



WEXFORD ARTISTS' WORKSPACE SCHEME 2021 – OPEN CALL

Guidelines and Application Form

Closing date for applications – Monday 26th July at 2.00pm

Wexford Artists' Workspace Scheme Open Call 2021

Wexford County Council Arts Office in partnership with Creative Ireland Wexford invites artists/creatives to apply for an Artists' Workspace Scheme. This scheme is seed funding to help visual artists, craft makers and creatives establish a practice by offering support in suitable, affordable and flexible workspaces throughout the county, and enable a level of subsidy for artists/creatives working in these spaces.

The total fund is **€ 20,000** and applicants may apply for a maximum fund of **€5,000**. Awards will be in the region of €3,000 - €5,000 each. Workspaces must accommodate **at least three** professional artists working on site and show in your application how you will share resources for the benefit of all artists sharing the workspace. The scheme is in line with the Creative Ireland Wexford's Culture and Creativity Plan and the Wexford County Arts Plan, to support artists accessing affordable and flexible workspaces for making, exhibiting and selling work. It also aligns itself with the Arts Council ten-year strategy (2016-25), which commits ensuring a supportive working environment for artists.

Public engagement is an important part of the remit of Creative Ireland and artists/creatives awarded under this scheme are asked to take part in Culture Night in Wexford on 17th September 2021 via open studios & exhibitions (online or offline depending on Covid guidelines).

Successful candidates are also asked to develop their online presence via their individual websites and develop 'Meet the Artist / Maker' online studio visits, talks and/or workshops during their time in this funded workspace.

Workplace Scheme Details

- The total fund is **€ 20,000** and applicants may apply for a maximum fund of **€5,000**. Awards will be in the region of €3,000 - €5,000 each.
- Workspaces must accommodate **at least three** professional artists working on site and show in your application how you will share resources for the benefit of all artists sharing the workspace. Solo applications are not accepted.



- This funding must be used for dedicated workspaces of visual artists or craft makers. Artists from other art forms may be considered please outline your practice in the application form.
- This award is towards running costs such as light, heat, rent and administration. A proportion of support up to a maximum of 20% of the total request may be directed toward essential maintenance and equipment expenditure.
- Artists must have secured a workspace for a minimum of 1 year and enclose a lease agreement with the landlord confirming rent and length of lease agreement.
- Workspaces must be located in the county of Wexford in either of the five municipal districts of New Ross, Enniscorthy, Gorey, Rosslare and Wexford,
- Priority will be given to new artists workspaces that are not already in receipt of supports from the county council.
- For any engagements with the public either online or live events the Arts office and Wexford County Council's Creative Ireland Co-ordinator must be notified in advance and Wexford County Council and Creative Ireland support acknowledged on all PR in relation to this and logos included. Failure to acknowledge appropriately may deem the funding invalid and support received may need to be refunded to Wexford County Council.
- To receive a copy of Wexford County Council and Creative Ireland logos contact arts@wexfordcoco.ie
- Wexford County Council reserves the right to publicise the awarding of the Creative Ireland grants.
- Please note this is a once-off assistance scheme and the award of financial support under this scheme does not confer entitlement to grants in future years.

Not eligible to apply for funding includes the following:

- Individual artists.
- Workspaces with fewer than three working artists/creatives on site.
- Groups/collectives that do not yet have an established workspace.

Criteria

Applications received will be evaluated in respect of the following criteria:

- Quality of the proposal including the details of at least three professional artists/creatives that will be using the space.



- Details of acquired workspace for a minimum of 1 year with a copy of the tenancy agreement/lease for workspace with confirmed rent as relevant proof.
- The extent of engagement with the public – this can be online or a live event or a combination of both. Please note your application must take into account social distancing measures in light of Covid 10 and HSE health and safety guidelines, if and where applicable.
- A detailed budget of income and expenditure for the workspace.

Scoring Criteria

All proposals will be evaluated using the following marking scheme.

1	Quality of proposal including list of artists	300
2	Evidence of lease agreement	200
3	Engagement with the public	300
4	Budget details	200
	Total	1000

Note: There is no guarantee of funding of application which achieves the minimum eligibility criteria. The fund is limited, and eligible applications will be evaluated on a competitive basis. There is no guarantee that the application will receive 100% funding, as it will depend on the number of successful applications.

Selection Process:

Grants will be selected through a competitive process and considered via an appointed selection panel, and the panel's decision is final.

Additional Information

Wexford County Council will not be in control of the locations where public engagement events may take place, therefore it will be the responsibility of the artist to ensure the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where



applicable), are implemented. Additional legislative requirements which may apply to the place of work will also need to be considered by the artist.

Artists who wish to engage children and young people under eighteen years of age in the proposed activity or event must comply with the Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please refer to Tusla, the Child and Family Agency, www.tusla.ie, for more information.

How do I apply?

Complete the application form which is available on the Wexford County Council website <https://www.wexfordcoco.ie/arts-and-culture> or by email from arts@wexfordcoco.ie.

Digital applications only

Only completed submissions received via the approved application form will be considered. Digital submissions, either on PDF or Word only and emailed to arts@wexfordcoco.ie.

Supporting Documentation:

You are required to include supporting material online with your application.

- A **short description of the workspace describing its location**, how it will or is being used, list of artists, public engagement strategy (max 500 words)
- A copy of evidence of your **tenancy agreement/lease for the workspace** for 2021 (e.g. formal tenancy agreement or letter of agreement from landlord)
- A **maximum of five images** of the workspace (please note that these images do not need to be of a professional quality – however, they should clearly show the workspace and provide evidence of the facilities). All images should be accompanied by corresponding captions underneath the images.
- A **list of artists** in the application with an up to-date CV (max. 3 pages) with name of artist who manages the space and is the Wexford County Council point of contact.
- A **list of facilities** available to artists using the workspace.
- A **budget** setting out proposed income and expenditure for the workspace.
- **Documentary evidence of any financial assistance** (in cash or in kind) itemised within your proposed budget.



Application dates:

- Closing date for receipt of applications: **Monday 26th July 2021 at 2.00pm.**
- Late applications will not be considered
- Digital applications only: No hard copies accepted
- Your application should include completed 1. Application Form and 2 Supporting Documentation all compiled into one PDF document. In total this should not exceed 12 MB in size. Please title your email 'Creative Ireland Artists Workspace Scheme 2021'.
- Please note if you submit your application over 12MB it will not be accepted, and you will not receive a confirmation email.
- **Please email your application arts@wexfordcoco.ie All eligible submissions will receive a confirmation email.**

Incomplete applications will not be considered. No other documentation can be accepted after the closing date.

For further information / queries please contact: Susan Murphy, Arts Office Tel: 053 - 9196441 / susan.murphy@wexfordcoco.ie Wexford County Council Arts Office, County Hall, Carricklawn, Wexford.

How will I know my application has been successful?

All applicants will be notified by email.

Successful applicants will receive a Letter of Offer. This letter will form the contract between Wexford County Council and the Artist and will detail all conditions and requirements.

A list of successful applicants will be published on Wexford County Council's and Creative Ireland's website stating project name and details.

If I am successful how do I draw down the funding?

Payment to successful applicants will be made to named artist in the applicant form who manages the space by electronic fund transfer only as follows:



The total fund amount will be paid once the signed Letter of Offer has been returned to Wexford County Council together with any supporting information/documentation requested.

Acknowledgement

Once you have been notified that you have been successful in receiving funding, you must ensure that Creative Ireland and Wexford County Council is acknowledge as funders of your event and promoted. Appropriate credits, logos, and guidelines to support this will be provided to the awarded artists.

Disclaimer – please read carefully

It will be a condition of any application for funding under the terms and conditions of the Wexford County Council – Creative Wexford project that the applicant has read, understood and accepted the following:

1. Wexford County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
 - a. The application or the subject matter of the application.
 - b. The rejection for any reason of any application.
2. Wexford County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Wexford County Council, the council does not undertake the role of 'Client' or 'Employer' as defined in the Safety, Health and Welfare at Work Act 2005.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant's information by Wexford County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund. Personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.