

# ARTIST IN THE COMMUNITY SCHEME

## APPLICATION PACK 2018 (ROUND 2)

This scheme has two main strands, each with separate guidelines and application form

***Strand One –R&D Award (for Artists)***

*Research & Development Award*

*Research & Development Award, with mentoring support - including an enhanced award opportunity for an artist from a minority ethnic background*

***Strand Two - Project Realisation Award (for Communities)***

*Project Realisation Award - short-term project (up to 6 months)*

*Project Realisation Award - longer-term project (up to 9 months)*

This set of Guidelines and Application Form relates to:

## Strand Two

**Project Realisation Award (Short Term)**  
**Project Realisation Award (Longer Term Project)**



**create** national development  
agency for collaborative arts



*The Artist in the Community Scheme is funded by the Arts Council and managed by Create*

## GUIDELINES FOR APPLICANTS

The Artist in the Community Scheme *Project Realisation Award* is open to communities of interest and/or location (organisations / groups) to undertake an arts project in a community and/or social context (e.g. arts and community, older people, prisons, health, cultural diversity, etc.).

- **Short Term Projects:** 6 weeks up to 6 months - maximum award €5,000
- **Longer Term Projects:** 6 months up to 9 months - maximum award €10,000

**Any professional artist may approach a community with a view to making an application for a *Project Realisation Award*. Equally, a community group may approach an artist. However, the project should be a community-led initiative and it is the community that makes the application to the scheme.**

It is essential that there is significant contact between the community and the artist with which it intends working. The community must show support for the initiative and both the artist and a representative of the community group must sign the application form.

All artform areas are eligible for the AIC scheme - architecture, circus, dance, film, literature, music, opera, street arts + spectacle, theatre, traditional arts and visual arts.

All Arts Council awards are informed by the Council's ten-year strategy (2016–2025). [Making Great Art Work: Leading the Development of the Arts in Ireland](#)

The Arts Council's approach to the arts and cultural diversity is outlined in [Cultural Diversity and the Arts](#)

**Deadline: You must submit your completed form along with all supporting material using [WeTransfer](#) to [apply@create-ireland.ie](mailto:apply@create-ireland.ie) by 5pm on Monday 25 June 2018**

This is a competitive scheme and the funding allocated to each strand is limited.

Please note: You can expect to be notified (by email) of a decision on your application within six weeks of the deadline. Feedback on applications is available for 2 weeks following notification of the panel's decision.

If you have a query related to the AIC scheme, please contact Create for clarification at [support@create-ireland.ie](mailto:support@create-ireland.ie) or (01) 4736600

## **Criteria for Assessment:**

In addition to the standard conditions applying to all Arts Council awards (see page 4), an application for an AIC *Project Realisation Award* must demonstrate:

- **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
- **Longer term projects** – these are expected to be ambitious, innovative and visionary in concept and execution.
- Applications are welcomed for projects that reflect **cultural diversity** (as described in guidelines)

### ***The Assessment Panel will also consider the proposal's feasibility:***

- Availability of appropriate facilities and management
- Evidence of additional funding from other sources, including in-kind support
- Relationship with other organisations, support services and agencies
- Value for money considerations and overall costs

Applicants are encouraged to source funding from other partners/avenues.

### **Assessment Process:**

A pool of potential panel members is agreed with the Arts Council in advance. This includes arts practitioners, arts managers and producers, and arts development officers with appropriate experience and local and social/community knowledge. The make-up of the Assessment Panel varies according to the type and range of applications, to ensure appropriate balance and expertise. The panel meeting is chaired by an Arts Council board member, who does not vote or otherwise seek to influence decisions.

A copy of each application is forwarded to panel members. The Assessment Panel meets to consider the applications and make funding decisions.

#### **1. Declaration of interest**

In order to ensure fairness and equity in decision-making, panel members are required to declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert a Create staff member or the panel chair as soon as they become aware that a conflict may exist.

***The AIC Project Realisation Award will not fund:***

- An existing project or programme of work
- Non-arts projects or programmes of work
- Projects already in receipt of other Arts Council funding
- Non-collaborative work
- Projects where the lead artist is not paid for their involvement
- Capital development projects and capital items
- Projects where young people/children are the main target group

***Documentation and evaluation:***

Projects realised under the AIC Scheme must be documented throughout the project and a written report with a visual record of the main stages or elements should be produced.

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

### **Conditions applying to all Arts Council awards:**

- All awards are offered subject to the availability of funds.
- 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](http://www.tusla.ie)

If your proposal involves working with Vulnerable Persons, you must provide a copy of the host community's Safeguarding Plan. Please see Safeguarding Vulnerable Persons at Risk of Abuse National Policy & Procedure on [www.hse.ie](http://www.hse.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](mailto:vetting@create-ireland.ie)

### **All applications are assessed on the basis 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 and in the context of:
  1. Available resources
  2. 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. To be eligible to apply applicants must be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the applicant would need to satisfy the Arts Council in the application of how the outcomes would benefit the arts in the Republic of Ireland.

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals or groups within culturally diverse communities and from people with disabilities.

Undergraduate and postgraduate students are not eligible for Research & Development Awards. A postgraduate student may apply for a Project Realisation Award. On the Application Form the applicant must provide the name of the course and outline how / if the proposed project relates to their course.

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

- You do not fulfil the eligibility requirements
- Your application or supporting documentation was late
- You submitted your application by email
- You did not fully complete the application form
- You did not include with your application all the required supporting material
- You submitted your supporting material by email or in hard copy (other than specified exceptions listed in the funding guidelines)
- 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 Culture Ireland, Irish Film Board, Design & Crafts Council of Ireland and the Irish Youth Council
- 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 and health)
- The project outlined has already been assessed by the Arts Council. An exception will be made if the Council has advised you to redirect your application to the Artist in the Community Scheme. Please bear in mind that such advice is not an indication of a successful outcome.
- The project outlined has already been assessed by the Artist in the Community Scheme. An exception will be made if Create has advised you to reapply to this award. Please bear in mind that such advice is not an indication of a successful outcome.

## **Scoring Process**

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.

- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

## **Appeals**

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or a deviation from the published procedures. The applicant makes a written appeal to the Arts Council, clearly stating the grounds for the appeal, and following the process outlined on its website at <http://www.artscouncil.ie/Funding/Appeals-process/>

## **Data Protection**

### **Privacy Statement**

Privacy and data protection rights are important to Create and we are committed to safeguarding the privacy rights of all our service users. Create is committed to protecting the privacy of individuals in relation to the processing of personal data that we may collect, access, use and/or disclose. Any personal information that is volunteered to, or sought by, Create will be treated with the highest standards of security and confidentiality, in accordance with data protection law and regulation and at all times following best practice management approaches.

### **Data Management**

Create may seek, collect and process personal information as part of its management of the AIC scheme. This information is sought and collected through the application forms used for the scheme.

As well as a commitment to clear operating policies and transparent decision-making processes in regard to applications, Create acknowledges its responsibility to safeguard any personal information gathered.

Information may be made available to the Arts Council, on request, and internally to other Create officers as circumstances dictate. Personal information will not be disclosed to any third party, without consent, except where it is necessary to comply with statutory requirements or where an organisation is acting on behalf of Create, with its consent. Where data is stored beyond the period of its original purpose, all personal information will be anonymised.

Individuals and organisations making applications to Create must agree to opt into other communications and mailing lists before their contact details can be processed and used for those purposes.

## APPLICATION GUIDELINES - PROJECT REALISATION AWARD

### **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.

Please indicate if the project is short term or longer term.

### **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
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

### **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:**

- 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. Production 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 available)

## **5. Other sources of funding:**

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

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

## **SECTION 4 – The Artist**

### **1. Artist's statement**

This section is to clarify the project from the artist's perspective. The artist 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 CV from the artist (maximum of 2-3 pages).

### **3. Post graduate students**

If you are a post graduate student, please name the post postgraduate course and outline how or if the project relates to your course.

## 4. Supporting Materials

All applications *must* include the artist's CV (3-4 pages). If applicable, the CVs of other key artists/ arts partner/s can be included.

Examples of previous work - max 10 images or 3 texts/ video / audio (up to 5 min or 1GB in the following formats .doc, .jpg, .wav, .mp3, .mp4, .pdf. These can include slides/images, references to similar initiatives and projects, draft manuscripts / scripts, videos / film / recordings, catalogues / publications / reviews.

*Optional* support material can include detailed timescales and schedules; agreements with venues for exhibitions/performances; evidence of local support; other materials relevant to the application.

## SECTION 5 - Declaration

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

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

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### Checklist for applications:

- All sections of the application form are completed
- The budget clearly indicates the amount sought
- Artist CV
- All necessary supporting material is included
- The application is signed by all required parties
- The application is sent to Create by We Transfer

### How to use WeTransfer

- Go to [www.wetransfer.com](http://www.wetransfer.com)
- Select 'Take me to Free'
- Enter recipient email address: [apply@create-ireland.ie](mailto:apply@create-ireland.ie)
- Enter your own email address
- Add the files you wish to send
- Add the message - **AIC application** (and your name)
- Click 'Transfer'
- You will get an email from WeTransfer to confirm the files have been sent and another email when the files are downloaded by Create
- The upload limit for WeTransfer is 2GB. You can only submit one We Transfer and it must include the application form and all your support materials

## APPLICATION FORM

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

### SECTION 1

Please indicate which award you are applying for

- **Project Realisation Short Term**
- **Project Realisation Longer Term**

<b>Name of organisation / community group</b>	
Address	
Telephone	
Email address	
Contact person	
Organisation's main activities (max 25 words)	
<b>Title of arts project</b>	
Amount sought from AIC Scheme	
Artform(s) of project	
<b>Name of artist(s)</b>	
Artist's address	
Telephone	
Email address	
Website/Social media handles	

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    | <input type="checkbox"/> |
| By e-mail   | <input type="checkbox"/> |
| In person   | <input type="checkbox"/> |
| At an event | <input type="checkbox"/> |

## **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**

Description of participants involved in the proposal.

#### 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 (date)	to (date)
Length of project:	From (date)	to (date)
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 to evaluate the project.

**SECTION 3****BUDGET**

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

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

\* 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***

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**2. Artist's CV**

Please attach a brief CV.

**3. Post graduate students**

Course title	
Outline if / how the project relates to your course	

**4. Supporting documentation**

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	
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Signed ..... Date:

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Please note that, unless you indicate otherwise, basic information you provide may appear in a database maintained by Create to inform our affiliates and associates about our activities and services. This includes information distributed via our eBulletin and by email intended to help us to network, organise events and support and promote collaboration and participation in the arts. If you do agree, you will always have the option to unsubscribe at any time.

I agree to allow Create to store my or my group's/organisation's contact details on a database held for these purposes.

**Yes / No**