



**Comhairle Cathrach
na Gaillimhe**
Galway City Council

Galway City Council Arts Grant

Professional Strand

2024 Application Guidelines

- This document is a guide to enable you to plan and draft your application form answers.
- Submit your final application form by answering the questions in the online form and by uploading the required documents.
- **Please submit your online application by 4pm on 22nd January 2024.**

Before starting your application:

- Please read the guidelines below thoroughly.
- The application form is an online process.
- Please read Galway City Council's *New Directions: Strategic Plan for the Arts 2021-2026* which can be found [here](#).

1. ARTS GRANT SCHEME OVERVIEW:

In accordance with the Arts Act 2003, Galway City Council invites applications for funding towards projects and programmes in the city which match the following objectives:

- Stimulating public interest in the Arts,
- Promoting knowledge, appreciation and practice of the arts, or
- Improving standards in the arts within its functional area.

Galway City Council is committed to supporting a sustainable, healthy and diverse arts landscape in Galway City. The Arts Grant Fund for 2024 is €400,000 in total and is divided into two strands 1) a Professional Strand and 2) a Community, Voluntary & Amateur Strand. The Galway City Council Arts Grant: Professional Strand is for professional arts organisations in Galway City to support activities that deliver your mission in line with Galway City Council's ["New Directions: Strategic Plan for the Arts 2021-2026"](#). For funding schemes for Community, Voluntary & Amateur organisations please refer to our [website](#) to apply for the appropriate grant.

Timeline: Closing date for applications is 4pm on Monday 22nd January 2024. Grants disbursed under Arts Grants Professional Strand are for activity in 2024.

How to apply: Apply online at [GalwayCity - Galway City Arts Office](#)

What is the purpose of the Arts Grant?

The Arts Grant is intended to support professional arts activity delivered by relevant organisations in line with Galway City Council's [*New Directions: Strategic Plan for the Arts 2021-2026*](#).

Key priorities are:

- The delivery of excellent arts projects, events, activities or services
- Programming that strengthens arts opportunities and participation
- Excellent standards in governance, monitoring and evaluation, and management in the arts
- Diversity of Galway City reflected in the work
- Strengthen the use of the Irish language
- Environmentally Aware - Arts organisations aiming to both reduce carbon footprint and negative impacts

Who is eligible for the Arts Grant: Professional Strand?

- Not for profit Arts Organisations
- Organisations, including companies limited by guarantee (CLG), designated activity companies (DAC) and partnerships
- Organisations with good governance practices
- High-quality ambitious programming and projects
- Organisations based in Galway City and operating in the city
- Work in creative art forms including music, film, theatre, dance, circus/street arts, visual arts, multi-media, combined arts, literature, architecture, traditional arts, interdisciplinary practices and other artforms
- Organisations that engage with broad and diverse audiences
- Organisations in receipt of Arts Council funding

- Organisations who employ at least one waged employee (full- or part-time)
- Organisations who show a commitment to dignity and respect in the arts workplace

Who is not eligible for the Arts Grant – Professional Strand?

- Businesses and privately run for-profit organisations
- Individual artists/creative practitioners or Community, Voluntary & Amateur organisations. Funding schemes for individual artists/creative practitioners will be available in early 2024. Funding schemes for Community, Voluntary & Amateur organisations runs parallel to this scheme. Please refer to our [website](#) to apply for the appropriate grant
- Organisations who we have previously funded who have not met the required standard of reporting, evaluation and submission of financial materials
- Applicants who submit an incomplete application or neglect to include references to *New Directions Strategic Plan for the Arts 2021 -2026* in their application. Please click [here](#) to access the strategy and can also be accessed on the Galway City Council Website.

What is supported through the Arts Grant – Professional Strand?

- Projects & programming
- Overheads/administrative costs appropriate and in proportion to the activities proposed, including planning and preparation costs. (Organisations in receipt of strategic funding from the Arts Council will not be eligible for these costs)

What will not be funded as part of an award through the Arts Grant?

- Touring outside of Galway City
- Alcohol - including when served as part of launches or events
- Activities for costs that do not fit the purpose of the Award
- Proposals which do not have a cultural or creative objective, for example, sport, tourism, general recreation
- Capital expenditure e.g., acquiring, maintaining or improving physical assets such as land or property, the purchase or upgrade of equipment or computer hardware
- Academic activities that do not form part of the development of a professional arts practice
- Prizes, third party grants, loans, debts, or charity fundraising events including raffles or activities that involve gambling

Public Money: Applicants are reminded that public money must be spent with clarity, governance, value for money and fairness in mind, as set out by the Department of Public Expenditure and Reform. Further details can be found [here](#). Where applicants are in receipt of grants from other publicly funded agencies/organisations, grantees are required to provide, as a condition of funding, a declaration that there will be no duplication of funding for the same activity/project. Financial records returned to the council must be rigorous and may be audited.

Health and Safety: All applications must adhere to relevant Health and Safety Regulations.

What supporting material is required to make an application?

For your application to be assessed it must include the appropriate supporting material:-

- Evidence of any additional financial support you are in receipt of or expect to receive
- If your proposal involves working with children and young people under the age of 18 you must submit your Child-Protection policies and procedures. See www.tusla.ie for more information
- If your proposal involves working with vulnerable adults, you must confirm that you adhere to the “National Policy and Procedures on Safeguarding Vulnerable Persons” at risk of Abuse. Found [here](#).
- If your proposal involves working with animals, you must provide a copy of your Animal Welfare Protection Policies and Procedures.

All appropriate supporting material must be submitted with your application as late submissions cannot be accepted.

Additional guidelines

- Canvassing of any kind will disqualify the applicant
- Remember that several people will be involved in decision-making so ensure your application is clear, concise and unambiguous
- Do not assume the assessment panel knows you or your organisation's work
- Remember your application is assessed based on all information supplied within a competitive context

- Have a clear and realistic idea of what you need
- Provide a project timeline
- Ensure that you enclose all requested documentation

Funding is limited and the process is competitive, therefore not all applicants can be successful, and successful grantees may be awarded less than the requested amount. Funding will be awarded only where applications meet the criteria set down by Galway City Council. Please note that the City Council reserves its right to add to or reduce the value of an award it may make, and to withhold an award. The decision of Galway City Council on grants is final.

2. ASSESSMENT OF APPLICATIONS

Your application for the Arts Grant 2024 must be submitted online no later than 4pm on day 22nd January 2024. Late submissions will not be accepted. A formal acknowledgement of your application will be issued within one week of the deadline. It is your responsibility to contact the Arts Office at arts@galwaycity.ie if you do not receive a reply within this timeframe.

Your application will initially be processed by members of the Arts Office Administrative Team. Applications that clearly fall outside of the eligibility criteria may be eliminated at this point.

All applications are then considered by the Arts Grants Assessment Panel reporting to the Galway City Arts Officer. Independent assessors (with experience and expertise in assessing arts grants) will participate, review and make recommendations on all eligible applications. Recommendations will then go before a Galway City Council Meeting for approval by the elected members.

Arts Grants may be withheld at the City Council's discretion. All Arts Grants are offered subject to the availability of funds.

3. CRITERIA

Applications are assessed, scored and weighted using the following assessment criteria.

A	Artistic Quality and Organisational Capacity	40%
B	Alignment to "New Directions" and delivery on key priorities. Equality, Diversity, Inclusion.	30%
C	Engagement, Audiences & Promoting the Arts	30%

A. Artistic Quality and Organisational Capacity – 40%

- The ambition and strength of ideas
- The degree of innovation and risk-taking including artist selection
- Opportunities for artists and/or arts professionals to develop their practice and/or to create or to be engaged in high-quality work
- The applicant's efforts to build the professional capacity of the sector
- The track record of the organisation
- Evidence of continued artistic growth and development

- Good governance practices and an excellent standard of management in the arts
- Your approach to ensuring fair pay and conditions for artists
- Your approach to fundraising and generating income from other sources

B. “New Directions” – 30%

How well your application connects with the values, aims and objectives outlined in “New Directions Strategic Plan for the Arts 2021 -2026” which can be found [here](#). This includes how your proposal aligns with key priorities such as:

- Delivery of excellent artwork, events and services to who may experience additional barriers to participating in the arts
- Programming that strengthens arts opportunities and participation
- Equality, Diversity and inclusion - How your work aspires to be inclusive of people and communities affected by marginalisation. Arts Council Ireland: Equality, Diversity and Inclusion Policy, and Procedures: <https://www.artscouncil.ie/Equality-Diversity-Inclusion/>
- Irish Language - The promotion of Irish language arts, strengthening the use of the Irish language, commissioning and presentation of existing and new work in the Irish language, visibility of the Irish Language as a spoken language across artforms
- Environmental Awareness – How as arts organisations we support efforts to reduce carbon footprint and environmental impacts

C. Engagement, Audiences & Promoting the Arts – 30%

In the context of assessing applications for funding, the term 'Engagement' to mean the quality of interaction that your organisation has with the individuals and communities it works with. Your application will be evaluated based on:

- Your track record in engagement
- Your planned actions and measurable outcomes to deliver engagement
- How you share work with marginalised communities, neighbourhoods and districts across the city
- Your proposed marketing plan
- How you engage with residents and visitors to Galway City

4. SUBMITTING YOUR APPLICATION

All applications must be submitted online. Ensure that all requested documentation is submitted and please not the facility for adding optional supporting material. Please note that the maximum attachment size on our server is 10mb. Additional information cannot be accepted after the closing date. Applicants should aim to submit their application early to allow for time to make any amendments or clarifications.

Applications are submitted on the online form. The applicant is entirely responsible for their username and password as Galway City Council will not have access to these. We recommend that you carefully save these as soon as you initiate the process. You can save your form as you work through it online.

If you require assistance with your application, contact arts@galwaycity.ie as soon as possible. If you have a disability which means you have difficulty using or accessing

our Online Services, please contact us via email at arts@galwaycity.ie and we would be happy to assist.

Checklist application material

	Fully completed application form with specific reference to “New Directions Strategic Plan for the Arts 21-26”
	Supporting documentation including photos and video links where relevant. Letters of support are required where partnerships, communities or other supports etc. are listed.
	State the amount requested from Galway City Council
	Financial Information
	Copy of valid Tax Clearance Number

Your application will be invalid if you do not –

- Submit a fully completed application form online
- Submit all requested documentation with your application form online.
- Make specific reference to “New Directions Strategic Plan for the Arts 2021 – 2026”
-  Submit your application by the deadline of 4 pm 22 January 2024

5. CONDITIONS FOR SUCCESSFUL APPLICANTS

- The funding offered must only be used for the purposes specified in your application
-  The funding must be spent before 1st November 2024.
- If the event or project is altered, postponed or cancelled – in whole or in part – the Arts Office must be contacted as soon as is practicable in order to discuss the matter

- All financial information, reporting, images, proof of acknowledgment, report Form B and evaluation for your 2024 fund must be submitted within a month of programme delivery or at latest by 1st November 2024 with the exceptions only for festivals programmed to take place in November.
- Late or incomplete submissions may not be accommodated, and remaining funding may be withheld. The recipients must follow the procedure, as confirmed in writing to them, regarding drawing down the grant. A grant may be withheld if the above is not adhered to
- Galway City Council must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event in line with our Acknowledgement Guidelines available on our website
- You must provide clear and rigorous financial information and the organisation must operate with clarity, governance, value for money and fairness at the core of its financial practices. Galway City Council may request to carry out an audit of expenditure or conduct inspections if required to verify compliance with grant awarded. Applicants must be prepared to furnish further particulars or information to Galway City County Council if requested
- Where applicants are in receipt of grants from other publicly funded agencies/organisations, grantees are required to provide, as a condition of funding, a declaration that there will be no duplication of funding for the same activity/project

- Should you be successful in securing funding for the same proposal from more than one of the available Galway City Council funding streams, you will be eligible to hold only one of those awards
- You must ensure that all necessary statutory permissions or consents have been obtained before any marketing activity commences. This includes ensuring consents relating to GDPR (General Data Protection Regulation) and IP (Intellectual Property) permissions have been sought and checked in relation to use of images for marketing purposes

6. FREEDOM OF INFORMATION

You are welcome to ask for feedback if your application does not qualify for funding. Information provided to Galway City Council may be disclosed in response to a request made under the Freedom of Information Act 2014. Applicants are requested to consider if any of the information supplied should not be disclosed because of its sensitivity. If this is the case, candidates should, when providing the information, identify same and specify the reasons for its sensitivity. If such information is not identified as sensitive and Galway City Council upon consideration does not deem it sensitive, then such information is liable to be released in response to a Freedom of Information request without further consultation with the applicants. Galway City Council will consult with any candidates about sensitive information before deciding on any Freedom of Information Act request received.

Details of successful applicants will be published on our website and social media channels. To familiarise yourself with the provisions of the Act, see www.foi.gov.ie

7. DATA PROTECTION

All personal information received will be held in line with our Data Protection Policy.

You can find our privacy notice [here](#).

8. ENQUIRIES

Email: arts@galwaycity.ie with subject line “Arts Grants 2024 Enquiry”. The cut off date for receipt of queries is 12pm 18th January 2024