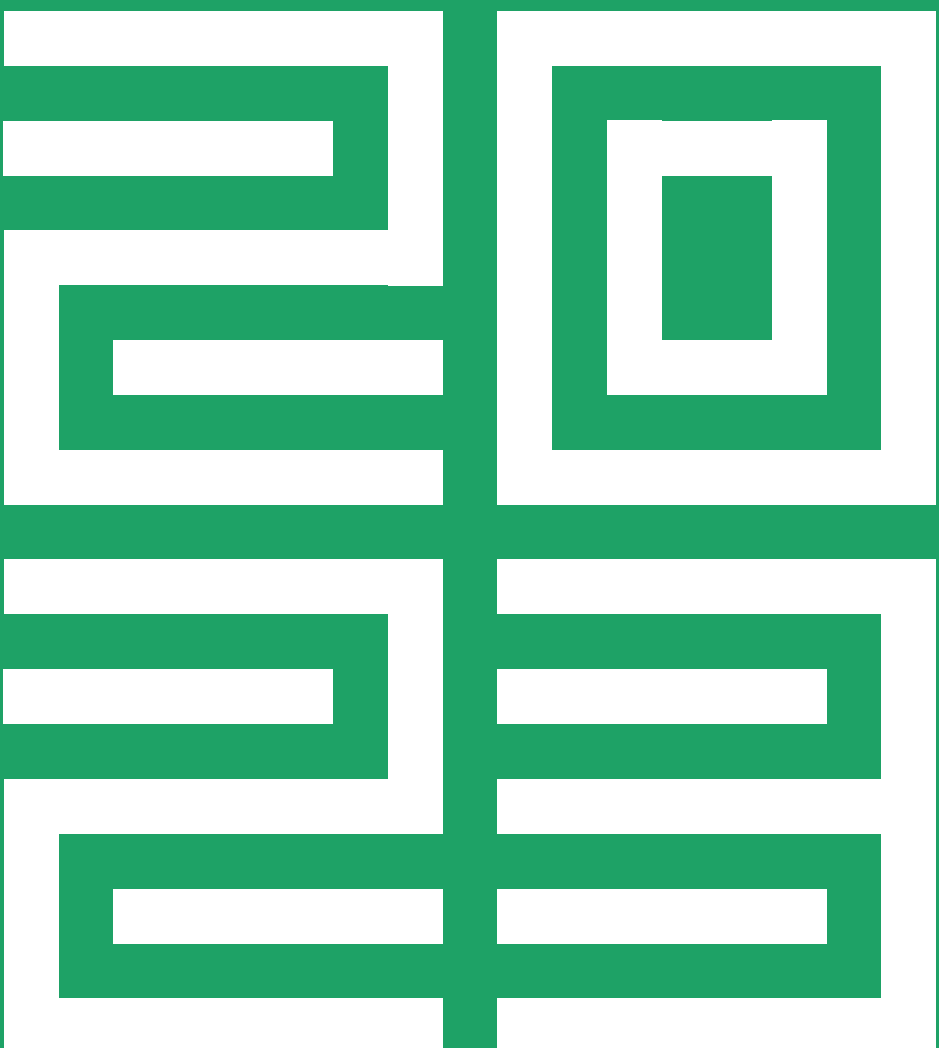




Guidelines & Criteria

Artist & Community Collaboration Award Scheme





Artist & Community Collaboration Award Scheme 2023

BACKGROUND

Wicklow County Council Arts Office established the Arts Groups and Organisations Award, now referred to as the Artist & Community Collaboration Award Scheme 2023, 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.

1 SCHEME PURPOSE

Participation and access are core strategic objectives of the Wicklow County Arts Office. This award scheme will enable artists and communities to engage in arts activities, to explore their creativity, to interact and exchange ideas with others and to embark on new learning journeys.

The Artist & Community Collaboration Award Scheme 2023 creates opportunities for artists and communities of place or communities of interest to grow new ideas and resource themselves to develop something new, to test out innovative thinking and explore ways of working collaboratively to create a new project or activity. The aim of this programme is to empower communities to move forward creatively in 2023. Professional artists and community groups are invited to apply for this awards scheme.

Applications are welcome from all art forms including film, music, visual arts, theatre, dance, literature, architecture, animation, performance, circus, traditional arts, film, music and drama. Prior to submitting an application, artists and community groups are required to have already approached the respective artist or community group collaborator and must provide proof of their commitment to the proposal.

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Artist & Community Collaboration Award Scheme 2023

SCHEME PURPOSE CONTINUED

The objective of this scheme is to support an artist and community collaboration in any discipline or genre of the arts in order to develop or realise a high-quality project or programme which will support the creative development of both artist and community.

This award is intended to fund in total or in part either:

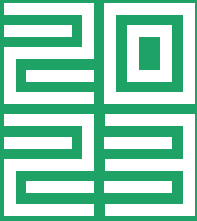
1. A research and development phase of a planned initiative or
2. The production or realisation of a new arts project or programme in 2023.

The maximum award available under this scheme is €5,000.

When submitting an application, all anticipated income and expenditure involved in the project must be clearly laid out.

Evidence of funding support from other sources will count positively in the assessment of proposals.

Wicklow County Council is aware that Covid 19 may disrupt artists work and acknowledges that a degree of flexibility is required if the awarded proposal is affected by Covid-19.



Artist & Community Collaboration Award Scheme 2023

2 ASSESSMENT CRITERIA

Applications submitted to the Artist & Community Collaboration Award Scheme 2023 must demonstrate the following:

- Extent of the collaboration - the artist and community group should have a direct influence on the process and outcome from start to finish. Strong collaborative projects will be prioritised over traditional teaching models such as art classes.
- Innovation - the distinctive nature and the artistic merit of the proposed collaboration
- Excellence in artistic practice and process by all those involved
- Benefit of the award to both the artists and the community's' artistic development
- Feasibility of the proposal including evidence of advance planning or key elements already in place
- Financial Feasibility of the proposed collaboration (including evidence of additional funding secured if project budget exceeds €5,000)
- The background to the community group – common interests, broad aims and proven capability in project management

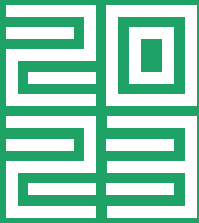
2.1 WHAT IS NOT ELIGIBLE?

- For-profit or fundraising projects
- Deficits or start-up costs for new organisations
- 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

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.

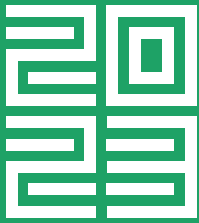
The appointed Assessment Panel will have access to completed applications and will meet to assess the applications and to shortlist and recommend award recipients digitally for 2023.



Artist & Community Collaboration Award Scheme 2023

4 CONDITIONS

1. All awards are subject to the availability of funds. Awards may be withheld at the discretion of Wicklow County Council
2. The lead applicant (community group or artist) is required to have a bank account into which the awarded funds will be deposited if the application is successful. The lead applicant must pay the artist and any other expenses relating to the proposed project directly from the awarded funds
3. The lead applicant must have access to appropriate facilities for the proposed project, i.e. digital capacity, storage, heated room, toilet facilities, hot and cold running water, management committee, chairperson, caretaker etc
4. Applications and supporting documentation must be submitted online via the link provided on our website
5. Applications must be complete and have all relevant support documentation. Incomplete and/or late applications will not be accepted
6. No emailed applications will be accepted, applicants must apply through our online platform
7. All applications must adhere to the guidelines set out in this document
8. An online acknowledgement will be sent to the applicant confirming receipt of an Application
9. Applications will be assessed by a panel of professional arts practitioners and will include representation from Wicklow County Council
10. Shortlisting is likely to apply
11. Applicants will be notified of outcomes as soon as is practicable, however it is anticipated that the overall process from submission of applications to notification of outcomes will take approximately 6-8 weeks
12. Successful applicants will on completion of their project, be required to submit a brief final evaluation report and an Income and Expenditure account detailing how the funding was spent along with receipts
13. 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
14. Wicklow County Council logo must be included in all project related PR campaigns. Wicklow County Council Arts office will provide a branding pack to successful applicants.
15. Wicklow County Council must receive accreditation i.e. "supported by Wicklow County Council" on invitations, final artistic output etc.
16. If a launch or celebration is organised as part of the project, the Wicklow County Art Office must be notified in advance and invited to attend
17. 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
18. While it is expected that proposals should be realised in full within the timeframe specified in the application, a degree of flexibility will be granted if the proposal is affected by Covid-19
19. 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
20. Applicants are required to read the Wicklow County Council GDPR statement in its entirety
21. Please note that post assessment, the provision of detailed feedback on applications submitted is not possible

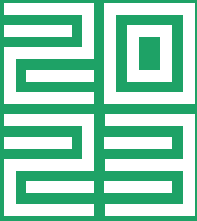


Artist & Community Collaboration Award Scheme 2023

5 DOCUMENTATION & EVALUATION

Projects supported under the Artist & Community Collaboration Award Scheme 2023 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



Artist & Community Collaboration 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 'Artists & Community Collaboration Award Scheme 2023' and complete the following:

- Enter all details on the online application (emailed/faxed/posted applications will not be accepted)
- Upload budget for 2023 plus an Income and Expenditure account for 2022. Please ensure to include the amount of grant funding being sought (budget templates available on our website must be used)
- Upload supporting documentation including:
 - » An up-to-date Artist CV (max 2 pages)
 - » 5 examples of work that represent the artist's work. This can include images, reviews, letters of support, treatments, draft scores, audio or video recordings (links to YouTube, vimeo, Soundcloud, MP4 etc.)
 - » Letter of support from the director/chairperson of the community group

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 March at 4pm

Questions may be directed to

wao@wicklowcoco.ie

Please make your subject line

'Artist & Community Collaboration Award Scheme 2023'

