OPEN CALL

INDIVIDUAL ART'S BURSARIES AWARD, 2027

INCLUDING VISUAL ART, CIRCUS, DANCE, LITERATURE

ELIGIBILITY, GUIDELINES AND CRITERIA

REF: ARTSB2027

Timeline

Call Out Announcement: Wednesday 4th November 2026
Closing Date for Applications: 5pm Wednesday, 2nd December 2026

Introduction

The Individual Arts Bursary Awards Scheme from Limerick City and County Council

The Individual Arts Bursary Awards Scheme is for artists based in or operating substantially within Limerick, working in multiple art forms, including Visual Arts, Circus, Dance and Literature.

The bursary offers **up to €4,000** for artistic and professional development.

Purpose

This scheme is aligns with the Arts Council Making Great Art Work Strategy, Limerick Culture and Creativity Strategy 2023-2027, Mayoral Programme, More for Limerick 2024-2029, and Limerick Cultural Strategy – A Framework 2016 – 2030:

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.

The Individual Arts Bursary Awards Scheme will support artistic and professional 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 an artist's development.

Funding for the Individual Arts Bursary Awards Scheme is for the period up until **31st December 2027.**

Eligibility

Applicants must:

- A professional artist; 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.
- Be a professional musician based in or operating substantially within Limerick City and County.
- Must be 18+ years old at the time of making the application.
- Not eligible if in full-time undergraduate or postgraduate education during the bursary period.
- The award is open to artists at all stages of their professional careers.

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.

Budget and Costs

In specifying how much funding you are applying for please take into account your expenditure and income:

- **Expenditure**: All costs you expect to have.
- **Income:** Source of funding that you have available for the body of work outlined in your application. For example, contributions from an arts organisations or income from your own resources.

Eligible Costs

- Creation of new work (performance, recording, etc.)
- Include cost of living: It is possible to apply for materials, resources, equipment, third party expertise, or the hiring of services, where it can be demonstrated that such costs are needed.
- Research, short-term courses, mentoring.
- Professional development (e.g., website, documentation).
- Safe to Create Training (up to €150; 3 training modules) Each module is one hour long, at a maximum rate of €50 per hour. This must be added to your expenditure on your application. You can also include expenses for your time on the course. Certificates must be produced to enable final draw down. For more information please see https://www.safetocreate.ie/

Ineligible Costs

- Non-artistic activities (e.g., sport, tourism).
- Academic courses not related to professional arts practice.
- Fundraisers and duplicate funding.
- Retrospective activities: An exception will be made if the Limerick 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 costs such as instruments, uniforms or building improvements.
- Alcohol, fines, legal fees.
- Ineligible education and training:

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

Assessment Process

This is a competitive scheme.

- Applicants will receive email confirmation upon submission.
- The Arts Office will initially review and categorise applications as eligible or ineligible.
- Eligible applications will be assessed by Panel appointed by Limerick City and County Council.
- Applicants will be notified in writing of the outcome with feedback available upon request.
- Successful applicants will receive a Letter of Offer outlining specific licence terms.

Assessment Criteria (100 Marks Total)

Criteria	Marks
A. Overall quality and ambition of the proposal The assessment focuses on the nature of cultural activity, the calibre, and ambition as outlined on the application form and in the supporting documents, including Impact: • Providing professional development. • Promoting the highest standards in creativity and excellence.	**500**
B. 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.	**250**
C. Feasibility 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: • Details of the expenditure, income and amount-requested provided in the application form.	**250**

• Details of the time frame indicated.	
Total	**1000**

Supporting material that must be submitted with your application

Required:

- Completed application form with signed declaration.
- Up-to-date CV (max 4 pages) professional history, relevant employment history, 3rd level education qualifications and awards.
- Up to 6 high-quality examples of work (e.g., writing samples, (max 10 pages), images, video/audio links via YouTube, Vimeo, or SoundCloud – include passwords if needed)
- Explanation of how the proposal/ track record aligns with 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

If Relevant:

- 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.
- 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

Optional:

- Letters of support from relevant individuals and organisations.

- Detailed project proposal, timeline, and budget.

If applicable:

- Child Welfare and Protection Policy (for work involving under-18s). Please visit www.tulsa.ie for more information.
- Animal Welfare Policy (for work involving animals).

Application Guidelines

- Read all guidelines and questions thoroughly before completing the form.
- Ensure each section and supporting material aligns with the marking criteria.
- Be clear, concise, and avoid repetition.
- Do not assume assessors are familiar with your work—clearly explain your proposal.
- Ask someone to review your application for clarity.
- Submit all required documentation by the deadline.

For any queries on submitting your application to Limerick Arts Office please contact us on: Phone: 061 556370 or email: artsofficesubmissions@limerick.ie

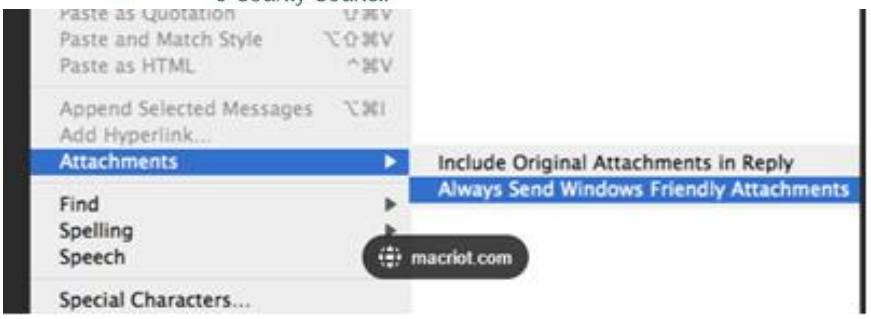
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Technical Requirements

- Max file size: 3MB per file and a maximum of18MB in total.
- Accepted formats: .doc, .pdf, .jpg.
- Video/audio: provide links in a Word document (include passwords if needed).
- Apple-specific formats are not supported by Limerick City and County Council IT systems, but you can follow the following to submit from Apple MAC;

MAC emails get blocked because they have attached a HTML file, html files are blocked because they are often used to distribute malware, please remove the html files and then the emails will come through.

MAC users must have "Always send windows friendly attachments" selected.



Limerick Arts Office, Limerick City and County Council is not responsible for undelivered applications due to non-compliance the technical requirements listed above.

Submission Instructions

- **Lmerickarts.submit.com**
- **Deadline**: 5pm Wednesday, 2nd December 2026
- **Late applications will not be accepted**

Contact

- Phone: 061 556370 (Mon–Fri, 9am–5pm)
- Email: artsofficesubmissions@limerick.ie

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.

Acknowledgement of Funding

Successful applicants must acknowledge Limerick City and County Council in all promotional materials. Logos will be provided for use on websites, social media, posters, brochures, etc.

Why Acknowledge Funding?

- Promotes transparency and awareness in public funding.
- Highlights the breadth of cultural activity in Limerick.
- Strengthens future funding opportunities.
- Encourages public engagement with the arts.

Appendix 1 - Terms and Conditions of the Award

- Applicants must be based in or operate substantially within Limerick City and County.
- Only one bursary application is allowed per calendar year.
- Grants are for specific projects/activities, not for settling past debts.
- Further information may be requested by Limerick City and County Council.
- Health & Safety compliance is the responsibility of the project/event organiser.

- Recipients must follow the grant drawdown and funding acknowledgment procedures.
- Grants over €1,000 are paid in two instalments: 80% upfront, 20% after submitting a project report.
- Funds must be drawn down by Friday, 5th November 2027.
- Payment is via Electronic Funds Transfer; bank details and tax documentation are required.
- Adequate accounting and organisational systems must be in place.
- 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.
- Only one award can be held if funding is received from multiple Limerick Arts Office streams.
- Promotional materials must be shared with the Arts Office; they may publicise the project.
- A project report is required upon completion.
- Additional conditions may be specified in the offer letter.
- 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.tulsa.ie for more information.
- A list of successful applicants will be published on www.limerick.ie
- Please note that grant offers are subject to budget allocation.

Appendix 2 – Freedom of Information & Data Protection

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 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.