



Comhairle Cathrach na Gaillimhe  
Galway City Council

# Funding Scheme Guidelines

**ARTS GRANT SCHEME SPECIFIC GUIDELINES**

**(1) Galway City Council Arts Office invites applications for the Arts Grant Scheme 2022 which will provide funding for arts organisations and arts groups for their projects and programmes.**

In order to be considered for funding the organisation or group:

- Must operate primarily as an arts organisation
- May be amateur/voluntary or professional
- Must operate on a not-for-profit basis
- Must be based in Galway City or operate substantially within the City

Programmes and projects grant aided are in the practice of contemporary creative art. Art forms and projects supported include music, film, theatre, dance, visual arts, multi-media, combined arts, literature, architecture, traditional art, arts festivals and arts venues.

The 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.

PLEASE NOTE: You must familiarise yourself with "[New Directions Strategic Plan for the Arts 2021 – 2026](#)" in preparation of your application.

**(2) APPLICATION INFORMATION**

Applicants must complete all relevant sections of the application form.

Questions must be answered in full even if it is to state that the question is not relevant.

- Sections A, D and E of the application form must be completed by all applicants.
- Section B must be completed by the Professional Arts sector only.
- Section C must be completed by the Amateur and Voluntary sector only.

THE DEADLINE FOR THE RECEIPT OF APPLICATIONS IS Wednesday 20<sup>th</sup> April 2022 at 4pm

**(2) GENERAL BRIEF FOR COMPLETING THE APPLICATION FORM**

- (a) Read all questions thoroughly before you answer them.
- (b) Remember that several people will be involved in the decision-making so ensure your application is clear, concise and unambiguous.
- (c) Do not assume the selection panel know you or your work.
- (d) Remember your application is assessed on the basis of all information supplied within a competitive context of many other applications.
- (e) Have a clear and realistic idea of what you need.
- (f) Provide a project time-line if appropriate.
- (g) Ensure that you enclose all requested documentation.
- (h) Please ensure to make specific reference to "[New Directions Strategic Plan for the Arts 2021 – 2026](#)" in your application.

**(3) CRITERIA**

Applications received are assessed using the following assessment criteria.

## **GENERAL – APPLIES TO ALL APPLICATIONS RECEIVED**

- Applications must be submitted before the stated deadline.
- Applications must be fully completed.
- Any requested accompanying material must be submitted with the online application.
- Applicants must be located or provide relevant arts programming within Galway City Council's administrative area.
- The work in respect of which funding is sought must be contemporary creative art.
- The work in respect of which funding is sought must be carried out on a not-for-profit basis.
- You must demonstrate efforts to secure income from other sources.

Applications must include specific reference to "[New Directions Strategic Plan for the Arts 2021 – 2026](#)."

## **PROFESSIONAL ARTS SECTOR CRITERIA**

- The depth and strength of ideas underpinning the application.
- The artistic track record of the organisation.
- Evidence of continued artistic growth and development.
- Ambition of the artistic programme.
- The degree of innovation and risk-taking in programming, curatorship and artist selection.
- Offering opportunities for young and emerging arts and cultural practitioners from diverse backgrounds.
- The applicant's contribution to and impact on the arts in the city.
- The applicant's efforts to build the professional capacity of the sector.
- The extent of the organisation's regional and national profile.
- International links.
- Evidence of professional management and governance of organisation.
- Ability to secure income from other sources.
- Professional financial management and accounting.
- Projects operating on a non-commercial basis.
- Accessibility: location, cost and special needs.
- Public presentation of work.

## **AMATEUR & VOLUNTARY ARTS CRITERIA**

- You must demonstrate the programme or project's connection to a specific arts activity or activities.
- You must demonstrate the programme or project's ability to extend and enhance participants' understanding and/or the practice of the art form or artforms.
- You must demonstrate an ability to secure income from other sources.
- You must address how your project contributes to dialogue on the importance and relevance of art within a community.
- You must demonstrate an interest in growth and development of activities.
- You must demonstrate equality of access to and participation in arts activities.

- You must display evidence of sound book-keeping practices (Certified annual accounts should be supplied).
- You must give evidence of a committee based governing structure for organisation.

#### **(4) ASSESSMENT OF APPLICATIONS RECEIVED**

Your application for grant aid for 2022 must be submitted online no later than 4pm on Wednesday 20<sup>th</sup> April, 2022. Please note, no submissions later than this date and time can be accepted. All applications will be date stamped and timed on receipt in the Community & Culture Department. A formal acknowledgement of your application with a reference number will be issued within two weeks of that date. It is your responsibility to contact the Community & Culture Department if you do not receive this communication within that time.

Your application will be categorised by members of the Arts Office. Any applications that clearly fall outside the eligibility guidelines and criteria may be eliminated at this point. All applications will then be considered by an Arts Funding Committee, appointed by Galway City Council. The Arts Funding Committee will meet to assess and make recommendations on all eligible applications. Their recommendations will then go before a City Council Meeting for approval.

In assessing your application the following will be taken into account:

- The clarity of your proposal.
- Whether you have the capacity to complete and see this activity through to successful fruition, including budget management, marketing and evaluation.
- Consideration of your background and a proven track record in the arts.
- The innovative nature of your proposal.
- Consideration of your reasons for applying for this grant.
- The quality of your proposed activity.
- Specific reference to “New Directions Strategic Plan for the Arts 2021 – 2026.”

#### **(5) CONDITIONS APPLYING TO ARTS GRANTS**

(1) Galway City Council may seek the advice of external assessors.

(2) Arts Grants may be withheld or divided among applicants at the City Council’s discretion.

(3) Material submitted in support of applications for awards may be collected from the Arts Office no later than one month from the date of notification of the City Council’s decision. The City Council will not be responsible for material unclaimed after that period.

(4) All Arts Grants are offered subject to the availability of funds.

(5) The funding offered must only be used for the purposes specified in your application.

(6) The award must be spent in the year 2022.

(7) Assistance received through this scheme should form part of the income funding the project.

(8) Where a grant is allocated for a specific event/project, Galway City Council will not be responsible for the insurance of that event/project. The Arts Office recommends that the organisers ensure that adequate insurance is in place prior to the commencement of any event/project.

(9) 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.

(10) Codes of Practice Observance; Children First Guidelines, Health & Safety Regulations, Equal Opportunities, Animal Welfare Guidelines.

(11) Galway City Council must be acknowledged on all publicity, press and marketing material produced in connection with the undertaking or event.

(12) Copies of all such material produced must be enclosed with this application.

(13) Where relevant applicants must have full and complete permission from the venue owner to hold events in said venue.

(14) An evaluation report regarding the event/project will be requested by the Arts Office and must be submitted. Failure to comply will result in withdrawal of the funding.

(15) Acceptance of these conditions is implied by submission of a completed Application Form.

(16) Canvassing will disqualify the applicant.

**(7) APPLICATION SUBMISSION:**

ALL APPLICATIONS MUST BE SUBMITTED ONLINE TO: [www.galwaycity.ie/artsgrants2022](http://www.galwaycity.ie/artsgrants2022)

Applications submitted to any other email address WILL NOT BE ACCEPTED. YOU MUST ENSURE THAT ALL REQUESTED DOCUMENTATION IS SUBMITTED.

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.

SUBMIT YOUR APPLICATION BY THE DEADLINE OF 4pm Wednesday 20<sup>th</sup> April, 2022. PLEASE NOTE THAT THE MAXIMUM ATTACHMENT SIZE ON OUR MAIL SERVER IS 15MB. ADDITIONAL INFORMATION CANNOT BE ACCEPTED AFTER THE CLOSING DATE.

**(8) FREEDOM OF INFORMATION**

Galway City Council undertakes to use its best endeavours to hold confidential any information provided by applicants subject to its obligations under law, including 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 making a decision on any Freedom of Information Act request received.

Details of successful applicants will be published on our website and social media channels.

**(9) DATA PROTECTION**

All personal information received will be held in line with our Data Protection Policy. You can find our [privacy notice here](#).

You can contact our Data Protection Officer on [dpo@galwaycity.ie](mailto:dpo@galwaycity.ie).

**(10) ENQUIRY CONTACT DETAILS**

EMAIL TO: [arts@galwaycity.ie](mailto:arts@galwaycity.ie) with subject line "Arts Grants 2022 Enquiry"