Dublin City Council
Arts Grant Criteria and Guidelines for 2015

SECTION A – CRITERIA FOR ARTS GRANT 2015

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

There are three categories of funding:

- **Revenue**: Revenue grants have been under review and no new Revenue applications are permitted. The outcome of the review will be communicated to existing Revenue clients as part of the application process.
- **Project**: for one off arts initiatives.
- **Neighbourhood/Voluntary**: for local and voluntary projects and organisations.

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

GRANT APPLICATIONS

- One copy of support material is sufficient.
- Applicants are responsible for the cost of delivering applications
- Emailed or faxed submissions will not be accepted
- Late submissions will not be accepted
- All materials submitted should be clearly labelled with the applicants name and contact details
- Applicants will be required to collect submissions within one month of being informed of the decisions of the final selection panel
- All reasonable care will be taken with each submission. Dublin City Council and its promoters or managers do not accept responsibility for any loss or damage which may occur
- The selection panel, whose decision is final, has the right to clarify any issue which may arise in the course of selection

CORE CRITERIA FOR ALL APPLICATIONS

- 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 (see specific criteria relating to different grants)
- Artists fees in accordance with professional practice
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- Public presentation of work in the city (though action research projects will be considered)

REVENUE

Revenue status can be understood as a strategic partnership with Dublin City Council, where Arts organisations contribute to the realisation of the priorities and goals of DCC, and can act as effective advocates and promoters of the arts to the public, to partners in other agencies and public bodies.

Aligning with DCC strategic objectives as expressed in the Arts Plan 2014-2018, the following three core competencies should be illustrated by applicants:

**Strategic Leadership:** the capacity and competence to adapt creatively to changing environments, thereby contributing to the sustainable development of the city’s arts infrastructure.

**Arts Development and Public engagement:** supports access, awareness and appreciation of the arts, assuming an interconnection between excellence and access.

**Partnership:** providing fresh stimulus and opportunity for the arts sector.

Successful revenue applicants will address many of the following criteria:

- 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
- Ambitious and innovative work programme
- Significant contribution to artistic and professional development of artists
- Clear and ongoing audience development strategy
- Evaluation, communication and advocacy
- Demonstrate innovation, adaption, and resilience
- Deepen public understanding of and relationship to art forms and art works
- 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
- 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
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PROJECT

- Quality and artistic ambition of the project
- Track record of individual or team
- Feasibility of project within known and realisable resources
- Ability to secure at least 30% funding from other sources
- Budget to include professional fees for artists (in core criteria)
- Public presentation of the work in the city (in core criteria)
- **Grant Range:** 2,000 – 10,000 Euro

NEIGHBOURHOOD & VOLUNTARY

- To animate and support local arts activity in the city
- To contribute to enhancing / creating a sense of local identity
- Artistic relevance of the project to the specific area
- Connection and interaction of the arts activity to the neighbourhood
- Involvement of a professional artist/s in the project
- Reaching specific populations (e.g. young people, senior citizens, underserved populations)
- Ability to meet cultural diverse interests through inclusion
- The level of involvement of participating groups e.g. input into project design
- Ability to secure at least 30% funding from other sources
- **Grant Range:** 2,000 - 10,000 Euro

ASSESSMENT PROCESS

All applications must be submitted in hard copy (4 copies in total) no later than 5pm on Monday 10th November 2014. **No submissions later than this date and time will be accepted.** All applications will be date stamped and timed on receipt in the Arts Office. A formal acknowledgement of your application with a reference number will be issued within two 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:
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- Three 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 €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.

INSTRUCTIONS 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 (to become section 3)

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.2-3) 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.
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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 2015.

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

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 2014 may also be included in your application.

c. 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.

d. 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)

e. Please clearly indicate all artist fees. Dublin City Council is committed to the fair and equitable payment of artist and applications that do not honour this commitment will not be eligible

f. 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.
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a. Please provide accurate financial details. Include all projected sources of income/funding and indicate where they are as yet unconfirmed. Income and expenditure breakdown 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.

SECTION 4 - SUPPORTING DOCUMENTATION

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

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.
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**CHECK LIST FOR APPLICATION**

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<th>Application</th>
<th>Check</th>
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<tr>
<td>Contact details</td>
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<td>Category details</td>
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<td>Organisation Description</td>
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<td>Artistic Discipline</td>
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<td>Funding History</td>
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<td>Income &amp; Expenditure</td>
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<td>No of staff Employed</td>
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<td>Disability Policy</td>
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<td>Artistic Activities</td>
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<td>Artistic Development</td>
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<td>2015 Planned Work Programme</td>
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<td>Finance &amp; Governance Details</td>
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<td>Signature</td>
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**CHECKLIST FOR SUPPORT MATERIAL**

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<tr>
<td>Original Document</td>
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<td>4 Photocopies of application</td>
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<td>Support material (one copy only)</td>
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<td>EFT (if applicable)</td>
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<td>Tax Clearance Cert (if applicable)</td>
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Note: If you wish to have material returned please include an appropriately sized, stamped, addressed envelope in your application and indicate those items you wish returned.