

# ARTIST IN THE COMMUNITY SCHEME

## APPLICATION PACK 2018

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 One

**Research & Development Award, without mentoring  
Research & Development Award, with mentoring  
Research & Development Award, with mentoring for  
an artist from a minority ethnic background**



**create** national development  
agency for collaborative arts



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

## GUIDELINES FOR APPLICANTS

The *Research & Development Award (Strand One)* was introduced to the Artist in the Community Scheme to provide the opportunity for artists to explore, test out ideas, or undertake the preliminary development of a project in a community and/or social context (e.g. arts and community, older people, prisons, health, cultural diversity etc).

Artists from all cultural backgrounds, that are living and working in Ireland, are invited to apply for all Artist in the Community Scheme and other Arts Council awards. In 2018 we have also introduced an R&D Award with Mentoring specifically for an artist from a minority ethnic background. **This award offers additional funding and a slightly longer timeframe.**

### Amount and timeframe

- **Research & Development without mentoring Awards** - maximum award €1,000. The time frame should be no longer than 3 months
- **Research & Development Awards, with mentoring** - maximum award €1,500 of which €500 is specifically to engage a mentor for the artist. The time frame should be no longer than 3 months
- **Research & Development Award, with mentoring for an artist from a minority ethnic background** - maximum award €2,750 of which €500 is specifically to engage a mentor. The time frame should be no longer than 4 months

**Any professional artist may approach a community group with a view to making an application for a *Research & Development Award*. Equally, a community group may approach an artist. However, the *Research & Development* should be led by the artist and it is the artist that makes the application.**

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](#)

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

### Deadlines:

(Round 1) **Monday 26 March 2018**

(Round 2) **Monday 25 June 2018**

**Please note:**

- This is a highly competitive scheme and funding is limited
- A *Research & Development Award* does not guarantee success in any subsequent application for a *Project Realisation Award*.
- While there is one R&D with Mentoring Award ringfenced for an artist from a minority ethnic background in each round, all applications for this award will also be considered for the regular Research & Development Award, with mentoring.

**Timeframe for communication of decisions**

You will be notified 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 a *Research & Development Award* must demonstrate:

- The **research aims** of the proposal
- The **artistic merit** of the proposal
- The **processes or methods** to be used
- The **outcomes** anticipated
- The **context** in which the artist is working
- The **development** of the **artist**

**Supporting Materials**

All application *must* include:

- Artist CV (each CV should be a maximum of 3-4 pages)  
Examples of previous work ie slides/images of previous work, references to similar initiatives and projects, draft manuscripts / scripts, videos / film treatments / recordings, catalogues / publications / reviews
- CV/ biography of Mentor

*Optional* support material:

- Detailed timescales and schedules
- Agreements with venues
- Evidence of local support
- Other material relevant to application

*Please indicate if you want support material returned. We regret we cannot take responsibility for loss or damage.*

### **Criteria for Assessment of Mentoring:**

An application that includes mentoring must demonstrate

- An understanding of mentoring
- Identified mentoring needs
- Agreed schedule of meetings with proposed mentor
- A letter of agreement from the mentor, who must be a professional artist
- Agreement that the mentor will be paid €500 by the artist
- The mentor co-signs the application
- The mentor is independent from the project

### **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.

### **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 Research & Development 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 to children, such as educational, research, training, cultural, recreational, leisure, social or physical activities 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
  - I. Available resources
  - II. 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 explicitly outline within the application how the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

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.

### ***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 or fax
- 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, fax 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, 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 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. Data is held in manual files and summary details are transferred to computer. Files and records are the responsibility of the relevant officer and access to data is restricted to those officers.

Information requested by the Arts Council may be made available to them, and internally to other Create officers, as circumstances dictate. Personal information shall not be disclosed to any external 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 this purpose.

***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
- CV/ biography of Mentor
- A letter of agreement from the mentor
- The application is signed by all required parties

## APPLICATION FORM

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

### SECTION 1

Please indicate the award you are applying for (tick one box)

- Research & Development Award - for artists, without mentoring support**   
**Research & Development Award - for artists, with mentoring support**   
**Research & Development Award, with mentoring for an artist from a minority ethnic background**

<b>Name of Artist:</b>	
Address:	
Telephone:	
Email:	
Website/Social media handles	
Name of Community / Group(s):	
Location of project (local authority area):	
Artform(s) of project:	

**SECTION 2**

- a) Outline your reasons for applying for this award. Indicate the aims and objectives of the research and the methods you will use.

- b) Description of participants involved in the proposal.

- c) What do you anticipate will be the outcome of this phase of work?

- d) Duration of the research

- Start date: \_\_\_\_\_
- End date: \_\_\_\_\_

- e) *Research & Development Award, with Mentoring.* Indicate your mentoring needs and how you will work with the mentor during the research and to develop your skills practice.

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- f) **2018 Research & Development Award with mentoring for an artist from a minority ethnic background.** Indicate why you feel you would benefit from the additional funding and timeframe that this award offers.

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### SECTION 3

<b>BUDGET</b>		
<i>Item</i>	<i>Amount (in €)</i>	<i>Notes</i>
Artist(s) Fees		
Mentor Fee		
Materials		
Travel		
Expenses		
Other		
<b>Total costs</b>		

**SECTION 4**

**Artist's CV**

Please attach:

- 1. Applicant artist CV
- 2. CV/ biography of Mentor

**Supporting Materials**

See Guidelines

**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. Artist**

Name	
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Signed ..... Date:

**2. Mentor (required for awards with mentoring only)**

Name	
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Signed ..... Date:

Please note that, unless you indicate otherwise, basic information you provide may appear in a database maintained by Create to inform affiliates and associates about our activities and services. This includes information distributed via our eBulletin and by email that is 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

