Policies 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), where applicable.

## 10. 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.
- Provide a project time-line.
- Ensure that you enclose all requested documentation.

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

**Applications are accepted:**

- **Via our online portal.**

**CLOSING DATE FOR APPLICATIONS:**

**12noon, 24<sup>th</sup> April 2024**

**No late applications will be accepted.**

Limerick Arts Office phone number: 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 12noon 24<sup>th</sup> April 2024**

**Appendix 1**

**11. Terms and Conditions of the Award**

- Applicants must be based in Limerick, or operate substantially within Limerick City and County and be able to demonstrate this.
- All grants awarded in this round are for 2024 projects only.
- You may only apply for one Individual Arts Bursary award in any one calendar year.

- 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.
- Where a grant is awarded under this scheme, Limerick City & County Council will not be responsible for the Health & Safety arrangements of that project/ event. Limerick City & County Council recommends that project/ event organisers ensure that they are in compliance with all relevant Health & Safety legislation.
- 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 8<sup>th</sup> November 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.
- Should you be successful in securing funding for the same proposal from more than one of the available Limerick Arts Office funding streams, you will be eligible to hold only one of those awards.
- 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. 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.
- 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.
- 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. 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.

- A list of successful applicants will be published on [www.limerick.ie](http://www.limerick.ie).

## Appendix 2

### Processing of Personal Data

#### 12. 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.

#### 13. 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 the Individual Bursary Awards 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](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

### 14. 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 4

### 15. 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 four working weeks 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.