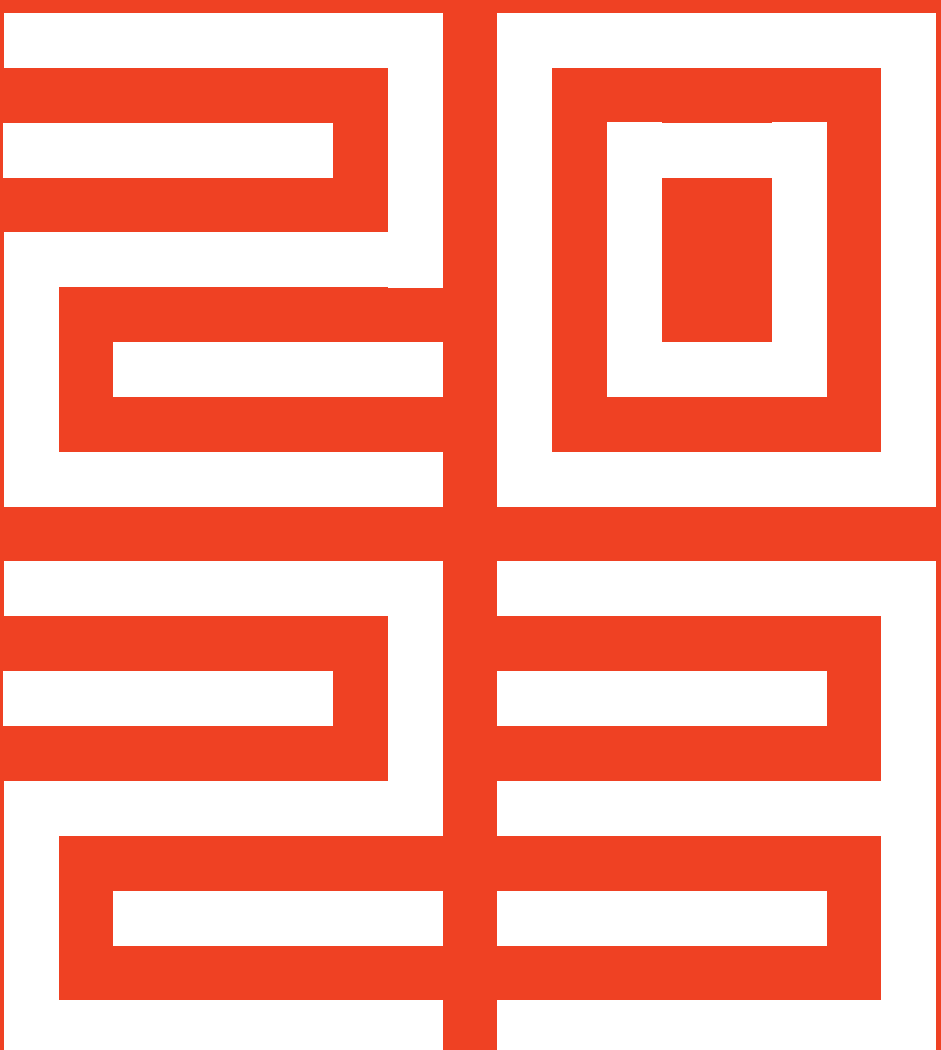


Guidelines & Criteria

Arts Festival Award Scheme





Arts Festival Award Scheme 2023

BACKGROUND

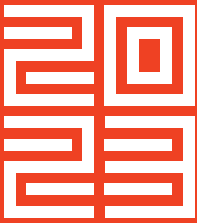
Wicklow County Council Arts Office established the Arts Festival Award Scheme as one of a number of funding streams designed to support artists, arts participation and art form development. These schemes form part of a wider set of actions initiated or supported by Wicklow County Council directed at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

2 SCHEME PURPOSE

The purpose of the Arts Festival Awards Scheme is to support the development and programming of Arts Festivals in County Wicklow. The aim of this award is to fund, in full or in part, Festival development plans and/or programmes for 2023 to encompass:

- i. The production or commissioning of new work for the Festival
- ii. The engagement of professional artists or ensembles as part of the Festival programme
- iii. Specific actions directed at audience development and/or public engagement
- iv. The development of new strategies and/or approaches to the delivery of the Festival

Please note the maximum award under this scheme is €10,000.



Arts Festival Award Scheme 2023

2 ASSESSMENT CRITERIA

Under the Arts Festival Award Scheme, applications must demonstrate:

1. A distinctive nature and the artistic merit of the proposal
2. Evidence of ambition and innovation to build upon previous festivals
3. Excellence of artistic practice and process by all those involved
4. A proven track record of programming, presenting and producing an arts festival
5. Feasibility of the proposal including evidence of advance planning and/or key elements being already in place
6. Financial feasibility of the proposal (demonstrating matched funding or other sources of income as appropriate)
7. Adherence to the scheme's guidelines, eligibility criteria (see below), and where relevant, Child Protection Policies

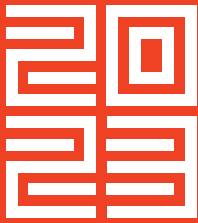
2.1 WHAT IS NOT ELIGIBLE?

1. Administrative costs
2. Non Arts Festivals
3. For-profit or fundraising projects
4. Competitive initiatives
5. Entertainment expenses
6. Festival projects which take place outside County Wicklow
7. Insurance costs
8. Capital improvements
9. Festival projects or programmes where the majority of costs relate to equipment hire
10. Projects focusing primarily on the community rather than artistic outcomes

3 ASSESSMENT PROCESS

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

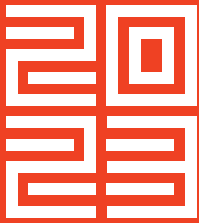
The appointed Assessment Panel will have access to completed applications and will meet to assess the applications and to shortlist and recommend award recipients digitally for 2023.



Arts Festival Award Scheme 2023

4 CONDITIONS

1. All awards are subject to the availability of funds. Awards may be withheld or divided at the discretion of Wicklow County Council.
2. Applications and supporting documentation must be submitted online via the link provided on our website.
3. Applications must be complete and have all relevant support documentation. Incomplete and/or late applications will not be accepted.
4. No emailed applications will be accepted, applicants must apply through our online platform.
5. All applications must adhere to the guidelines set out in this document.
6. Applicants must already have a Festival bank account and constitution or memorandum of association.
7. An online acknowledgement will be sent to the applicant to confirm receipt of application.
8. Applications will be assessed by a panel of professional arts practitioners and will include representation from Wicklow County Council.
9. Shortlisting is likely to apply.
10. Applicants will be notified as soon as is practicable, however it is anticipated that the overall process from submission of applications to notification of outcomes will take 6-8 weeks.
11. Successful applicants are required to submit a short report and Income and Expenditure account for the Festival after the event has taken place. The report must also include audience numbers (virtual and in-person).
12. Successful applicants are required to provide evidence of Public Liability, Employers Liability and/or Professional Indemnity Insurance, as appropriate, upon signing the letter of offer.
13. Wicklow County Council must be credited in any publicity relating to the work which was supported under this scheme. A letter of offer will set out our specific branding and crediting requirements.
14. Where relevant, compliance with best practice and legislation in Child Protection as outlined by the Department of Health and Children – www.dohc.ie must be adhered to.
15. While it is expected that proposals should be realised in full within the timeframe specified in the application, a degree of flexibility will be accorded if the proposal timeframe is affected by Covid-19.
16. Wicklow County Council reserves the right to review the Award Scheme at any time and make any changes deemed necessary without prior notification to applicants.
17. Applicants are required to read the Wicklow County Council GDPR statement in its entirety.
18. Please note that post assessment, the provision of detailed feedback on applications submitted is not possible.

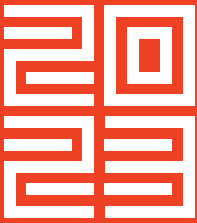


Arts Festival Award Scheme 2023

5 DOCUMENTATION & EVALUATION

Projects supported under the Festival Awards must be documented throughout the lifetime of the project. The final report submitted must include the following:

- An evaluation report to include a reflection of the overall experience(s) throughout the project from the perspective of the participants, artist(s), coordinating organisation or community group
- A short written report detailing how the grant from Wicklow County Council was expended i.e. project details, cost, timeframe, match-funding, outcomes
- A Financial Report detailing a breakdown in costs incurred along with Proof of Expenditure i.e. paid invoices/receipts to the value of the grant amount awarded
- A visual record (images/video) of the main stages of the project. A minimum of 5 high quality digital images are required (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
- Evidence of your recognition/accreditation 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, Wicklow County Arts Office should be credited alongside the permanent work



Arts Festival Award Scheme 2023

6 HOW TO APPLY

Read all documentation carefully.

Under the 'Apply Online' section on our website, click on the 'Apply Here' link, choose the 'Submit' button next to 'Festival Awards Scheme 2023' and complete the following:

- Use the online application system – emailed/faxed/posted applications will not be accepted
- Write a detailed description of the Festival (2,000 words max)
- Include details of where you wish to apply the investment from Wicklow County Council
- Upload Budget for 2023 plus an Income and Expenditure account for 2022 (budget templates available on our website must be used)
- Upload supporting documentation including:
 - » An up-to-date CV (max 2 pages)
 - » 5 examples of work that represent demonstrate the Festivals track record. This can include images, reviews, letters of support, treatments, draft scores, audio or video recordings (links to YouTube, vimeo, Soundcloud, MP4 etc.)

6.1 SUCCESSFUL APPLICANTS WILL BE REQUIRED TO PROVIDE THE FOLLOWING

- **Tax Clearance Confirmation**
- **Evidence of Public Liability, Employers Liability and/or Professional Indemnity Insurance as appropriate**

APPLICATION DEADLINE

Monday 27th February at 4pm

Questions may be directed to

wao@wicklowcoco.ie

Please make your subject line

'Arts Festivals Award Scheme 2023'

