



SECTION A – CRITERIA FOR ARTS GRANT 2019

All applicants must read the accompanying Criteria and Guidelines in full before completing the application form.

**Closing date and time for receipt of applications is
Thursday 1st November at 12 Noon.**

There are four categories of funding:

- **Revenue:** No new Revenue applications are permitted.
- **Project:** for one off arts initiatives.
- **Neighbourhood:** for local projects and organisations.
- **Voluntary:** for voluntary projects and organisations.

It is expected, subject to budget allocations, that the amount of funding available in total will be €530,000.

CORE CRITERIA FOR ALL APPLICATIONS

- **All applications must relate to projects that take place in 2019 within the Dublin City Council Administrative area**
- Quality of artistic work
- The audience being served
- A feasible project designed with realistic financial projections
- Accessibility for diverse audiences and participants in terms of location, cost, people with special needs
- Ability to secure other sources of funding including in-kind funding - a minimum of 30% must be secured from other sources. This should be evidenced and where unconfirmed, this should be clear. For Projects Applicants – only artists' fees and programme costs are eligible for support
- Artists fees in accordance with professional practice
- Public presentation of work in the city (though action research projects will be considered)

REVENUE

Arts organisations contribute to the realisation of the priorities and goals of Dublin City Council in a strategic way, and can act as effective advocates and promoters of the arts to the public, to partners in other agencies and public bodies. No new revenue applicants are currently considered, and Revenue applicants must continue to demonstrate the following three core competencies :

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1. Arts Development and Public engagement (40%): supports access, awareness and appreciation of the arts, assuming an interconnection between excellence and access, evidenced by:

- Artistic Ambition and innovation in work programme
- Significant contribution to artistic and professional development of artists
- Clear and ongoing audience development strategy
- Deepen public understanding of and relationship to art forms and art works
- Evaluation, communication and advocacy
- Provide opportunities for the city's diverse communities to participate in the arts in ways that are meaningful to them
- Sharing information and ideas to create greater depth of engagement and sharing of good practice/success stories

2. Strategic Leadership (30%): the capacity and competence to adapt creatively to changing environments, thereby contributing to the sustainable development of the city's arts infrastructure as evidenced by:

- Evidence of strong governance, fair and transparent processes (accountability and equality of opportunity), in continuous operation for minimum 3 years
- Demonstrate sound financial management (audits must be supplied) and revenues generated from other sources of funding (minimum 50% matching)
- Professional administrative infrastructure
- Demonstrate innovation, adaption, and resilience

3. Partnership (30%) : providing fresh stimulus and opportunity for the arts sector, evidenced by.

- Illustrating distinct knowledge and expertise offered by the arts to other sectors
- Strengthens supports systems for city's arts sector and communities
- Enhances performance at a sectoral, disciplinary and/or cross-disciplinary level

Grant range: 5,000 – 40,000

PROJECT

1. Quality and Artistic Ambition of the project proposed (40%)

As evidenced by:

- (a) Artistic ambition and quality of the project idea
- (b) Involvement and track record of the Professional Artists(s) involved
- (c) Artists Fees in accordance with professional practice.

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2. Feasibility of the project in known and realisable resources (40%)

As evidenced by:

- a) Technical achievability
- b) Letters of support or confirmation of funding.
- c) Ability to secure at least 30% of the total funding required from other sources.
- d) An identified audience and a clear marketing/Sales Plan to reach that audience.

3. Diversity, Accessibility and Inclusion (20%)

Dublin City Council through its Arts Plan and Cultural Strategy seeks to support Arts projects and programmes that are inclusive and show an awareness and openness to make their work available to diverse audiences. Please show evidence for this approach through policy documents, e.g Disability Policy, or through specific marketing initiatives such as low cost ticketing. This approach may also be demonstrated in your target audience, participants project team or location e.g if they come from marginalised, challenged or 'hard to reach' populations and please state this here if this is the case.

Projects must take place in 2019.

Only projects or parts of projects having a public presentation or showing within Dublin City Council administrative area are eligible for assessment for a grant.

- **Grant Range: 2,000 – 10,000 Euro**

NEIGHBOURHOOD

Neighbourhood projects may begin with residents, local community organisations or groups and /or with artists living in or interested in working in particular neighbourhoods. Tell us how your project started and your hopes for it.

Applicants should supply the following:

- **C.V. of applicant**
- **C.V . of professional artist/s involved**
- **Budget,**
- **Description of the group/organisation**
- **Outline the proposed project and timeline**

All projects must:

- **Have strong collaboration between artists and neighbourhood participants.**
- **Be within the Dublin City Council Administrative Area**
- **Good dialogue and collaboration and involvement of all participants in the development of the proposal or project.**

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Neighbourhood projects should support local arts activity, local identity and be relevant to a local area. Specific groups such as young or old people could be identified to ensure both culturally diverse and socially inclusive interests are addressed by the project.

Involvement of participating groups needs to be shown as well as the involvement of a professional artist. At least 30% of funding needs to come from sources other than the arts grant.

In relation to strong neighbourhood applications the arts office encourages applicants to develop partnerships locally and we also work to advance sustainable local development.

- **Grant Range is €2,000 to €10,000**

1. **Quality and Artistic Ambition of the project proposed** (40%)

As evidenced by:

- a) Artistic ambition and quality of the project idea
- b) Involvement and track record of the Professional Artists(s) involved
- c) Artists Fees in accordance with professional practice.

2. **Feasibility of the project in known and realisable resources** (30%)

As evidenced by:

- a) Level and involvement of participating groups into project design/management
- b) Track record and experience of the neighbourhood organisation.
- c) Letters of support or confirmation of funding.
- d) Ability to secure at least 30% of the total funding required from other sources.

3. **Location and Accessibility** (30%)

Dublin City Council through its Arts Plan and Cultural Strategy seeks to support Arts projects and programmes that are inclusive and show an awareness and openness to make their work available to diverse audiences. Please show evidence for this approach through policy documents, e.g Disability Policy or through specific marketing initiatives such as low cost ticketing. This approach may be demonstrated in your target audience, participants, project team or location (e.g. if they come from marginalised, challenged or 'hard to reach' populations) and please state this here if this is the case.

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Projects must take place in 2019 within the Dublin City Council Administrative area (where touring//multi-location is proposed, only costs for those elements which apply to the above will be considered.

VOLUNTARY

Arts programme or project development by voluntary organisations or groups engaging professional artists that significantly advance the artistic ambition of the organisation or groups activities.

1. Quality and Artistic Ambition of the project proposed (40%)

As evidenced by:

- a. Artistic ambition and quality of the project idea
- b. Involvement and track record of the Professional Artists(s) involved, demonstrating how this enhances the existing programme or project.
- c. Artists Fees in accordance with professional practice.

2. Feasibility of the project in known and realisable resources (30%)

- a. As evidenced by letters of support or confirmation of funding.
- b. Level and involvement of participating groups into project design/management
- c. Ability to secure at least 30% of the total funding required from other sources.

3. Location and Accessibility (30%)

Dublin City Council through its Arts Plan and Cultural Strategy seeks to support Arts projects and programmes that are inclusive and show an awareness and openness to make their work available to diverse audiences. Please show evidence for this approach through policy documents, e.g Disability Policy or through specific marketing initiatives such as low cost ticketing. This approach may be demonstrated in your target audience, participants, project team or location (e.g. if they come from marginalised, challenged or 'hard to reach' populations) and please state this here if this is the case.

Projects must take place in 2019 within the Dublin City Council Administrative area (where touring//multi-location is proposed, only costs for those elements which apply to the above will be considered.

- **Grant Range: 2,000 – 10,000 Euro**

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ASSESSMENT PROCESS

All applications must be submitted as hardcopy no later than 12 noon on Thursday 1st November 2018. No submissions later than this date and time will be accepted. A formal acknowledgement of your application with a reference number will be issued within three weeks of that date. **If you do not receive this communication within that time, it is your responsibility to contact the Arts Office in this regard.**

Your application will be categorised and summarised by members of the Arts Service team. Any applications that clearly fall outside the eligibility guidelines and criteria may be eliminated at this point. Dublin City Council reserves the right to redirect applications for consideration to appropriate categories other than those applied for, should it be deemed beneficial to the applicant to so do. All applications will then be considered by two independent assessors (with relevant experience and expertise) who will make recommendations on all eligible applications. The applications will then be assessed by a panel, led by the chairperson of the Strategic Policy Committee (SPC) on Arts, Culture and Youth Affairs and including:

- **Two members** of the Arts Grants Committee of the SPC (may alternate for different categories)
- The City Arts Officer and one other member of the Arts Service Team. Final recommendations must then go before a City Council Meeting for approval.

TERMS & CONDITIONS

- **The project must take place in the Dublin City Council administrative area**
- The Company, artist or team shall ensure that there is compliance with all statutory requirements and local authority bye laws including adherence to Child Protection Policy
- Recipients of grants of €5000 or more will have to comply with the 5 key principles of the Governance Code for Community, Voluntary and Charitable organisations. For an outline of the 5 key principles see <http://www.governancecode.ie>
- Recipients of grants of €10,000 or more will have to supply a current tax clearance certificate prior to first instalment and for subsequent payments of the Arts Grant.
- Dublin City Council is subject to provisions of the Freedom of Information Act (FOI) 1997, 2003. If you consider that any information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for sensitivity specified. In such cases, the relevant material will, in response to an FOI request, be examined in the light of the exemptions provided for in the Acts.
- Feedback will be provided only on written request. Requests must be made no later than **20 days** subsequent to the City Council meeting approving Arts Grants.

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GUIDELINES FOR COMPLETING GRANT APPLICATION FORM

N.B. It is important to fill in every part of the form even those areas that do not apply to you (where you can indicate N/A). An incomplete form may make your organisation ineligible for consideration.

SECTION 1 – ORGANISATION DETAILS & FUNDING CATEGORY

a. – f. Please provide full details, ensuring the named contact person is the person that will be dealing with any queries in relation to the application.

g. Please refer to Categories of funding (p.1-5) in this guideline to get an outline of each category. Please choose the application category that best describes the area of most relevant to your organisation. However, if the Arts Office deems another category more appropriate you will be corresponded with in this regard. This will not affect your entitlement to funds or any part of your application.

h. Please tick the organisational description that best describes your primary function – if more than one function is equitably shared you may indicate this.

i. Artistic disciplines listed are those cited in the Arts Act 2003. Multidisciplinary in this category is considered 3 or more art forms. Alternate Focus is where an organisation selects a particular art form to focus exclusively/predominantly on, in any given year. If you select this category you must indicate the proposed art form focus for 2019.

j. Please provide accurate financial details. If you do not have a funding history with Dublin City Council please indicate this.

k. Please provide accurate financial details.

l. Please provide accurate breakdown of staff employed.

m. This should be stated in less than 150 words

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SECTION 2 – DETAILS OF ARTISTIC ACTIVITIES

- a. This should be stated in less than 120 words.
- b. This should be stated in less than 250 words. Bullet points may be used if considered useful. Supporting material (reports, programmes, brochures, newsletters, reviews) in respect of work carried out in 2018 may also be included in your application.
- c. Describe the primary target group for each separate piece of work (e.g. commissioning new work – young/ emerging artists; audience development project – a specific population in the city; community-based arts project – young people)
- d. Please describe the planned programme of work in respect of which funding is sought from Dublin City Council. Please number and rank in order of priority separate items of work. For each piece of work describe the nature of the activity (e.g. commissioned work, arts education, and audience development), the artistic and other people involved, the timeframe and planned dates for presentation and planned methods for review and evaluation of work.
- e. Please clearly indicate all artist fees. Dublin City Council is committed to the fair and equitable payment of artists and applications that do not honour this commitment will not be eligible
- f. For Revenue and Project applicants, please outline either your marketing plan or an audience development strategy.

If you are using the names of third parties in your application please ensure that you have their consent to do so.

SECTION 3 – FINANCIAL AND GOVERNANCE DETAILS

- N.B.** All applicants for Revenue funding must supply a full set of audited accounts with their application. Where applicable in other categories (i.e. organisations with a turnover of more than €5000 p.a.) certified accounts must be supplied.
- a. Please provide accurate financial details. Include all projected sources of income/funding and indicate where they are as yet unconfirmed. Income and expenditure break down must be clear and specifically reference the project being applied for.
 - b. If your organisation is tax registered a Tax Clearance Certificate may be required before payment.
 - c. If you are VAT registered please supply your registered number.
 - d. If you are a registered Charity please supply your registered number.
 - e. It is anticipated that organisations applying for Revenue funding will have adopted the standard principles of governance as appropriate to their organisation's needs.

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SECTION 4 - SUPPORTING DOCUMENTATION

- All applicants must provide supporting documentation including: Artist CV's, confirmation of venue
- Letters of support are required where partnerships, communities or other organisational supports are listed.
- Where necessary a feasibility study indicating an understanding of financial and logistic issues should also be supplied, especially in relation to public events.
- A group or organisation requesting grant aid must display a significant extension of their service/practice in terms of artist ambition.

SECTION 5 - ELIGIBILITY

Applications for the purchase of equipment, marketing, administration costs and utilities are not eligible. A named professional artist must be engaged at the earliest possible stage of the proposal, and their artistic objectives must be clearly articulated.

CHECK LIST FOR APPLICATION/SUPPORT MATERIAL

Application	Check
CV of Artist	
CV of Applicant	
Contact details	
Category details	
Organisation Description	
Artistic Discipline	
Funding History	
Income & Expenditure	
No of staff Employed	
Disability Policy	
Approach to your work being available to diverse audiences	
Artistic Activities	
Artistic Development	
2019 Planned Work Programme	
Finance & Governance Details	
Applicant Statement confirmed	
Signature	
Support material	
One copy of support material	
Do not submit original artwork	
Do supply letters of support	

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