

Tipperary County Council Arts Act Grant Scheme 2022

APPLICATION GUIDELINES

Closing date for completed applications 12 noon – Friday 25 February 2022

This document outlines information relating to the operation of the Tipperary County Council Arts Act Grant Scheme and outlines criteria for eligibility, the decision-making process, guidelines for accepting, drawing down and acknowledging Tipperary County Council funding assistance and reporting on the event.

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About the scheme

Tipperary County Council allocates funding annually under the Arts Act Grant Scheme to assist the development of the arts in County Tipperary.

The “arts” means any creative or interpretative expression (traditional or contemporary) in whatever form, and includes visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and any medium when used for those purposes.

The Arts Act grant scheme is intended to assist **groups** and **organisations** in stimulating public interest in the arts, promoting the knowledge, appreciation and practice of the arts or in improving standards in the arts in the county.

Events supported under this scheme should aim to deliver quality arts experiences to participants and audiences, to increase opportunities for participation and engagement in the arts and to contribute to the development of the arts in the county.

Please note that this is a competitive scheme. It will not be possible to fund all applications received. Eligibility and compliance with these guidelines do not guarantee receipt of an award. Organisations that are successful may not receive the full amount of funding assistance that they applied for.

Who can apply?

- Groups and organisations seeking funding assistance under this grant scheme must be based in the Tipperary administrative area.
- Groups/organisations may only make one application per annum.
- Only ‘not for profit’/voluntary groups or organisations are eligible to apply to receive funding assistance.
- Groups must be registered with the Public Participation Network (PPN) in order to receive funding assistance from Tipperary County Council.

What can be applied for?

- Funding assistance can be given for the artistic costs involved in running an arts programme, project or event which would, in the opinion of the Council, deliver quality arts experiences to participants and audiences, to increase opportunities for participation and engagement in the arts and to contribute to the development of the arts in the county.
- Examples of previously funded applications include costs towards an annual theatre or musical production, an annual visual arts exhibition, arts workshops for teenagers, an artist-led project exploring themes of nature with a group etc.
- Organisations or groups wishing to work with an artist must engage a Professional Artist and must provide the artist’s CV with the application.
- Funding assistance will be given only in respect of an arts project or event which takes place in the Tipperary administrative area or that has a specific significance to the Tipperary administrative area.

- The 2022 Grant Scheme applies to events/projects which take place between January and December 2022.

What cannot be applied for - types of projects which are not eligible

- Tipperary County Council will not fund commemorative events, publishing (including historical books), community publishing projects, heritage or oral history community projects, ongoing costs for art/music classes, uniforms, equipment or any kind of capital or building-related costs under this scheme.
- Fundraising/Charity events, school shows/productions and events that are primarily competitive in nature are not eligible for assistance under the Arts Act Grant Scheme.
- The scheme will not provide assistance for ongoing revenue costs or assistance to cover loans/deficits of any groups/organisations.
- Costs related to gifts, prizes, spends on alcoholic beverages, fines, legal costs or penalty payments.

- Individual artists are not eligible to apply under this scheme and should refer to Tipperary Artist Awards 2022.
- Festivals are not eligible to apply under this scheme and are directed to The Tipperary Festivals and Events Scheme 2022.

A note on Covid 19-related Public Health Guidance

You should base your proposal on the best public health advice and guidance available at the time you are making your application.

You should ensure that what you are proposing is feasible or adaptable should social distancing and/or other public health measures impact on all or part of the period to which this proposal applies.

In the event that your application is successful and you subsequently need to change or alter some or all of your proposal on the basis of changed public health advice, you should contact the Arts Office in advance to discuss this.

Further useful information on Public Health Guidance and Risk Assessments is available on the HSE website <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/safety-statement.html>

How to apply

- Details of the Funding Scheme will be published in Local Media, Arts Office newsletter, social media and website and a closing date will be advertised.
- Organisations wishing to apply for funding assistance under the scheme will be required to fill out an application form providing details of the proposed project or event for which funding is sought. Application forms can be downloaded from the Tipperary County Council website www.tipperarycoco.ie/arts .
- Completed application forms and supporting documents must be received by the published closing date.

- Funding applications will be acknowledged by e-mail.

Due to COVID-19 restrictions, staff are working remotely, therefore we welcome applications by email in the first instance; marked Tipperary Arts Act Grant 2022

E-mail: artsoffice@tipperarycoco.ie

or alternatively by post or hand delivered – please email artsoffice@tipperarycoco.ie to inform us if you post or hand-deliver your application so we can collect it.

Postal: Arts Office, Tipperary County Council, Civic Offices, Limerick Road, Nenagh, Co. Tipperary.

Hand delivered to: Civic Offices, Clonmel and Nenagh or to the Municipal District Offices in Carrick-on-Suir, Tipperary Town & Thurles.

For further information, please e-mail: artsoffice@tipperarycoco.ie

Late or incomplete applications cannot be accepted.

Required documents

All applications must include

- A completed, signed **application form** (a digital signature will be accepted)
- A scan or copy of the organisation's current **bank statement**.
- A detailed **Income & Expenditure** document relating to the project applied for.

- All organisations or groups are required to provide a copy of their **constitution**, terms of reference or committee rules (as relevant). Organisations that provided these documents in 2020 or 2021 will not be required to re-supply these unless changes have been made to the documents previously supplied.

- Organisations or groups working with children or vulnerable adults must provide a **Child/Vulnerable Adults Safeguarding Statement**

- Organisations or groups proposing to work with a professional artist or artists must provide **CVs** for all artists.

Eligibility / Application assessment

- All applications are checked for eligibility as follows:
 - 1 Applications have been received in full on or before due time and date
 - 2 Applications match the requirements of the funding scheme in that they stimulate public interest in the arts, promoting the knowledge, appreciation and practice of the arts or in improving standards in the arts in the county
 - 3 Applications fulfil all requirements (application is from a not-for profit organisation, based in Tipperary which is a member of PPN)
 - 4 Applications include all of the required information and supplementary documentation

- All eligible applications are then assessed by the Arts Officer and an external assessor in a competitive process. The assessors make a determination based on the information provided in each application and the extent to which proposals meet the stated objectives of the scheme.
- Recommendations from the assessment process are then brought before the Council for ratification.
- All applicants are notified in writing of the decision of the Council within three weeks of the meeting.
- From start to finish, the assessment process should take no longer than 10 weeks.

If an application is successful

- Successful applicants are required to return the **Acceptance of Grant Offer Form** received with **Letter of Offer** to confirm acceptance of the funding.
- Grants will only be paid after the project or event has taken place and on receipt of a report on the project/event to include attendance figures and the submission of relevant accounts signed by two members of the organising committee including receipts to the value of the grant total. A report template will be sent to all successful applicants for completion.
- It is the responsibility of successful applicants to ensure that information and documentation to claim grant funding is forwarded to the Arts Office as soon as possible after the completion of the project/event and no later than 8 weeks after the completion of the event (for events taking place up to 30 September) and by 1 December 2022 for projects taking place after 1 October. These dates will be strictly adhered to. If information is not received by the Arts Office by the closing dates above, funding will be lost and grants re-allocated.
- Successful applicants must acknowledge the assistance of Tipperary County Council in any promotional material relating to the project/event. See further details in the next section.
- Where a grant is allocated to support a particular event or project; Tipperary County Council will not be responsible for the insurance of that event or project. Tipperary County Council recommends that event and project organisers ensure that adequate insurance is in place prior to the commencement of any event or project.
- Where a grant is awarded under this scheme, Tipperary County Council will not be responsible for the Health & Safety arrangements of that event or project. Tipperary County Council recommends that event organisers ensure that they are in compliance with all relevant Health & Safety legislation.
- Where a grant is awarded under this scheme, Tipperary County Council will not be responsible for the Public Health arrangements of that event or project. Tipperary County Council recommends that event organisers ensure that they are in compliance with all relevant Public Health Advice in place at the time of the event, particularly in relation to COVID-19. Further information is available at www.hse.ie

Acknowledgment of funding

Successful applicants will be required to acknowledge the assistance of Tipperary County Council in any promotional material relating to the project/event. A copy of Tipperary County

Council's Logo is available from the Arts Office on request. Proof of acknowledgement of assistance must be supplied when requesting payment of the grant. Groups should include Tipperary County Council's logo in a brochure/programme accompanying the event or should at minimum acknowledge grant as follows "**Supported by Tipperary County Council under the Arts Act Grant Scheme 2022**" in all publication or promotional material.

Payment of Grant

Successful applicants will receive payment by means of Electronic Funds Transfer. The group/organisation must have a Bank Account into which grant payment can be made and must be set up as a Supplier with Tipperary County Council. Successful groups/organisations must supply the Arts Office with correct organisation name and contact address at the time of application.

Membership of Public Participation Network

Groups must be registered with the Public Participation Network (PPN) in order to receive funding from Tipperary County Council. It is strongly recommended that groups or organisations register for the PPN in advance of submitting an application for funding from Tipperary County Council as funds may not be drawn down until the group has registered and can supply a PPN number. Registration with the PPN is free and the registration can be done online or by completion of an application form. Further information and application form are available at the following external link <http://www.tipperarycoco.ie/community-and-economic-development/tipperary-public-participation-network>

Reallocation of unspent funding

On receipt of applications to this scheme, recommendations are made to Tipperary County Council on the allocation of the budget available for the scheme in that year. The budget is fully allocated each year. However, in the event that a project/event does not go ahead for any reason, funding may become available later in the year.

If the Arts Office receives requests for funding which are eligible under this scheme (after the closing date), requests will be kept on file and in the event of funding becoming available through the non-take up of a grant allocated, applicants on file may be considered for funding and recommendations will be made to the Council for re-allocation of funding (usually at December meeting).

Appeals process

Applicants may appeal against a funding decision on the basis of an alleged unfair application of, or a deviation from Tipperary County Council's published procedures. If you feel you wish to appeal the decision, you should contact the Arts Office to discuss your issue and to receive a copy of the Appeals Information Sheet.

Tipperary County Council – Privacy Notice – Arts Office Grant Applications

Tipperary County Council's Privacy Statement is available in the Arts Acts Grants Application Form, on the council's website <https://www.tipperarycoco.ie/your-council/tipperary-county-council-privacy-statement> or on request from the Arts Office.

Queries

For further information, please contact the Arts Office by e-mail: artsoffice@tipperarycoco.ie