



**Comhairle Cathrach
na Gaillimhe**
Galway City Council

Galway City Council Arts Grant

Community, Voluntary and Amateur Strand

2024 Application Guidelines

- This document is a guide to enable you to plan and draft application form answers.
- Submit your final application form by answering these questions in the online form and uploading the required documents

- **Please submit your online application by 22nd January at 4pm**

Before starting your application

Before completing this application form, please review 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 - Professional Strand and a Community, Voluntary & Amateur Strand. The Galway City Council Arts Grant – Community, Voluntary and Amateur Strand is for arts organisations in Galway City to support the 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 professional organisations please refer to our website to apply for the appropriate grant. CVA Grant funding typically ranges between €300 - €3000.

Timeline: Closing date for applications 22nd January 2024. Grants Under the Arts Grants Community, Voluntary & Amateur Strand are for projects that take place in 2024, and closing date of this scheme will be 1st November 2024.

What is the purpose of Arts Grant?

The Arts Grant is intended to support activities that organisations undertake that are in line with Galway City Council's "[New Directions: Strategic Plan for the Arts 2021-2026](#)".

Key priorities:

- The delivery of excellent artwork and/or events activities and 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 we support.
- 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 - Community, Voluntary & Amateur Strand?

- 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.
- Projects that 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 who engage with broad and diverse audiences,

- Organisations who show a commitment to dignity in the arts workplace and the elimination of bully and harassment practices.

Who is not eligible for the Arts Grant – Community, Voluntary and Amateur Strand?

- Businesses and privately run for-profit organisations.
- Individual artists /creative practitioners or professional organisations. Funding schemes for individual artists/creative practitioners will be available in early 2024. Funding schemes for professional organisations runs concurrently with this award. Please refer to our website to apply for the appropriate grant.
- Organisations who we have previously funded who failed to demonstrate a standard of adequate reporting, evaluation and 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 plan. It can also be accessed on the Galway City Council Website.

What will be supported through The Arts Grant?

- Projects & programming
- Overhead/administrative costs that are 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 through the Arts Grant?

- Costs associated with touring outside of Galway City.
- Alcohol - including alcohol 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.
- Third party grants, loans or charity fundraising events including raffles or any 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 as necessary.

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 people 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 funding requirements.
- Provide a project timeline.
- Ensure that you enclose all requested documentation.

Funding is limited and the process is competitive, therefore all applicants may not be successful, nor may the requested amount be awarded. Grant assistance 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 at its discretion. 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 Monday 22 January. Late submissions cannot be accepted. A formal acknowledgement of your application with a reference number will be issued within two weeks of the deadline. It is your responsibility to contact the Arts Office at arts@galwaycity.ie if you do not receive this communication within that time.

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

All applications will be considered by the Arts Office Assessment Panel reporting to the 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 in early 2024. 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	Reference to "New Directions" and delivery on key priorities	30%
C	Engagement, Audiences & Promoting the Arts	30%

A. Artistic Quality and Organisational capacity

- The ambition and strength of ideas underpinning the application.
- The degree of innovation and risk-taking in programming, curatorship and artist selection.
- Excellent 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”

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
- 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

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. There is also an opportunity to submit additional 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.

Please apply at www.galwaycity.ie/artsgrant2024. Once you have done this you can access the application form and submit your supporting material. 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 of materials required for an application:

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

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 4pm Monday 22nd 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 – it is imperative that the applicant contact the Arts Office.
- All financial information, reporting, images, proof of acknowledgment, report Form B and evaluation for your 2024 fund must be submitted within a month of project finish.
- 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, applicants will sign 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 period for receipt of enquiries will be 12pm Thursday 18th January.