

## Open Call

### Limerick Theatre Bursaries 2024

#### GUIDELINES 2024

REF: LTB2024

#### Timeline:

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

**Theatre Bursaries are for opportunities until 31 December 2024.**

#### Introduction

Limerick City and County Council are pleased to announce an open call for the Limerick Theatre Bursary Awards Scheme. Three Bursaries, of up to €5,000 each are available, funded by Limerick City and County Council.

#### Purpose of the awards

Limerick Theatre Bursaries are informed by the Limerick Cultural Strategy: A Framework 2016 – 2030 Aims and Objectives 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

The Arts Council Making Great Art Work: Strategy 2016 – 2025 Goal: The Artists:

- Artists are supported to make excellent work, which is enjoyed and valued.

The objectives of the award are to:

- Support build capacity within the theatre sector in Limerick and the mid-west through recognising the need to support the making and development of creative work as well as its presentation;
- Allow theatre practitioners the time and the financial ability to work creatively and develop their ideas;
- Encourage development of quality new work in our city and county and promotion of regional and national interest in Limerick's theatre scene;
- Encourage development of quality new work in the wider regional and national context

## Eligibility

- Applicants should be based in the Limerick administrative area, or have a strong association with/operate substantially within Limerick City and County and are able to demonstrate this in their application.
- It is open to artists at all stages in their professional careers.
- 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/>
- Persons in full time undergraduate and postgraduate level study are ineligible for funding;

## Ineligible Costs

- Proposals which do not have an artistic objective, for example, sport, heritage, historical, tourism, general recreation, etc.;
- Activities or costs that do not fit the purpose of the award;
- Day to day operational or administrative costs, loans/deficits of any groups/organizations;
- Spend on alcoholic beverages, fines, legal costs, penalty payments.
- Academic activities that do not form part of the development of a professional arts practice;

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

## How to Apply

Applicants should submit the application form, with the following information:

- A description of their proposal, of no more than 500 words
- CV,s (with permission)
- Proposed timeline – Projects must commence in 2024
- Proposed budget

## 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 will be 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.

### How your proposal will be processed

**STEP 1:** Read the guidelines with terms and conditions and complete proposal. Submit the proposal and support documents at your earliest convenience, and before the deadline above, to Submit

**STEP 2:** If your proposal meets the above criteria, it will then be considered for grant support.

**STEP 3:** We will contact you with the outcome of your application.

### Criteria for assessment and marking scheme

Applications are assessed in a competitive context and with consideration of the proposal. Therefore, not all applicants may be successful. 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> <p>i. Details of the expenditure, income and amount-requested provided in the application form</p>	25

ii. Details of the time frame indicated	
Total	100

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.

### Terms and Conditions of the Award

- Applicants must be based in Limerick, or have a strong association with/ operate substantially within Limerick City and County and be able to demonstrate this.
- All grants awarded in this round are for 2024 projects only.
- Payment of a grant shall be in respect of a specific project/activity and not towards the payment of former debts.
- The applicant is the person, or the organisation whose name is given on the application form.
- Only one proposal by the same applicant can be submitted to this scheme in one calendar year.
- Should you be successful in securing both the Strategic Fund Scheme for Arts and Culture and the Limerick Theatre Bursary awards for the same project, you will be eligible to hold only one of those awards.
- 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.
- If requested, applicants must be prepared to furnish further information.
- 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).
- Any grant offered will only be paid into a bank account held in the name of the applicant.
- Please note the only method of payment of the grants will be by Electronic Funds Transfer.
- 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 with this proposal.
- All creative rights remain with the applicant.
- Successful applicants will be required to document their project and return a post-project report upon the completion of their project. The post-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.
- 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.
- A list of successful applicants will be published on [www.limerick.ie](http://www.limerick.ie)
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## 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.

## 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 the Theatre 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 both organisations' 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.

### **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.

#### **Applications are accepted:**

- **Via our online portal.**

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

**No late applications will be accepted.**