

Applicant Guidance

Revenue Arts Grant - Dublin City Council Arts Office

The application form, guidance, and assessment criteria for this grant have been updated for this funding round.

Applicants are advised to read the guidance information carefully before applying.

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About the Revenue Grant

This is an annual grant and is offered once per year, subject to available funding.

Decisions are made on a competitive basis within the funding available.

The purpose of the grant

Revenue Grants support arts organisations working in the Dublin City Council administrative area that contribute to the priorities and goals of the Arts Office through their programmes of artistic activity.

Funded organisations play an important role in supporting artists, engaging audiences and promoting the arts across the city.

For the purposes of this grant, a professional arts organisation is an entity with a defined governance structure, legal status, and a track record of delivering arts activity. Individual artists and sole traders are not eligible for this grant.

Arts activity can be any of the artistic disciplines listed in the Arts Act 2003:

- Visual arts
- Theatre
- Literature
- Music
- Dance
- Opera
- Film
- Circus
- Architecture
- Multidisciplinary - work that spans three or more of the listed art forms

Who should apply

Professional arts organisations working in the Dublin City Council administrative area. Organisations do not need to be based in Dublin, but they must show the work they are applying for takes place in the Dublin City Council administrative area.

Dublin City Council Arts Office is committed to supporting equality, diversity and inclusion in all aspects of its work. Applications are welcome from organisations that show a commitment to equality, diversity and inclusion in their programme of activity and organisational practices.

Is this the right grant for you?

Revenue Grants are intended for established arts organisations delivering year-round programmes of work and making a strategic contribution to the cultural life of the city.

Revenue Grants are not intended for:

- one-off projects
- artist development initiatives
- neighbourhood participation projects

Funding available

The standard Revenue Grant award is €10,000. Applications above €10,000 (to a maximum of €40,000) will only be considered in exceptional cases of scale or quality.

The grant may cover up to 50% of the total proposed activity cost (excluding personal access costs). Applications must show that at least 50% of activity income will come from sources other than this grant (confirmed or anticipated).

The 50% limit is calculated based on the total activity cost (not the total annual organisational budget), excluding personal access costs.

Example calculation:

- Total activity cost: €20,000
- Maximum grant (50%): €10,000
- Minimum income from other sources (50%): €10,000

Applying to multiple funding strands

Organisations may apply to more than one Arts Office grant but may receive funding from a maximum of two grants, to a combined total of €40,000.

Applicants who have previously received a Revenue Grant are not guaranteed funding in subsequent years.

Eligibility

This section outlines the eligibility requirements that all applications must meet to be considered.

Funding is awarded on a competitive basis, and meeting the eligibility requirements does not guarantee that an application will be successful.

Location

- The activities for which funding is sought must take place in the Dublin City Council administrative area. See map [here](#).

Organisation

- The organisation must have been in continuous operation for a minimum of three years.

Funding Limits

- The amount requested must be within the funding limits for this scheme (excluding personal access costs), which is: €10,000 to 40,000
- The maximum grant may cover up to 50% of the total activity cost (excluding personal access costs). Applications must show that at least 50% of income comes from sources other than this grant.

Costs

- Applications that include ineligible costs will be deemed ineligible and will not be assessed. See Eligible Costs section below.
- Applications must show equitable payment of artists and arts workers.

Timeline

- All proposed activities must take place in 2027.
- Applications must be submitted through the online portal before the deadline. Applications submitted after the deadline, by email or in hard copy will not be accepted.

Completed information

- All application questions must be completed.
- All mandatory supporting material must be uploaded. See list of mandatory supporting material under the Supporting Material section below.

If you are unsure about your eligibility, contact the Arts Office before applying.

Eligible costs

This section explains the types of costs the grant can and cannot support.

Costs the grant can fund

Applicants may apply for funding to support activities that take place in the Dublin City Council administrative area.

The grant can support the following types of expenditure directly related to the proposed activity:

- artists' fees and other professional fees
- technical and production costs
- promotion and publicity
- administration and activity delivery costs

Applicants may also apply for additional funding for access costs. See the Access Costs section.

Costs the grant cannot fund

Applications that include ineligible costs will be deemed ineligible and will not be assessed.

The grant cannot support the following costs:

- non-arts projects or programmes of work
- capital purchases, including equipment
- participation in competitions
- activities or costs that do not align with the purpose of the grant
- activities that have already taken place or will be completed before a funding decision is made

Personal access costs

Applicants may request additional funding to support personal access requirements related to the proposed activities.

Dublin City Council Arts Office is committed to supporting access and participation in the arts. You only need to complete this section if personal access costs apply to your proposal.

What are personal access costs?

Personal access costs are additional expenses required to remove barriers that would otherwise prevent an individual from participating in the proposed activities.

For the purposes of this grant, personal access costs relate to physical, sensory, or cognitive barriers. These may arise in connection with disability or long-term health conditions that affect how a person engages with the proposed activities.

You are not required to provide personal or medical details when applying for personal access costs.

Dublin City Council Arts Office recognises that other barriers—such as financial, geographic, and institutional barriers, can prevent individuals from fully participating in the arts. However, these are not supported through personal access costs within this scheme. They may be addressed as part of the proposed activities and included in the main project budget where relevant.

For example:

- Financial barriers may be addressed by reducing ticket prices, which can be reflected in the income section of the budget.
- Geographic barriers may be addressed by delivering work in specific locations, as part of the project design.
- Institutional barriers may be addressed through engagement with underrepresented or structurally excluded groups (e.g. socio-economically disadvantaged communities or minority groups), through partnerships, outreach, or project rationale.

Key points to note

- Personal access costs are only considered where the proposal is recommended for funding.
- Your project must be viable without personal access costs.
- Personal access costs are assessed separately and do not affect the assessment of your proposal.
- Personal access costs may or may not be awarded, depending on the information provided and available resources.
- Personal access costs may be awarded in full or in part, at the discretion of Dublin City Council Arts Office.

What personal access costs are for

Personal access costs may apply to the individuals listed below, where additional supports are required to enable their participation in the proposed activities.

- artists, to make, present, and sustain their practice
- key collaborators involved in delivering the project

Eligible costs are specific, necessary supports that enable equitable participation in the proposed activities.

Typical (non-exhaustive) examples include:

- ISL interpretation
- captioning, surtitles, or audio description
- personal assistants or support workers (for the purposes of the project)
- accessible transport (where specifically required)
- materials in alternative formats
- additional time or support required to realise the work or enable inclusive delivery

Capital costs, such as equipment, may be eligible where they are directly related to the proposed activities and are proportional to the duration of the project. Capital costs are limited to 15% of the total personal access costs budget.

What personal access costs do not cover

Personal access costs enable the artist or key collaborators to make and deliver the work, while costs relating to creating access for audiences to engage with the work should be planned and budgeted within the main project budget. For example, the following are not considered eligible under personal access costs:

- general project costs not directly related to access needs
- core costs of the organisation, group, or individual (e.g. standard equipment, organisational upgrades, production, or staffing costs)
- access supports relating to audiences, participants, or general organisational and production staffing, which should instead be addressed through the main application budget where relevant
- costs relating to barriers not included under personal access costs for the purposes of this grant (e.g. financial, geographic, or institutional barriers, which should be addressed within the main project budget and design, where relevant)
- costs that are not clearly linked to the proposed activities
- day-to-day supports or personal provision not arising specifically from the proposed activities
- optional enhancements rather than specific, necessary supports related to access needs

Assessment criteria

Applications are assessed competitively against the criteria below, with each section weighted as indicated. Assessors will consider the information provided across the application form and supporting material when scoring each section.

Governance and Management (20%)

- clear organisational purpose and alignment between purpose and activities
- appropriate governance and management structures that support the organisation's activities and responsible oversight
- commitment equitable payment of artists and arts workers, aligned where possible with recognised sector benchmarks
- sound financial management and organisational capacity (see Financial information section)

Artistic Ambition (30%)

- artistic quality, ambition and innovation in the proposed activities
- meaningful contribution to the professional development and employment of artists

Engagement (30%)

- clear audience development and communication strategies
- commitment to equality of opportunity for diverse artists, arts workers, audiences and participants.
- providing opportunities for the city's diverse communities to engage with and participate in the arts
- collaboration with partners to expand access to the arts, particularly in areas of the City with lower levels of provision

Strategic Leadership (20%)

- contribution to the development and sustainability of the arts sector in Dublin
- collaboration with other organisations, including those outside the arts sector
- sharing knowledge, expertise and good practice with the wider cultural sector
- advocacy for the value of the arts and increasing public understanding of art forms and artistic practice

How to apply

Deadline

The deadline for submission is 12 noon, Wednesday 28 October 2026. Late submissions will not be assessed.

Submission

Applications must be submitted through Submittable. You will need to create an account or sign in to apply. You can save your progress and return to your application before submitting. For technical issues, use Submittable's support resources.

Help

A live online information session for the Revenue Grant will be available, including an overview of the application process followed by a questions and answers session. The date and time of the live session will be announced with the grant deadline. A recording will be made available on the Revenue Grant webpage after the session.

Technical support

For technical assistance with the online application form, contact artsoffice@dublincity.ie.

Access assistance

Dublin City Council Arts Office is committed to ensuring that the application process is accessible to all applicants.

If you have access requirements relating to the application process, please contact the Arts Office at least two weeks before the application deadline to arrange appropriate support. Supports will be provided where reasonably possible and subject to available resources.

Support may include:

- Irish Sign Language (ISL) interpretation for advisory sessions
- Transcription of advisory session content
- Application materials in alternative formats (e.g. printed copies)
- Bookable one-to-one advice sessions (up to 30 minutes) are available for applicants requiring access support in relation to the application process. For general application advice, please refer to the online information session.

Contact

Dublin City Council Arts Office
email: artsoffice@dublincity.ie
phone: 01 222 54555

Guidance for completing the application form

Application questions

All sections of the application form must be completed. Applications with incomplete sections will be deemed ineligible.

Factual questions should be answered directly (e.g. “yes” or “no”), and “N/A” should only be used where a question genuinely does not apply.

All questions must be answered. If a question is not directly applicable, please provide a brief explanation.

If you include the names of third parties in your application, you must have their consent to do so.

Eligibility

This section provides administrative information only. It does not form part of the assessment score.

Applicants must confirm that all of the following statements apply to their application.

See Eligibility section on pages 3-4 above for more information on these criteria.

Confirm that the following statements apply to your application

☐ The activities for which funding is sought will take place in the Dublin City Council administrative area.

- ☐ The organisation has been in continuous operation for a minimum of three years.
- ☐ The application shows that at least 50% income comes from sources other than this grant (excluding personal access costs).

Tick any Dublin City Council Arts Office arts grants you are applying for this year.

Select any of the listed grants. If 'Other', please specify.

Governance and Management (20%)

This section considers whether your organisation has appropriate governance and management structures, and the organisational and financial capacity to deliver the proposed activities.

Applicant details

You will be asked to provide the following information:

- Name of organisation
- Organisation type

Select the organisational description that best reflects your primary function from the drop-down menu. If none apply, or your organisation has multiple functions, select 'Other' and specify.

- Artform

Select one option. If your art does not fall into any of these categories, there is an option on the form to select 'Other' and give details. 'Multidisciplinary' refers to work spanning three or more artforms.

- Contact person (name and role):

The contact person will be the primary point of contact for any queries relating to the application and should be familiar with the proposal.

- Address
- Eircode
- Phone number
- Email
- Website

Governance and management structure

If any of the following items do not apply to your organisation, enter "N/A" or "0" as appropriate.

- Legal status. Select one option from the drop-down menu.
- Tax No.
- VAT No.
- Registered charity CHY No.
- Year organisation established
- Management structure
 - ▬ Staff numbers
 - ▬ Full Time
 - ▬ Part Time
 - ▬ Contract/Freelance
 - ▬ Total
- Board of Directors (name, board role and relevant expertise)
- Frequency of Board meetings (e.g. monthly, bi-monthly)

- Number of current members (membership based organisations only)

Where in the Dublin City Council administrative area will the proposed activities take place?

Select area from the dropdown menu. There is a map linked for guidance.

Describe your organisation, its purpose and main activities.

(Max 120 words)

Briefly describe your organisation's purpose and the main activities it delivers. This may include the type of work you produce or present, the artists you work with, and the audiences you engage.

Describe your organisation's activities over the past year and any significant developments in your programme or approach.

(Max 200 words)

This might include, as relevant:

- key projects
- partnerships
- developments in your programme over the past year

Describe how artists and arts workers involved in the project will be paid, including the fees you plan to pay and reference to any relevant industry pay rates or guidelines you have used.

(Max 200 words)

Dublin City Council Arts Office is committed to the equitable payment of artists and arts workers. Applications should show fair payment for artists and arts workers, with fees aligned to recommended arts sector fee guidelines where appropriate.

This might include, as relevant:

- the proposed artist fees
- the basis for calculating those fees
- reference to recognised sector guidelines where possible

In the budget section you must provide a breakdown of fees, indicating the number of days or hours and the rate used.

Relationship with Dublin City Council Arts Office

This information does not form part of the assessment score.

Have you received funding from Dublin City Council Arts Office in the past three years?

If yes, please provide:

- year
- name of grant
- amount received

Have you received funding from any other department of Dublin City Council in the past three years?

If yes, provide:

- year
- department
- purpose of funding

Artistic Ambition (30%)

This section considers the artistic quality, ambition and innovation of their proposed activities and its contribution to the professional development and employment of artists, regardless of scale of audience or participation.

Provide a short summary of the activities proposed for funding.

(Max 50 words)

This summary may be used for Dublin City Council reporting purposes.

Provide a concise overview of the activities for which you are seeking support.

Describe these activities in more detail and explain how they fit within your organisation's overall programme of work for 2027.

(Max 350 words)

This might include, as relevant:

- artistic focus
- key projects
- artists involved
- partnerships
- geographical reach
- timeline

What artistic vision or curatorial approach informs the proposed activities?

(Max 200 words)

Describe the artistic ideas, themes, or the curatorial basis informing and shaping the proposed activities.

How does your programme contribute to the professional development and employment of artists?

(Max 200 words)

This might include, as relevant:

- commissioning
- professional development opportunities
- mentoring
- presentation opportunities

Engagement (30%)

This section looks at how your programme engages audiences and supports access to and participation in the arts, in ways that are appropriate to the scale of your organisation and the nature of your work. Dublin City Council Arts Office encourages organisations to consider how their

work reflects the diversity of the city and removes barriers to participation for artists, audiences and communities.

Who are the key audiences and participants for the activities proposed for funding, and how will you reach and engage them?

(Max 200 words)

This question is about your audiences and engagement strategy. Provide information relating to the activities proposed for funding rather than your organisation's overall audience base. This might include, as relevant:

- audiences
- marketing/communications
- outreach
- engagement methods
- partnerships or collaborations that support audience engagement

How does your organisation ensure that your programme is accessible and inclusive for the diverse communities of Dublin?

(Max 200 words)

This might include, as relevant:

- removing barriers
- inclusion
- representation
- accessibility
- partnerships with communities.
- targeted marketing or communications
- representation of diverse artists or voices within the programme
- partnerships or collaborations that support the inclusion of diverse communities

How does your organisation support equality of opportunity for diverse artists and arts workers?

(Max 200 words)

This might include, as relevant:

- inclusive commissioning practices
- open calls
- partnerships with cultural organisations
- community organisations
- education partners
- partnerships or collaborations that support equality of opportunity for diverse artists

Estimated numbers relating to the proposed activities

- artists engaged
- arts professionals engaged
- audience
- participants

These figures should relate only to the proposed project. They are used for monitoring purposes and do not affect the assessment of your application.

Strategic Leadership (20%)

This section considers how your organisation contributes to the development of the arts sector in Dublin through collaboration, knowledge sharing and leadership within the cultural ecosystem, in ways appropriate to the scale and nature of your organisation.

How does your organisation contribute to the development of the wider arts sector in Dublin?

(Max 200 words)

This might include, as relevant:

- mentoring or professional support for artists
- knowledge sharing
- sector initiatives or networks
- supporting emerging practitioners
- new approaches developed in response to changes in the sector

Describe your partnerships that contribute to the development of the wider arts ecosystem.

(Max 200 words)

This might include, as relevant:

- cultural organisations
- community organisations
- education partners
- organisations outside the arts sector

How does your organisation increase public understanding of the art form(s) you work in?

(Max 200 words)

This may include activities, initiatives, partnerships, events, resources, or other forms of engagement that help audiences and communities learn about and engage with the art form(s) you work in.

Financial information

This section considers sound financial management and the capacity to deliver the proposed programme. Figures entered in this section must match the totals in the uploaded budget template.

Proposed expenditure may include:

- artists' fees (time should be clearly costed, indicating the number of days or hours and the rate used)
- other professional fees
- technical and production costs
- promotion and publicity
- administrative costs

Access-related costs may be requested in addition to this amount where appropriate.

Proposed income may include:

- funding from other organisations
- box office receipts
- programme or ticket sales
- other earned income

In kind support

If your proposal includes in-kind support, this should be reflected in both income and expenditure. In-kind support refers to non-monetary contributions towards the delivery of your programme. This may include free or reduced venue hire, marketing support, equipment hire, or other services. Where funding from another organisation is included as income in your application, a letter confirming this support should be provided. This applies to both financial and non-monetary in-kind contributions.

You will be asked to provide the following financial information:

Funding requested from this application (not including personal access costs): €

Enter the amount of funding you are requesting from the Dublin City Council Arts Office Revenue Grant.

Total cost of the activities for which you are seeking Arts Grant support (not including personal access costs): €

Provide the total estimated cost of delivering the activities for which funding is sought (not your entire organisational spend for the year).

Income towards the activities for which you are seeking Arts Grant support (excluding Dublin City Council Arts Office): €

Provide the total estimated income towards the activities for which funding is sought (not your entire organisational income for the year).

Percentage income requested from Dublin City Council Arts Office (not including access costs): %

This percentage should be calculated based on the income provided above. Applications must show that at least 50% of proposed activity income will come from sources other than this grant (confirmed or anticipated).

Budget

You must submit a budget, using the template provided and upload it in the supporting material section. Figures provided in this section must correspond with this budget. Once completed, the budget template must be uploaded in the Supporting Material section of your application.

Download a budget template in one of the following formats:

- Microsoft Excel – automatically calculates totals
- Microsoft Word

- PDF version – may require completion by hand and scanned or photographed if you do not have a PDF editor

Personal access costs

Personal access costs are considered separately and may be awarded in addition to the maximum grant amount.

Total personal access costs requested for the proposed activities: €

This amount should match the total included in the personal access costs section of the budget template.

Outline your personal access requirements, including the barriers these supports address, how they enable the proposed activities, who they support, and a breakdown of costs.

(Max 200 words)

You are not required to provide personal or medical details when applying for personal access costs.

You may refer to:

- The barriers these supports address (e.g. difficulty accessing a venue, engaging with audio or visual elements of the work, processing information, or sustaining participation over time)
- How the supports enable the proposed activities (e.g. enabling attendance at rehearsals or events, supporting participation in making or presenting the work)
- Who they support (e.g. artists, key collaborators) and their role in the proposed activities
- A detailed breakdown of costs, showing each support, its associated cost, and how the cost has been calculated. Include daily or hourly rates where relevant, and outline how costs relate proportionately to the duration of the project.

If applying for personal access costs, include them in the dedicated ‘personal access costs’ section of the budget template only.. Do not include them in the main project budget.

Supporting material

Mandatory supporting material

Applications that do not include all mandatory supporting material will be deemed ineligible.

- budget template (the provided template must be used and in the format provided)
- most recent audited accounts and current management accounts
- evidence of additional income (minimum 50%)

Applicants must provide documentation confirming financial contributions, including in-kind from other sources, demonstrating at least 50% of total project income (e.g. letters of offer, partnership letters of support, or evidence of anticipated income such as a track record of ticket sales).

Optional supporting material

Applicants may upload up to ten pages of optional supporting material directly relevant to the

proposal. This is not required. Applicants should select supporting material carefully and clearly label each item or section to show its relevance. If more than ten pages are uploaded, only the first ten pages will be assessed.

Examples include:

- documentation of previous work or programmes
- links to video, audio or digital work (only the first three minutes per item will be reviewed up to a limit of 5 items)
- letters confirming collaborations or partnerships
- short biographies of collaborating artists or organisations
- marketing or audience development plans
- equality, diversity and inclusion (EDI) policies
- a more detailed budget (in addition to the mandatory template)

Diversity Monitoring

Applicants will be asked to complete a short optional demographic survey.

This information:

- will not be shared with the assessment panel
- will not influence funding decisions
- will be used only in anonymised statistical analysis

You may select 'Prefer not to say' for any question. Choosing not to answer will not affect your application.

Declarations

You will be required to confirm that:

- the information provided in the application is accurate and complete to the best of their knowledge
- the activities or costs outlined in the application are not fully funded by another public funding source
- any grant awarded will be used only for the purposes outlined in the application

Freedom of Information

Dublin City Council is subject to the provisions of the Freedom of Information Act 2014.

Information supplied as part of an application may therefore be subject to disclosure in response to a Freedom of Information request.

If you consider that any information supplied in your application is commercially sensitive or confidential, you should clearly indicate this and provide the reasons for its sensitivity. In the event of a Freedom of Information request, Dublin City Council will consider the request in accordance with the exemptions provided for under the Act.

Data Protection

Dublin City Council will process personal information provided in applications in accordance with data protection legislation for the purposes of administering the Arts Grants programme.

After you apply

Assessment

- All applications are processed by the Arts Office team reporting to the City Arts Officer.
- Applications that are deemed ineligible will not proceed to assessment.
- Applications considered more suitable for a different grant may be redirected where this would benefit the applicant.
- Applications are assessed by the Arts Office team with support of independent external assessors with relevant experience and expertise. Applications are assessed competitively based on the information provided in form and supporting material.
- An independent external assessor also reviews the application and assessment process.
- All applications, funding recommendations and the external assessor's report are considered by a Strategic Policy Committee sub-committee of the elected members of Dublin City Council.
- Following consideration by the sub-committee, final approval is sought at a full meeting of the elected members of Dublin City Council.
- Applicants will be notified by email of the outcome of their application.

Outcome of your application

If your application is successful, you will be required to:

- comply with all relevant statutory requirements and local authority byelaws, including adherence to appropriate Child Protection policies where relevant
- comply with the five key principles of the Governance Code for Community, Voluntary and Charitable Organisations (see [governancecode.ie](https://www.governancecode.ie))
- for grants of €10,000 or more, provide a current tax clearance certificate or tax clearance access number prior to the first payment and for any subsequent payments

If your application is not successful

Applicants may request brief feedback on your application by emailing artsoffice@dublincity.ie within twenty days of notification of the outcome. Due to the volume of applications received, it may not be possible to provide detailed feedback.