



## ***Guidelines***

### ***Artist in Primary School Scheme 2024***

**Closing Date for applications is Friday 9<sup>th</sup> February 2024 at 12 noon.**

Tipperary County Council invites submissions for its ***Artist in Primary Schools Scheme 2024***, which is open to all primary schools in Tipperary.

The aim of this scheme is to give pupils in schools all over the county the opportunity to work with a professional artist on a once-off unique project to be originated and planned between the artist and the school.

#### **The Artist:**

**Professional artists from any artistic discipline may apply with a school.**

Artists must be professional practicing artists i.e. have a relevant 3<sup>rd</sup> level qualification or a demonstrated body of practice evidenced by a CV relevant to the artform.

Artistic disciplines include visual arts, crafts, music, dance, drama, literature, film, architecture, photography, new media and socially engaged arts practice.

The artist may approach a school or vice versa.

The artist may submit only **one** application.

The artist is required to provide examples of previous work & examples of relevant or related experience in an educational/community context at the application stage.

All artists are required to submit their Child Safeguarding Best Practice Policy (to include Child Safeguarding Statement) and their Certificate of completion of the Children First Training module.

**Garda Clearance** for successful applicants will be sought by the Arts Office.

#### **The School:**

The school must be in Tipperary.

Schools that have been funded under this scheme in 2022 or 2023 are ineligible to apply for the 2024 scheme.

Schools may submit only **one** application.

The school may approach an artist or vice versa.

Schools should make their own assessment as to suitability of artists based on CVs/examples of recent work and recommendations from previous employers.

While Tipperary County Council may provide a list of artists currently living and working in the region, it is the school's responsibility to check employment references to ensure the selected artist satisfies the school policy in relation to engagement of external personnel in advance of agreeing to make an application. No selection of artists based on suitability/artistic qualification etc. has taken place in advance by the Arts Office.

**Once a school is approved for the Scheme, the school has a commitment to the artist who will have earmarked that time for the project & could potentially turn down other work at the times scheduled to work with the school.**

### **The Scheme:**

#### **Project funding:**

The artist's fee is €2,750, funded by Tipperary County Council and will be paid in two instalments of €1,375. The artist will be funded for 50 contact hours plus 5 hours planning/development/review time.

Participating schools must pay for materials associated with the project and also for documentation of the project through photographs etc. and any other costs involved including insurance costs.

Funded projects can be delivered either from March – June 2024 or September- December 2024. The scheme should run for a minimum period of six weeks and a maximum period of three months, 50 contact hours plus 5 hours planning, development and review time. The contact hours should be negotiated between the artist and the school.

There should be a whole school commitment to the project, but it is not a requirement that all classes work with the artist.

Projects should have regard to the relevant primary school curricula where appropriate.

Projects focusing on the development of a mural, producing an annual school play, dance or end of year production **will not** be funded in 2024. A performance arising out of a unique once off project is permitted under the scheme.

Schools must acknowledge the sponsorship role of Tipperary County Council and The Arts Council in all publicity relating to the project.

Projects approved for the 2024 scheme must be completed by the end of December 2024.

#### **Successful applications:**

Successful schools will be required to sign a short contract accepting the terms of the scheme prior to the commencement of the project.

Successful projects should not be started until official written notification of selection of projects is received from the Arts Office.

Successful projects may only begin once Garda Clearance has been obtained. It is a condition of this scheme that a teacher is present at all times with the artist while working with students in the school.

Successful Schools must submit a letter from their insurance company indemnifying Tipperary County Council and confirming that insurance for the project is in place.

Schools will be responsible for ensuring the project complies with Public Health advice relevant at the time of the project.

#### **Project Evaluation:**

To ensure the smooth running and success of the project, an early review visit by the arts office while the project is in progress in the school must be scheduled at the start of the project. This visit should take place after 3 or 4 artist's days in the school. (Please advise the Arts Office of proposed dates for review visit as far in advance as possible.)

On completion of the project the school and artist must complete and return the *Teacher/School Feedback Form* and the *Artist Feedback Form*. The second instalment of the Artist fee will be paid following the submission of the final reports.

Any images submitted by the school either in reports or on completing the project may be used by both funders Arts Council & Tipperary County Council to promote the scheme through print and other media including social media. It is therefore important that the schools have permission for the use of such images and only send images to the Arts Office once parental consent has been obtained.

### **Child Safeguarding Best Practice:**

As part of our obligations under the Children First Act 2015 and Children First National Guidance 2017, we request our participating artists to submit their Child Safeguarding Best Practice Policy, please visit the links below for guidance on this:

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

<https://www.tusla.ie/children-first/individuals-working-with-children-and-young-people/>

**and**

to produce their certificate of completion of the Children First e-learning module on the TUSLA website, (takes approx 1.5 hours to complete) see link hereunder:

<https://www.tusla.ie/children-first/children-first-e-learning-programme/>.

### **Guidelines for Application:**

Applications are invited from schools or artists for this scheme, however, the application should demonstrate that **both parties** have been involved in developing the proposal.

The Arts Council's *Artists - Schools Guidelines* may be very helpful when making your application. This document can be downloaded at:

[http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts\\_in\\_Ireland/Young\\_people,\\_children\\_and\\_education/ArtistsSchools06\\_English.pdf](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts_in_Ireland/Young_people,_children_and_education/ArtistsSchools06_English.pdf)

or by following these links on [www.artscouncil.ie](http://www.artscouncil.ie) Arts in Ireland; Young People, Children and Education, Arts in Education, Artists in Schools Guidelines.

### ***A note on Public Health Guidance***

Proposals should be based on the best public health advice and guidance available at the time you are making your application. Further updated information on Public Health Guidance is available on the HSE and Government websites and is updated frequently. [HSE web link](#) [Government web link](#)

### ***Equality, Human Rights and Diversity***

In this funding scheme Tipperary County Council particularly welcomes applications that are representative of the diversity of Irish society.

### ***Paying the artist***

Tipperary County Council is committed to ensuring that the national policy regarding Paying the Artist is adhered to by Tipperary County Council and by those funded and supported by Tipperary County Council to engage artists to work. The national policy is available from the Arts Council website: [www.artscouncil.ie/](http://www.artscouncil.ie/)

[Weblink to paying the artist policy](#)

**Applications must include the following:**

1. Completed application form
2. A written proposal for the project indicating the aims of the project, the theme, materials, processes, anticipated outcomes, deliverability, number of contact hours and number of classes and pupils that will participate in the project. The track record of the artist and evidence of artist/school collaboration should also be addressed. Please also indicate the planned time-frame (March – June 2024 or September – December 2024) and planned method of documentation for the project. The proposal should demonstrate a whole school commitment to the project. (This does not mean that all children must participate in the project rather that the whole school should be supportive and flexible in facilitating the project).
3. Curriculum Vitae of artist including reference to relevant or related experience
4. Visual/photographic (or other documentation – where appropriate) of relevant work by artist which must include: 5 – 6 samples of artists own work and examples of previous relevant or related experience in an educational/community context.
5. Artist's policy & procedures for working safely with Children.
6. Certificate of completion of TUSLA on-line Children First Training module.
7. Letter of support for the project must be submitted from the school with the application.

**General Data Protection Regulation**

The purpose of processing your data is to process your application to the Tipperary Artist in Primary School scheme. This information you provide will be assessed by a panel made up of external invited specialists. The information will be retained on file for 7 years.

**Please tick the box if you agree to your contact information being added to the Arts Office mailing list database.**

**Completed applications marked 'Artist in Primary School Scheme 2024' can be submitted as follows:**

**E-mail:** Ann-Marie Keaveney [artsgrants@tipperarycoco.ie](mailto:artsgrants@tipperarycoco.ie)

**Postal:** Ann-Marie Keaveney, Arts Office, Tipperary County Council, Civic Offices, Limerick Road, Nenagh, Co. Tipperary.

Hand delivered addressed to **Ann-Marie Keaveney** marked **Artist in Primary School Scheme 2024** to: Civic Offices, Clonmel and Nenagh or to the Municipal District Offices in Carrick-on-Suir, Tipperary Town & Thurles.

For further information, please contact Ann-Marie Keaveney by e-mail: [annmarie.keaveney@tipperarycoco.ie](mailto:annmarie.keaveney@tipperarycoco.ie). **Late or incomplete applications cannot be accepted.**

