

Dublin City Arts Office Revenue Grant Guidelines for Applicants

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Note for people with access requirements

Dublin City Arts Office are committed to ensuring our application process is accessible for all potential applicants. Additional support is available to artists who experience access barriers in the application process. These additional supports may include Irish Sign Language (ISL)

Deadline: INSERT DEADLINE

interpretation for advisory sessions, printed application materials or transcription of audio and video files. We will use all reasonable endeavours to assist people with disabilities or access requirements who are eligible under the conditions of the award. To find out more please contact Dublin City Arts Office at least two weeks in advance of the application deadline. Email alison.clarke@dublincity.ie or call us on 086 164 4607 to discuss available access support.

1. About the Revenue Grant

1.1. Deadline for submission of applications

All applications must be submitted through the Submittable portal.

The deadline for receipt of applications is:	12 noon, 4 th November 12pm
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1.2. Objectives and priorities of the award

All applicants must be within the Dublin City Council Administrative Area.

Revenue Grants are for Arts organisations that 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. A grant of €10k is guaranteed to each successful applicant.

Any increase on €10K will only apply to an application that has excellent content, with an emphasis on diversity, social inclusion and equality of opportunity. Please note that an Applicant may apply for more than one Category but will only be eligible to receive grants from two different categories to a combined maximum of €40,000. Previous revenue grant recipients should not presume repeated levels of grant aid.

1.3. Who is eligible to apply?

The Revenue Grant is open to arts organisations. To be eligible to apply, applicants must:

- Be based in and/or have significant impact on the Dublin City Council administrative area.
- Be a professional arts organisation that 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 partner in other agencies and public bodies.
- An applicant may apply for more than one category but will only be eligible to receive grants from two different categories to a maximum of €40,000. This is to ensure equitable distribution of grant monies.

Dublin City Arts Office welcomes new applicants who represent the diversity of Irish society. We encourage applications from all areas of the community regardless of gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community, or socio-economic background.

1.4. What makes a revenue application ineligible?

Your application will be deemed ineligible if:

- Your application is incomplete.
- Your application does not include most recent audited accounts
- Your application includes a request for more than 50% matched funding (revenue generated from other sources)

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- The applicant organisation is not based in and/or have significant impact in of the Dublin City Council administrative area.
- The application contains no named artists.
- You do not fulfil the eligibility requirements.
- Your application or supporting documentation was received after the deadline.
- You submitted your application or supporting material by email or in hard copy – applications are only accepted via Submittable.

Note: In the event that your application is ruled ineligible, it will not be assessed.

1.5. What may you apply for?

A minimum grant of €10,000 is guaranteed to each successful revenue applicant. The maximum award is €40,000. An applicant may apply for more than one category but will only be eligible to receive grants from two different categories to a combined maximum of €40,000. This is to ensure equitable distribution of grant monies.

You must submit a budget detailing all proposed income and expenditures related to the activities for which you are seeking support from Dublin City Council.

- Proposed expenditure should include all artists' payments and other fees, technical and production costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, etc.
- It is important to reflect all in-kind support in both income and expenditure, thus reflecting the full and true value of your proposal.
- Where funding from another source is included as income in your application a letter from the organisation must be included confirming this. This applies to monetary and in-kind contributions.

Note on artists' fees: The Dublin City Arts Office is committed to fair and equitable remuneration of all artists and arts workers. Applications that do not align with this commitment, will not be eligible. In the budget section, you must provide a breakdown of the artist fee, including the number of days or hours associated with the fee.

Note on in-kind support: If you expect to receive in-kind support, you must assign a financial value to it so that the contribution it makes to the real value of your proposal is clear. In-kind support refers to any non-monetary contributions towards the realisation of your project. This may include free or reduced venue hire, marketing support, equipment hire etc.

1.6. What may you not apply for?

- Non-arts projects or programmes of work
- Capital purchases, including purchase of equipment
- Activities or costs that do not fit the purpose of the award
- Activities that have already taken place or will be completed before a decision on your application is made
- Activities that are for participating in a competition

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1.7. What supporting material must you submit with your application?

You must submit the following supporting materials in addition to your application form:

- Detailed Budget
- Examples of previous work (max. 5 examples)
- Letters confirming all collaborations, partnerships and contributions
- Short biography of each collaborating artist/organisation
- Most recent **audited accounts** and any relevant policy documents that may support the application.
- Tax Clearance Certificate
- If you are VAT registered please supply your registered number.
- If you are a registered Charity please supply your registered number.
- Confirm agreement to Privacy Policy and FOI Act
- Signed Applicant Statement.

2. Appendix

A note on diversity:

Dublin City Council through all of its programmes wants to engage with all of the residents and visitors to Dublin. We know that some may feel excluded for physical, cultural, economic, racial, gender or other reasons and as a Local Authority we want to address this exclusion and celebrate the diversity of Dublin.

As an applicant for an Arts Grant please let us know how you address diversity whether by including and encouraging diverse practitioners or participants in your programme or through engaging with diverse audiences. The main evidence for your understanding of diversity, accessibility and inclusion will be evidenced by:

- Policy documents and implementation.
- Specific marketing to diverse audiences.
- Collaboration and inclusion of diverse practitioners and Artists. Partnership with organisations that increase your knowledge and skills in the area of diversity. As diversity is a developing area for the Arts and for Arts Grants it is not expected that you would be equally proficient in all areas but that you are aware of the importance of diversity, accessibility and inclusion and are taking concrete steps to continually learn and increase your ability.

2.1. Getting help with your application

Our team of Arts Officers offer information sessions ahead of the arts grant deadline each year.

These sessions are announced alongside the release of the grant guidelines. The aim of our information sessions is to provide help and guidance with all aspects of the online application process. The session consists of a 25-minute walk-through of the application form, followed by 20 minutes of questions and answers.

For technical support on a grant application you can reach out to artsoffice@dublincity.ie

3. Processing and assessment of applications

3.1. The assessment process

- Your application will be processed by members of the Arts Office Administrative 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 to more appropriate categories if doing so would benefit the applicant.
- All applications will be considered by the Arts Officer Team reporting to the City Arts Officer. Independent assessors with relevant experience and expertise support the Art Officer Team who will make recommendations on all eligible applications.
- Assessment of Neighbourhood and Voluntary Applications will be supported by the Area Offices of Dublin City Council through their Community Development section.
- All applications and recommendations will then be considered by a sub-committee of Elected Members of Dublin City Council from the Strategic Policy Committee.
- An external assessor reviews the application process before the applications are submitted to the elected members. When approved by the sub-committee of elected members, final approval is sought from full meetings of the elected members of Dublin City Council.

3.2. Criteria for the assessment of Revenue applications

All applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted.

Artistic Ambition (30%)

1. Artistic quality and innovation in work programme.
2. Significant contribution to artistic and professional development and employment of Artists.
3. Demonstrated approach to increasing equality of opportunity for diverse artists and arts workers.

Public Engagement (30%)

1. Providing opportunities for the City's diverse communities to participate in the arts in ways that are meaningful to them.
2. Clear and ongoing audience development and communication strategy.
3. Increasing public understanding of and relationship to art forms and art works.
4. Working in collaboration with others to enhance systems of support for areas of the City that currently have low levels of arts provision.
5. Diversity and Inclusion Policy and policy documents.
6. Evidence of collaboration or inclusion of diverse artists and / or marketing to diverse audiences.

Strategic Leadership (20%)

1. Demonstrating awareness of diverse audiences, practitioners and participants with existing and developing programmes that cater for an increasingly diverse City.
2. Demonstrating expertise and ability to collaborate with non-arts sector organisations and bodies.
3. Working in collaboration with others to enhance systems of support for the arts sector at a local, City and international level.
4. Sharing information and ideas to create greater depth of engagement and sharing of good practice, success stories, learning experiences or all of the above.
5. Evaluation, communication and advocacy.

Governance and Management (20%)

1. In continuous operation for minimum 3 years.
2. Evidence of strong governance, fair and transparent processes (including accountability and equality of opportunity).
3. Demonstrate sound financial management (most recent audited accounts must be supplied) and revenues generated from other sources of funding (minimum 50% matching). Failure to demonstrate this will result in application being ineligible.
4. Provide details of fair and equitable fees for all artists involved.
5. Professional administrative infrastructure.
6. Demonstrated adaption and resilience in response to changing contexts.

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3.3. Terms and Conditions

The public presentation, or parts thereof, of your application must take place in the Dublin City Council Administrative Area.

An applicant may apply for more than one category but will only be eligible to receive grants from two different categories to a maximum of €40,000. This is to ensure equitable distribution of grant monies.

The company, artist or team shall ensure that there is compliance with all statutory requirements and local authority byelaws including adherence to Child Protection Policy.

Recipients of grants of €5,000 or more will have to comply with the five key principles of the Governance Code for Community, Voluntary and Charitable organisations. For an outline of the five key principles, visit governancecode.ie

Recipients of grants of €10,000 or more will have to supply a current tax clearance certificate or tax clearance access number 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.

For feedback, please email artsoffice@dublincity.ie

Requests must be made no later than 20 days after the City Council meeting approving Arts Grants.