

Dublin City Arts Office Project Award Guidelines for Applicants

Table of Contents

1. About the Project Award	3
1.1. Deadline for submission of applications	3
1.2. Objectives of the award	3
1.3. Who is eligible to apply?	3
1.4. What makes an application ineligible	3
1.5. What may you apply for?	4
1.6. What may you not apply for?	4
1.7. What supporting material must you submit with your application?	4
1.8. Access costs for artists or participants with disabilities	5
2. Appendix	6
2.1. Guidelines for Budgets	6
5. Accessibility Costs	6
2.2. Getting help with your application	7
3. Processing and assessment of applications	8
3.1. The assessment process	8
3.2. Criteria for the assessment of all applications	9
3.3. Terms and Conditions	10

Deadline: 4th November 2025

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) 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 Project Award

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 2025
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1.2. Objectives of the award

The Dublin City Arts Office Project Award is designed to support the development and presentation of arts projects in Dublin. It provides funding to artists and organisations to create and present work that engages with the public, enhances the cultural landscape, and promotes the city's artistic vitality.

- **Support for Innovation:** Funding new, original, and experimental arts projects across all disciplines.
- **Public Engagement:** Projects that are accessible and engage a broad audience, enhancing cultural participation.
- **Cultural Impact:** Initiatives that enrich Dublin's arts scene and raise its profile locally and internationally.
- **Build professional capacity:** Help artists develop skills, networks, and opportunities for sustainable careers.

1.3. Who is eligible to apply?

The Project Award is open to artists, communities and organisations with a track record of working in the arts. Applicants do not need to live in the Dublin City Council Administrative Area to apply but must clearly show how the project impacts the city and its inhabitants.

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 an application ineligible

Your application will be deemed ineligible if:

- Your application is incomplete.
- Your application includes a request for more than 70% of the total funding required for the project. Applications who do not secure at least 30% of the total funding required from other sources will be deemed invalid.
- The applicant is currently in undergraduate education.
- The proposal does not have significant impact on the Dublin City Council administrative area and/or its inhabitants.

Deadline: 4th November 2025

- The application contains no named artists.
- The application includes costs for capital purchases or costs not directly related to the delivery of the project.
- 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.
- Applications request less than €5,000.00 or more than €10,000.00

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

1.5. What may you apply for?

You can apply for any amount between €5,000.00 and €10,000.00

You must submit a budget detailing all proposed income and expenditures for the project.

- 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
- Ongoing core costs
- Capital purchases
- Activities or costs that do not fit the purpose of the award
- Activities that have already taken place or will begin before a decision on your application is made
- Activities that are for participating in a competition

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

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

Deadline: 4th November 2025

- CV (max. 3 pages)
- Detailed Budget
- Examples of previous work (max. 5 examples)
- Letters of support from all collaborations and contributions
- Short biography of each collaborating artist/organisation

1.8. Access costs for artists or participants with disabilities

These costs aim to remove barriers for artists or participants with disabilities involved in delivering your proposal. These costs can be included for:

- You
- The main artists, individuals, groups, or organisations involved in your proposal
- Partners or collaborators

Note: you can apply for these costs in addition to the maximum amount available for the award and include them in the total amount requested.

How to apply for access costs

You must:

- Provide a short document outlining what your additional access costs are and how you arrived at them.
- Show the costs in your overall budget lines.

2. Appendix

2.1. Guidelines for Budgets

Your budget must include details of payment for all personnel involved in your application as well as details of all income from other sources. Pay rates should be fair and commensurate with experience.

When writing your budget you should consider the following expenses. This list should not be considered exhaustive.

1. Artistic Fees and Costs

- Artists Fees
- Materials
- Travel Expenses

2. Administration costs:

- Communications
- Publicity
- Printing
- Insurance

3. Production support costs:

- Venue Hire
- Equipment Hire

4. Documentation

- Photography
- Video Documentation
- Evaluation
- Publication

5. Accessibility Costs

- [See section 1.9](#) for further information

Income from additional sources should be included in your budget:

- Income from other public or private funding sources.
- Income from partner organisations/venues.
- Please indicate if contributions to funding are in-kind. In-kind contributions must be given a monetary value on your budget. In-kind contributions must be listed as both income and expenditure.

Deadline: 4th November 2025

2.2. 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 will then be assessed 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 all applications

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

Quality and Artistic Ambition of the Project proposed (40%)

1. Artistic ambition and quality of the Project idea.
2. Involvement and track record of the professional artists(s) involved.

Feasibility of the Project in Confirmed and Potential Resources (40%)

1. Practical achievability of the project or programme based on timeline and budget supplied
2. Letters of support or confirmation of additional funding sources.
3. Ability to secure at least 30% of the total funding required from other sources.
4. An identified audience and a clear marketing plan to reach that audience within the Dublin City Council administrative area.
5. Clear budget including Artists Fees in accordance with professional practice

Diversity, Accessibility and Inclusion (20%)

1. Policy and/or strategy documents.
2. Specific marketing to diverse audiences.
3. Collaboration and inclusion of diverse practitioners and artists.
4. 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.

Deadline: 4th November 2025

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](https://www.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 subsequent to the City Council meeting approving Arts Grants.