

ARTIST IN THE COMMUNITY SCHEME

APPLICATION PACK 2017

The *Artist in the Community Scheme* has two main strands, or phases.

There is a separate pack and application form for each option:

Phase One

Research and Development Award - for artists, with mentoring support
Research and Development Award - for artists, without mentoring support

Phase Two

Project Realisation Award - for communities, for a short-term project (up to 6 months)
Project Realisation Award - for communities, for a longer-term project (up to 9 months)

This set of guidelines and Application Form relates to:

Phase Two - Project Realisation Award (Short Term)



create national development
agency for collaborative arts



*The Artist in the Community Scheme is managed by Create,
the national development agency for collaborative arts*

GUIDELINES FOR APPLICANTS

The *Project Realisation Award (Phase Two)* of the Artist in the Community Scheme is open to community organisations or groups that are planning a full-length arts project from 6 weeks up to 6 months; the maximum award is €5,000.

Any professional artist may approach a community group with a view to making an application for a *Project Realisation Award*. Equally, a community group may approach an artist.

All artforms can be considered for this scheme. This includes architecture, circus, dance, film, literature, music, opera, street arts and spectacle, theatre, traditional arts and visual arts. If you have a query about the suitability of your artform, or any other matter related to the scheme, please contact Create for clarification.

The Arts Council believes that cultural interaction enriches the arts in Ireland by offering opportunities for mutual sharing, questioning, learning, understanding and change. It recognises that Irish society is made up of different strands and identities, which are constantly shifting, and that the process of interaction involves change for all involved, not just for those from new or minority communities. The Arts Council understands the term cultural diversity, as it applies to the arts, to encompass inclusive arts programming and, most particularly, intercultural arts practice that involves artists and/or communities from a range of national, ethnic or cultural groups.

Please return the completed application to: Artist in the Community Scheme, Create, 2 Curved Street, Temple Bar, Dublin 2

Deadlines:

- Round 1 - Monday 27 March 2017
- Round 2 - Monday 26 June 2017

All applications are acknowledged. You can expect a decision on your application within one month of the deadline. Feedback on applications is available after the decisions are announced.

Criteria for Assessment:

- **Artistic merit** - the depth and quality of the proposed artistic process/engagement
- **Processes or methods to be used** - these should be collaborative participants should have a direct influence on the process and product, from start to finish
- **Artistic outcomes** - the process must result in an artistic project or event e.g. exhibition, performance, publication or otherwise
- **Community engagement** - the participants with whom the artist collaborates need to be clearly identified (community can be by location and/or interest)
- **Evaluation methods** – the ways in which the progress and outcomes of the project will be documented and assessed.
- Applications are welcomed for projects that reflect **cultural diversity** (as described in guidelines)

The Assessment Panel will also consider the following:

- Resource materials used
- Availability of appropriate facilities and management
- Evidence of additional funding from other sources
- Relationship with other organisations, support services and agencies and,
- Value for money.
- The Arts Council encourages applicants to raise a significant amount of the required finance from other sources, particularly from local sources. It does not want the Scheme to be the sole funding source

This is a competitive fund and the amount of money allocated to each phase is limited.

If you have a query about any aspect of the application, contact support@create-ireland.ie for clarification.

Assessment Process:

A pool of potential Assessment Panel members is agreed with the Arts Council in advance. It includes arts practitioners, managers, producers and development officers with appropriate community experience and local knowledge. The make up of the actual Assessment Panel varies according to the range of applications received, to ensure a balance of perspectives and expertise. A complete copy of each application is forwarded to panel members. The Assessment Panel meets to consider the applications and to shortlist and recommend award recipients.

This award will not fund:

- An existing project or programme of work
- Non-arts projects or programme of work
- Projects in receipt of Arts Council funding
- Non-collaborative work
- Projects where the lead artist is unpaid
- Capital development projects

Documentation and evaluation:

Projects supported under the Artist in the Community Scheme (Phase Two) must be documented throughout the life of the initiative. A minimum documentation package should contain a written report with a visual record of the main stages or elements. The Arts Council expects that projects will be further documented using media such as photographs, CD audiotapes, videotape, DVD or film.

A brief evaluation report must be submitted on completion of the project. It is important that this is an honest report, and where possible, includes the input of the artist(s), the participants and the management of the co-ordinating organisation or community group. The report should include a summary of the actual costs and income, signed by both the community group and by the professional artist.

Checklist for applications:

- All sections of the application form are completed
- The budget clearly indicates the amount sought
- All necessary supporting material is included
- An SAE is included to return support material
- The application is signed by both parties

Conditions applying to all Arts Council awards:

- All awards are offered subject to the availability of funds. Awards may be withheld or divided among applicants at the discretion of the Arts Council
- For individual awards, applicants must have been born in, or be resident in, the Republic of Ireland and be in possession of a valid PPS number. 'Residency' is based upon the definition used by the Revenue Commissioners.
- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work. See *A Guide to Acknowledging Arts Council Funding*, available on request from the Arts Council
- All correspondence should be with the applicant personally, unless otherwise agreed
- Successful applicants must report on the utilisation of their award and supply receipts where appropriate

Award recipients who provide a relevant service such as educational, research, training, cultural, recreational, leisure, social or physical activities to children must comply with the Children First Act, 2015, in accordance with national guidance. Please refer to Tusla, the Child and Family Agency at www.tusla.ie

Garda vetting of persons to undertake certain work, activities or services, including cultural activities (paid and unpaid), is mandatory under the National Vetting Bureau Act which commenced in April 2016. Create is registered with the National Vetting Bureau for the purpose of vetting in the arts and can facilitate AIC applicants. Please check our website for details or email vetting@create-ireland.ie

All applications are assessed in the context of:

- Quality of the idea presented
- Track record (or potential) of the applicant - evidence of having produced a body of artistic work of recognised quality and significance. For those individuals with less experience, assessors will look for demonstrated potential
- Feasibility of the entire proposal, including financial feasibility
- Available resources
- Specific criteria of the award for which you are applying

Eligibility to apply

The scheme is open to organisations and communities, and individual applicants who have the committed support of a community. There are exceptions possible where applications made by individuals based outside the Republic of Ireland may be deemed eligible, e.g. where the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

Your application will be considered ineligible and returned to you if:

- You do not fulfill the eligibility requirements
- Your application or supporting documentation was late
- You applied by sending an emailed or faxed application
- You did not fully complete the application form
- You did not include with your application all the required supporting material
- You sent your supporting material by email or fax (all supporting material must be submitted in hard copy)
- The proposed activity does not fit the purpose of the specific award for which you are applying
- The proposed activity is more suitable to another award funded by the Arts Council or operated by other state agencies, including the National Youth Council, Culture Ireland, the Irish Film Board, and the Crafts Council of Ireland
- The artform/arts practice that is the main focus of your application is not provided for by the award and application round to which you are applying
- The proposed activity has already taken place or will be completed before a decision is due to be made on your application
- The proposed activity is for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes
- The proposed activity focuses primarily on therapeutic outcomes (art therapy) as opposed to artistic outcomes that enhance health and well-being (arts + health)
- The proposed activity focuses primarily on community development outcomes as opposed to artistic outcomes that enhance access and participation in the arts
- The project outlined has already been assessed by the Arts Council - an exception will be made if the Arts Council has already advised you to redirect your application to this award scheme. Please bear in mind that such advice is not an indication of a successful outcome

APPLICATION GUIDELINES - PROJECT REALISATION AWARD

It is recommended that you work from a written project proposal in order to complete the application form. You can get advice on how to do this from Create.

SECTION 1 – The Applicant

This should be the participant community group or organisation and not the artist.

The artist's name should be included where requested.

Organisations planning projects for participants who are children, young people and/or vulnerable adults should be aware of Arts Council policy and guidelines in this area.

SECTION 2 – The Project

1. Aims/objectives of project

When writing the aims of the project, you should answer the question “what do you want this project to achieve?” It is important that you check that this fits the assessment criteria of the scheme. When setting objectives, ensure that they are specific, measurable, realistic, agreed and given a timeframe.

2. Project description

Give a clear description of the project that includes:

1. What the project is about and why it is being proposed
2. A description of the intended process of the project
3. A description of the participants - include **age group, gender** and **numbers**
4. The duration of the project and contact hours between the artist and the group
5. The intended outputs (e.g. exhibition of artworks, theatre performance, parade, book, video, film, concert, etc) and outcomes (benefits for the participants, audiences, broader community and other stakeholders)
6. Details of your publicity plan - avenues of publicity, target audience, etc. (Model press releases and leaflets are available as support material)
7. Monitoring and evaluation plans to check the project's activities, progress and performance towards the project's objectives, schedule, budget and quality

Note – Create provides an information + training session for successful applicants, led by an independent consultant, to explore how best to embed evaluation processes and tools, suitable to the specific context in which they are working.

SECTION 3 - Budget

The budget format separates artistic, administration and support costs. Please include all of the expected income and costs. The budget should be balanced i.e. the total income should equal the total costs.

1. Artistic costs:

- Artists Fees – professional fees (excluding travel/subsistence expenses)
- Materials – artistic materials for workshops and any artwork/event/performance
- Expenses – any other costs involved in employing the artist (e.g. travel)
- Other - please provide details or a description of these costs

2. Administration costs:

- Venue costs – e.g. rent, light + heat - approximate costs
- Communications - postage, phone credit, couriers, internet access
- Publicity - design, printing, advertising, PR (see 5 above)
- Insurance - for the group (public liability) and artist (general liability)
- Monitoring and evaluation costs, independent evaluator's costs, documentation

3. Support costs:

- Venue hire e.g. theatre or exhibition space
- Technical equipment – any specialised equipment to be hired (capital expenditure of any significance is not eligible)
- Transportation costs – for participants, artworks or equipment
- Other - please provide details or a description of these costs

4. Funding from the Artist in Community Scheme:

State the amount of the award sought (must not exceed the maximum)

5. Other sources of funding:

Indicate any funding you have received / applied for from other sources:

- Indicate if that funding has been confirmed and attach confirmation, if available
- Please indicate whether these contributions to funding are 'in-kind' or in cash

SECTION 4 – The Artist

1. Artist's statement

This section is to clarify the project from the artist's perspective. They should clearly describe the following:

- a) The artistic concept of the proposed project
- b) The consultation process that led to this proposal
- c) How the artist intends to work with the group
- d) What the outcomes of the project will be with particular reference to the artist's own professional development

2. Artist's CV

Include a brief (one-page) CV from the artist.

3. Supporting Materials

If the project is a visual arts project, in particular, you should supply support materials. Projects in other disciplines should also submit relevant support materials (one or two examples is sufficient).

Examples:

- Slides/images (on CD or DVD) of previous work
- References to similar initiatives and projects
- Detailed timescales and schedules
- Agreements with venues for exhibitions/performances
- Evidence of local support
- Draft manuscripts / scripts
- Videos / film treatments / recordings (on CD or DVD if possible)
- Catalogues / publications / reviews

If you submit support materials, please indicate if you want them returned. We regret we can not take responsibility for loss or damage.

SECTION 5 - Declaration

This must be signed both by a representative of the community group and by the artist.

Where there is more than one artist involved, one (nominee) signature will suffice.

APPLICATION FORM

This form should be typed or handwritten clearly in block letters using black ink.

SECTION 1

Name of organisation / community group:	
Address:	
Telephone:	
Email address:	
Contact person:	
Organisation's main activities: (not more than 25 words)	
Will the project involve working with children, and/or vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Title of arts project:	
Amount sought:	
Artform(s) of project:	
Name of artist(s):	
Artist's address:	
Telephone:	
Email address:	

For the purposes of monitoring please indicate if Create provided advice to either the community or the artist regarding this application/proposal:

- YES, we sought and received support from Create
- NO, we did not seek or did not receive support from Create
- If YES, how was Create's advice received?
- By phone
- By e-mail
- In person
- At an event

SECTION 2

1. Project aims and objectives

(Do not exceed 50 words)

2. Description of the project

(Do not exceed 150 words)

3. Project participants

Describe in brief the participants involved in the proposal. Please include the age group, gender and number of participants involved.

4. Duration of the project

Please estimate the amount of time to be spent on planning, on delivering the project and the number of hours of contact between the artist and the participants.

Planning:	From	to
Length of project:	From	to
Contact hours (artist / participants)		

5. Anticipated outcomes and outputs of the project

6. Publicity

How do you intend to publicise the project?

- Posters
- Press releases
- Internet/E-mail
- Social Media
- Leaflets
- Mail shots
- Other (please describe)

7. Monitoring and evaluation

Please describe how you intend to monitor the progress of the project.

Please describe the methods you intend to use for evaluating the project.

SECTION 3**BUDGET**

Please refer to the guidance notes for help completing this section.

Item	Amount	Notes
1. Artistic costs	€	
Artist(s) Fees		
Materials		
Travel/Subsistence		
Other expenses		
Sub-total 1:		
2. Administrative costs		
Administration costs		
Postage and stationery		
Publicity and PR		
Insurance (Public / Employers)		
Monitoring and evaluation		
Other		
Sub-total 2:		
3. Support costs		
Venue hire		
Technical equipment/transport		
Other		
Sub-total 3:		
TOTAL EXPENSES (=1+2+3)		
4. Award sought from Artist in Community Scheme *		
5. Other sources of income (please list)		<i>Indicate if in-kind/cash and if confirmed/unconfirmed</i>
TOTAL INCOME (=4+5)		

* The amount sought must not exceed the maximum award. Applications for greater sums will not be considered.

SECTION 4

1. Artist's statement

This section is to be completed by the artist(s) who will be working on the project.

Describe the artistic concept of the project

Describe the consultation process that led to this proposal

Describe how you intend to work with the group

Outline what you envisage the impact of this project will be with reference to your own artistic development

2. Artist's CV

Please attach a brief CV.

3. Supporting documentation

If the project is a visual arts project, in particular, you should supply support materials. Projects in other disciplines should also submit relevant support materials. Please refer to the guidance notes.

SECTION 5

Declaration

We have read the award conditions and guidelines and agree to be bound by them.

We certify that the information in this application is correct to the best of our knowledge.

1. Community/ Group:

Name	
Position	

Signed Date:

2. Artist(s)

Name	

Signed Date:
