

## OPEN CALL

### Artists Apartment in John's Square, Limerick City

#### Guidelines for Applicants

Ref: ARA2026

#### Timeline

Open Call commences: 17<sup>th</sup> April 2026

Closing Date for Applications: **5pm, Friday 8<sup>th</sup> May**  
**Late applications will not be accepted.**

#### 1. Opportunity

Limerick Arts Office, Limerick City and County Council invites recognised artists and creatives, across all art forms, to apply for the use of Artist Apartment Number 6 in 1-2 John's Square, Limerick, under Licence Agreement, through a Competitive Open Call process.

#### 2. Policy and Context

The Artists Apartments scheme forms part of Limerick City and County Council's cultural strategy to continue to develop the cultural infrastructure of Limerick and to support the cultural economy. The scheme aligns with the following objective: *'To grow Limerick's cultural capacity by retaining and attracting creative practitioners to live and work in Limerick'*.

The Licensing of Artists Apartments aims to encourage artists to live and work within Limerick. The Apartments are provided at an affordable monthly Licence Fee, as a support for professional artists and in recognition that many individuals working in the arts are on modest income levels.

Apartment no. 6 is one of 8 apartments apart of a complex shared with Dance Limerick.



### 3. Artist Apartment Licence process

A 1-year Licence for use of Apartment No. 6 is being offered, with Limerick City and County Council retaining the right (but not the obligation) to extend by 2 periods of 12 months following review by the Council.

The review will include assessment as to whether the applicant continues to meet the assessment criteria of the award and the applicant will be required to demonstrate the benefit they will bring to Limerick, through being awarded the licence for the upcoming year. They will be asked to submit a proposal and details of work for that period. Approved extensions will be by Addendum to the existing Licence agreement.

The maximum accumulated term under Licence Agreement and associated addendums will not exceed 3 years.

A monthly Licence Fee will apply as follows for the year. The fee excludes utility bills.

Apartment	License Fee	23% VAT	Total cost per month
6	€259.30	€85.10	€344.40

### 4. Apartment No. 6 details

**Type: Single**

Apartment no. 6 is suitable for single occupancy only. It comprises of a hallway, single bedroom, bathroom and kitchen/dining/living room.

**Spaces are not suitable for artists' studios, painting, or 3d work.**

The apartments have the benefit of an intercom system, fire alarm and security alarm system. The apartments have a gas fired central heating system with wall-mounted radiators.

Furnishings include table, chairs, bed, cooker, and hob.

The apartment is not designed or suitable for children or for any animal(s) or pets.

## 5. Eligibility

### Eligible:

Applicants must be professional artists based in, or who operate substantially in Limerick City and County Council's administrative area. Applicants must be able to demonstrate this. It is open to artists at all stages in their professional careers. Applicants must have been born in, or be resident in, the Republic of Ireland.

A professional artist for the purpose of this scheme can be defined as

- someone for whom their art form 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.

Priority is given to recognised, professional, practitioners working in the arts at the lower end of income levels.

### Not Eligible:

Persons in full time permanent employment (except where on extended leave) and undergraduate or full-time post-graduate education at time of application are not eligible, or persons who may take up those positions within the timeframe of the Licence Agreement being offered, are not eligible.

The eligibility criteria align with the Limerick Cultural Strategy 2016-2030, to grow Limerick's cultural capacity by retaining and attracting creative practitioners to live and work in Limerick. They are also informed by the objectives detailed in Limerick City Council's Access II Application to the then Department of Arts, Heritage and the Gaeltacht which provided funding for the refurbishment of the apartments at 1-2 John's Square.

## 6. Who is the applicant?

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

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 must be in the name of the applicant; this includes bank and tax details. If successful, a licence will be issued **only** to the applicant.

## 7. Application and Assessment Process

Upon final submission of your application, you will receive an email confirming receipt of the application.

Your application will be checked 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.

This is a Competitive Open Call. There is 1 Licence only on offer under this Competitive Open Call, therefore, not all applicants will be successful.

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, and sample licence agreement which details the specific terms of the Licence.

## 8. Criteria for Assessment and Marking Scheme details

This is a competitive selection process. A selection panel appointed by Limerick Arts Office will review the applications and all supporting material provided and will make recommendations for the award of the Licence. An interview may form part of the selection process.

**All applications will be assessed using the following criteria and marking system :**

Criteria	Marks
<p><b>A. Overall quality and ambition of the work proposed over the duration of the Licence award, including the impact on and benefit to Limerick</b></p> <p><i>Guidance Note: The assessment will focus on the nature of the proposed artistic, creative, or cultural activity planned; the quality and ambition of the programme of work for the coming year; the impact of that programme on and benefit to Limerick; the quality of work with realistic goals in terms of the duration of the award and alignment with the Limerick Cultural Strategy. demonstrable commitment to a career as a professional artist should be evident in work programme/projects planned, to include a realistic set of goals. As demonstrated on the application form and in the supporting documents.</i></p>	300
<p><b>B. Professional development and career impacts on the individual</b></p> <p><i>Guidance Note: The assessment will focus on the significance of the award in relation to the professional and career development of the applicant; a demonstrable difference to achieving artistic goals should be apparent. As demonstrated in the application form and in the supporting documents.</i></p>	200
<p><b>C. Applicant's track record and relevant experience</b></p> <p><i>Guidance Note: The assessment will focus on the demonstrated professional experience and potential of the applicant as shown through the application form, CVs and in the supporting documents.</i></p>	250
<p><b>D. Demonstrable need</b></p> <p><i>Guidance Note: the assessment will focus on need, as demonstrated in the application form and in the supporting documents. Priority will be given to recognised, professional, practitioners working in the arts on low income.</i></p>	250
<b>Total marks available</b>	<b>1000</b>

*Note: The criteria for assessment are informed by the Limerick Cultural Strategy: A Framework 2016-2030 ([https://www.limerick.ie/sites/default/files/limerick\\_culture\\_strategy.pdf](https://www.limerick.ie/sites/default/files/limerick_culture_strategy.pdf)); The Arts Council Making Great Art Work: Strategy 2016-2025 and the Limerick Culture and Creativity Plan 2023 – 2027 (Creative Ireland programme).*

Limerick City and County Council reserves the right to list applicants in order of merit on a panel for the award of Licence for Apartment 6, following completion of the assessment process, subject to the GDPR requirements of this scheme.

The Apartment 6 panel will expire on 8<sup>th</sup> January 2027.

### What supporting material must be submitted with your application

**Obligatory:** In addition to an application form with signed *Declaration*, your application **must** include all the supporting material listed below

- I. 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.
- II. Up to 6 good quality examples of existing work, this can include.
  - Excerpt of written work (max. 10-pages).
  - Images
  - URL links to Video/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.

- III. Detailed Project Proposal and detailed Project Timeline.

**Optional:** If you wish, you may also include additional supporting material, for example, letters of support from relevant individuals and organisations.

**Other:** 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 able 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 able to provide a copy of your Animal Welfare Protection Policies and Procedures.

Applicants should state clearly the relevance of their proposal and the applicant's track record to 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)

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.

## 8. Guidelines for completing the application

- Read the Guidelines thoroughly. By reading and understanding the Guidelines, you give yourself the best chance of receiving the award.
- 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.
- Ensure that you enclose all requested documentation.

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

## 9. Technical requirements

- a. All emailed documents including images and files may be submitted at a **maximum of 3 MB each** and a **maximum of 18MB in total**.
- b. Acceptable document formats are: .doc, .pdf and .jpg
- c. For video and sound files, include links to online content only, in a word document. Please remember to include passwords for password-protected content.
- d. Please note that LCCC IT systems are not compatible with file formats specific to Apple MAC when submitting by email. Please see acceptable file formats above.

*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.*

**Applications are accepted:**

- By e-mail: [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie). Please include the following reference in the e-mail subject line: **ARA2026 Applicant's Name**

**CLOSING DATE FOR APPLICATIONS: 5pm Friday 8th May, 2026**

**No late applications will be accepted.**

Limerick Arts Office: 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 5pm Friday 8th<sup>th</sup> May 2026**

## Appendix 1

### 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 2

### 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.

### Privacy (General Data Protection Regulation):

**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 Artists' Apartments Open Call, 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.

*The residential Artists' Apartments, 1-2 John's Square are supported by Limerick City and County Council and the then Department of Culture, Heritage and the Gaeltacht Access II scheme.*