

**LIMERICK CITY & COUNTY COUNCIL/  
COMHAIRLE CATHRACH & CONTAE LUIMNIGH  
OPEN CALL  
Decade of Centenaries Award**

**GUIDELINES 2024**

**1. Timeline**

Closing dates for applications: **Extended to 12 noon, Monday 24<sup>th</sup> June 2024**

**2. Introduction**

The Decade of Centenaries Programme commemorated a very distinctive and unique period in our modern history and in the evolution of our identity and cultural heritage. Historically significant events occurred in the decades that followed the establishment of the Irish Free State in 1922 and it is recognised that people will want to continue to explore their history and mark locally significant centenaries and other anniversaries after the Decade of Centenaries.

The Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media has approved grant funding to assist local authorities in developing and supporting community-led commemorative initiatives to mark the centenaries of locally significant historical events in 1924 and in the early years of the State. The funding may also be used to mark other significant anniversaries and associated themes. €5,000 from this overall allocation is provided to support artistic and creative initiatives.

**3. 2024 Award for Artistic and Creative Community Led Initiatives**

Limerick City and County Council Arts Office will make an award of €5,000 available in 2024, to support an artist or arts practitioner of any discipline and / or creative communities in developing a community-led commemorative initiative with the following theme:

***A celebration of the work and achievements of Sophie Mary Peirce-Evans (Lady Heath), Irish Aviator and sportswoman, born in Knockaderry near Newcastle west.***

The award aims to support artists to interpret local historical events by creating artistic work that provides a platform to encourage reflection and the consideration of issues, both past and present, which may be challenging, difficult and sometimes deeply personal. The award is open to applications from artists and practitioners in all arts disciplines.

The project will take place or be located in Newcastle west, Co Limerick.

The project is to be completed by end October 2024.

#### 4. Potential Initiatives

Potential initiatives in the area of creative expression could include but are not limited to:

- Initiatives such as films, podcasts, exhibitions, performances, etc.
- New artistic commissions by artists from all backgrounds and genres;
- Artist/Writer/Poet-in-Residence initiatives that can bring the rich store of archival material held in our county museums, archives and libraries, to life for new audiences and highlight the importance of these collections;
- Creative writing programmes;
- Art competitions; and
- Creative initiatives designed to support engagement with older people, new communities, young people, and other specific audiences.

#### 5. Health and Safety

All applications must adhere to relevant Health and Safety Regulations as necessary.

#### 6. Eligibility

Applicants (community and voluntary organisations, artists, creative practitioners and arts organisations) must be based in Limerick, or operate substantially within Limerick City and County, and be able to demonstrate this in their application. It is open to artists at all stages in their professional careers.

Individuals who are currently in, or who will be in (before the end of this grant period), undergraduate or post-graduate education, are not eligible.

Proposed activities will take place in 2024 and be completed by end October 2024.

Proposed activities will take place in County Limerick.

#### 7. Budget and Costs

- 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.
- Limerick Arts Office is committed to supporting fair and equitable remuneration of artists in our funding programmes and schemes and in our partnerships and working relationships. All applicants must ensure that their applications reflect this priority.
- 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**

- Activities for costs that do not fit the purpose of the Award.
- Proposals which do not have a cultural or creative objective, for example, sport, tourism,

- general recreation.
- Charity fundraisers.
- The scheme will not provide assistance for ongoing revenue costs or assistance to cover loans/deficits of any groups/organisations.
- 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.
- 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.
- Insurance.
- School shows/productions, or school murals are not eligible for this scheme.
- 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.**

## **8. Assessment**

This is a competitive Award 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.

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 Award offer

## **9. 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 and in the context of Limerick's Cultural Strategy [https://www.limerick.ie/sites/default/files/limerick\\_culture\\_strategy.pdf](https://www.limerick.ie/sites/default/files/limerick_culture_strategy.pdf).

All applications are assessed against criteria of:

<b>Criteria</b>	<b>Marks</b>
A. Quality and ambition of the proposal	35
B. Community involvement and interpretation of local historical events/context	30
C. Applicant's track record and relevant experience The potential of the artist(s) or applicant(s) demonstrated through the application form, CVs and other materials submitted	20
D. Feasibility (15 marks total)	

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:	
i. Details of the expenditure, income and amount-requested provided in the application form	10
ii. Details of the time frame indicated	5
<b>Total Marks</b>	<b>100</b>

## 10. Guidelines for Completing the Application

### Information You Need To Provide

#### 1. Service Delivery Methodology

Applicants are required to outline their service delivery methodology and demonstrate their understanding of the requirements by providing:

- An outline for the proposed work programme and the method and timeline for its delivery.

#### 2. Cost

Applicants are advised that the Arts Office has a total fee allocation of €5,000 for the proposed project. Applicants are advised to take this into account in preparing their budget. Applicants are required to outline their projected costings.

All costs should be:

- Inclusive of VAT and
- Inclusive of service fees
- Inclusive of all prices for all determined requirements to fulfil the contract.

#### 3. Relevant experience of similar projects

Applicants are required to demonstrate their ability to deliver the service by responding to all of the following points:

- CV
  - Proof of ability to work to tight deadlines
  - Examples of good customer service skills and excellent organisational skills with capacity to work on a multifaceted project
  - Outline a minimum of 2 relevant services delivered over the past five years of work of similar nature and scale.
  - Peer Recommendation of completion of a similar project delivered within a specified timeframe and to a similar budget. Please provide a contact name, role and contact details or a written reference.
- Do not assume the Assessment Panel know you or your work – treat each application as if it was your first.
  - Keep your answers clear, concise and to the point. Avoid repetition.

- Make sure that in your application 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 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.
- Ensure that you enclose all requested documentation.
- Have a clear and realistic idea of what you want and how much your proposal costs.

### 11. What supporting material must you submit 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. In the case of an individual application, a detailed up-to-date CV of the person applying for funding should be included. This CV should be no longer than 3 A4 pages and should contain the following information: professional history, relevant employment history, 3rd level education history and qualifications, awards;
2. Professional artists must be used by groups who intend to work with an artist and this/those artists' CV, (as above) must be included with the application.
3. 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.
4. 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
5. Where you are engaging with local venues or facilities, please provide a letter of confirmation or support.
6. All answers will be assessed in the context of the Limerick Cultural Strategy: A Framework  
[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 will be 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 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](http://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.

## 12. Submitting your application

Applications are accepted:

- By email to [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie)

**Closing date for applications is no later than 12noon Monday 24th June 2024**

## 13. Technical requirements

- a. All documents including images and files may be submitted at a maximum of 3 MB each and a maximum of 18MB in total for all docs including the application.
- b. Acceptable document formats are: .doc, .pdf and .jpg
- c. Invalid file formats may not be included in the assessment of your application.
- d. For video and sound files, include links to online content only, in a word document.
- e. Please note that **LCCC IT systems are not compatible with file formats specific to Apple MAC**. Please see acceptable file formats above.
- f. When submitting your application you will receive an automatic confirmation email to the email address you have registered your application with. We advise that if you do not receive this confirmation within a day of sending please contact the Limerick Arts Office by phone on **061 556370** (line open Mon-Fri, 9am – 5pm) to ensure that your application has been received.

### **THE APPLICATION WILL BE INVALID IF THE FOLLOWING IS NOT PROVIDED:**

- a. Submit a fully completed application
- b. Submit all requested documentation with your application
- c. Submit your application by the deadline of 12noon, Monday 24<sup>th</sup> June 2024

**Limerick Arts Office, Limerick City and County Council will not take responsibility for applications undelivered due to non-compliance with the technical requirements listed above.**

## Appendix 1

### 14. Terms and Conditions of the Award

#### Who is the applicant?

The applicant is the person or 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, 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.

- Applicants must be based in Limerick, or operate substantially within Limerick City and County and be able to demonstrate this in their application.
- 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 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.
- 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 the 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 publicize 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 post event 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.
- 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.
- A list of successful applicants will be published on [www.limerick.ie](http://www.limerick.ie).

## Appendix 2

### 15. Freedom of Information Statement:

Limerick City and County Council is covered by Freedom of Information Act 2014, which provides members of the public with the rights to access information held by public bodies to the greatest extent possible, consistent with the public interest and right to privacy. This means that details contained in applications and supporting documents may, on request, be released to third parties.

### 16. Privacy (General Data Protection Regulation G.D.P.R.)

Any personal information you give us will be processed, stored and managed in strict accordance with General Data Protection Regulations.

The purpose for processing your data is to process your application for a Grants Under the Arts Act Award 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 council policy and the National Retention policy. If you do not furnish the personal data requested, Limerick City and County Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data
- the right to require us to rectify any inaccuracies in your personal data
- the right to require us to erase your personal data
- the right to request that we no longer process your personal data for particular purposes
- the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: [dataprotectionofficer@limerick.ie](mailto:dataprotectionofficer@limerick.ie) All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

## Appendix 3

### 17. 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.**

### **18. 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.

