

Wicklow County  
Arts Office

**Guidelines  
& Criteria**

**Community Engagement  
& Arts Groups  
Award Scheme**





## Community Engagement & Arts Groups Award Scheme

### INFORMATION

Wicklow County Council Arts Office established the Arts Groups/ Organizations Award Scheme as one of a number of funding streams designed to support artists, arts participation and artform development. These schemes form part of a wider set of actions initiated or supported by Wicklow County Council directed at supporting quality practice and public participation in the arts in the county.

### RESPONSE TO COVID – 19

Though we are hopefully nearing the end of the Covid 19 Pandemic, these are exceptional times for artists and communities alike. We recognize the challenges posed to both arts groups and to local organizations active in community engagement at this point in time. The Artists and Communities Collaboration Fund replaces the former Arts Groups and Organizations Award and creates opportunities for artists and communities of place and / or interest to grow new ideas and resource themselves to generate something new, to test out some innovative thinking and ways of working together to collaboratively create a new project or activity. The aim of this programme is to empower communities to creatively move forward in 2022.



## Community Engagement & Arts Groups Award Scheme

### 1 SCHEME PURPOSE

Participation and access are core strategic objectives of the Wicklow Arts Office. This collaboration fund will enable artists and communities to engage in arts activity, to explore their creativity, to interact and exchange ideas with others and to embark on new learning journeys. Professional artists and communities with whom they will collaborate in 2022 are invited to apply and Wicklow County Council welcomes applications from all artforms including film, music, visual arts, theatre, dance, literature, architecture, animation, performance, circus, traditional arts, film, music and drama. Artists, prior to making this application, are required to have already approached a community group and have their full agreement to collaborate in the project.

The objective of this scheme is to support artist and community collaboration in any discipline or genre of the arts to develop or realize a high-quality project or programme which will support both the artist's and the community's creative development. It is the intention of this award to fund in total or in part either:

- (i) A research and development phase of a planned initiative or
- (ii) The production/ realization of a new arts project or programme in 2022. The maximum award available under this scheme is €5,000.

Please set out clearly all anticipated income and expenditure involved in this application. Evidence of funding support from other sources will count positively in the assessment of proposals.



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### 2 ASSESSMENT CRITERIA

To be successful under the Artists and Communities Collaboration Fund applications must demonstrate:

- Extent of Collaboration – Artists and participants should have a direct influence on the process and product, from start to finish. Strong collaborative projects will be prioritized over traditional teaching models such as, for example, art classes.
- Innovative, distinctive nature and artistic merit of the proposal
- Excellence of arts practices and processes of those involved
- Benefit of the award to both the artist's and the group's artistic development
- Feasibility of the proposal including evidence of advance planning / key elements being already in place, Covid 19 proofing with planning evident of Health and Safety and compliance with regulations in this regard
- Financial Feasibility of the proposal (including evidence of secured other funding should project budget exceed €5,000)
- The background to the community group – common interests, broad aims and proven ability to manage projects

### 3 WHO IS NOT ELIGIBLE?

- For-profit or fundraising projects
- Deficits or start-up costs for new organizations
- Entertainment expenses
- Projects where the majority of activity takes place outside County Wicklow
- Insurance costs
- Capital improvements
- Projects/programmes where the majority of costs relate to equipment hire/administrative costs

### 4 ASSESSMENT PROCESS

A pool of potential assessment panel members which includes arts practitioners, arts managers, curators, producers and individuals with appropriate artistic and community experience as well as local knowledge, to ensure a balance of perspectives and expertise will assess applications.

Panel members will have access to completed applications.

The Assessment Panel meets to consider the applications and to shortlist and recommend award recipients digitally for 2022.



## Community Engagement & Arts Groups Award Scheme

### 5 CONDITIONS

1. All awards are subject to the availability of funds. Awards may be withheld at the discretion of Wicklow County Council.
2. Wicklow County Council logo must be included in all PR. If successful in funding the Arts office will provide a branding pack.
3. Wicklow County Council must receive accreditation i.e. "supported by Wicklow County Council" on invitations, final artistic output etc.
4. If a launch or celebration is organized as part of the project, the Arts Department must be notified in advance and invited to attend.
5. Community groups must comply with best practice / legislation in Child Protection as outlined by the Department of Health and Children – [www.dohc.ie](http://www.dohc.ie)
6. The community group/artist is required to have a bank account into which it receives funds if successful and out of which it pays the artist and other expenses relating to artistic development of the project
7. Availability of appropriate facilities whether digital capacity, storage, heated room, toilet facilities, running hot and cold water and management committee, chairperson, caretaker etc.
8. The community group / host organization agrees to adhere to Covid 19 regulations, Health and Safety legislation and implementing associated requirements.
9. Applications must be complete and have all relevant support enclosures as requested.
10. Successful applicants will be required to submit a short report and income and expenditure account of how the project has been realized.
11. All applications must adhere to the guidelines and criteria for each award scheme.
12. Online applications only shall be accepted and applicants should supply all support information together with the application form in one pack.
13. Applications will be assessed by a panel of professional arts practitioners to include representation from Wicklow County Council.
14. Wicklow County Council reserves the right to review the Award Schemes and at any time make necessary changes.
15. Applicants shall be notified of results as soon as is practicable, however it is anticipated that the overall process from the submission of applications to the notification of outcomes will take 6-7 weeks
16. Shortlisting is likely to apply



## Community Engagement & Arts Groups Award Scheme

### 6 DOCUMENTATION & EVALUATION

Projects supported under the Artists and Communities Collaboration Fund must be documented throughout the life of the project. In the final report submitted it must include the following:

- A short written report detailing how the grant aid from Wicklow County Council was spent i.e. project details; cost; timeframe; match-funding, outcomes
- Please include a visual record of the main stages of the project and at least 5 high quality electronic images should be supplied (the images should be 300dpi, with a size of 292 x 195mm and saved as a JPEG. Max. size 1-2 MB per image). Wicklow County Council reserves the right to use these images for any publicity relating to this scheme.
- An evaluation. It is important that this is a thorough report which includes a reflection on how participants, artists, coordinating organization or community group found the project.
- Treasurer's Report and Proof of Expenditure i.e. paid invoices to the value of the grant which is relevant to your application.
- Evidence of your recognition of Wicklow County Council's financial contribution to the project e.g. local newspaper articles, advertisements, reports, promotion material, etc. *If a permanent artwork is created the Arts Department of Wicklow County Council should be credited beside the permanent work.*

### 7 HOW TO APPLY

Under the 'Apply Online' section on our website, click on the 'Apply Here' link Choose the 'Submit' button next to 'Artists & Community Collaboration Award Scheme 2022' and complete the following:

- Online application form
- Upload budget
- Upload supporting documentation including:
  - > Artist CV/biography
  - > 4/5 examples of work that represent the artist's work, that you consent to us using in the promotion of your project.
  - > Letter of support from the director/chairperson of the group detailed within this application.

#### APPLICATION DEADLINE

**Friday 4th March @ 16:00pm**

An acknowledgment email will be sent to you to confirm receipt of your application.

Questions may be directed to

[wao@wicklowcoco.ie](mailto:wao@wicklowcoco.ie)

