**SMALL ARTS FESTIVAL & EXPERIMENTAL EVENTS**

 **GRANT SCHEME 2021**

**GUIDELINES FOR APPLICANTS**

Wexford County Council Arts Office is providing a grant scheme in 2021 for Small Arts Festivals and Experimental Art Events taking place in County Wexford during 2021.

This grant scheme aims to promote and support a diverse range of small arts festivals or experimental artistic events throughout Wexford County. The focus is on festivals/events of high artistic quality that are innovative and have a strong emphasis on public engagement. We also welcome applications promoting cross disciplinary artistic collaborations and experimentation.

This grant scheme is open to organisers of arts festivals and events that have a clear artistic purpose and takes place between April – December 2021. Applications will be assessed on the quality and ambition of the proposed activities, the feasibility of the events and the completeness of applications

A NOTE ON COVID-19-RELATED PUBLIC-HEALTH GUIDANCE

In preparing your proposal , you should base it on the best public-health advice and guidance available at the time you are making your application. Given this, 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. The Arts office encourages all festivals to consider this as they plan for 2021,and welcomes new ways of working, eg online events, hosting a series of smaller real life events, experimenting with outdoor spaces, or a hybrid of online and real life events.

Applications should demonstrate:

* The ambition of the festival/event as a whole
* The artistic quality and reputation of the programme and artists/performers/tutors involved
* The amount and quality of the opportunities to develop new audiences for the arts
* How the festival will engage with the public, local communities and/ or visitors in light of COVID 9 and social distancing measures.
* The knowledge and experience of the team who will manage the project
* How well the project is planned, budgeted, publicised

To be eligible for funding, the festival/event must be based in County Wexford and take place between April – mid-December 2021.

**Please note before applying:**

* The total festival fund is €20,000 and it is a competitive selection process.
* Applicants may apply for funds in region of €1,000 - €3,000 maximum.
* Wexford County Council’s logo and a sentence acknowledging funding received under this scheme must be included in all publicity material relating to the festival/event.
* The festival/event must be completed by mid-December 2021.
* Schools events, summer camps, school exhibitions and school concerts are not eligible for this Scheme.
* Wexford County Council will not be in control of the locations where works/events take place, therefore it will be the responsibility of the committee to ensure they comply fully with Covid 19 HSE guidelines, the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where applicable).Additional legislative requirements which may apply to the place of work will also need to be considered by the committee.
* Applicants who to wish to engage children and young people under eighteen years of age in the proposed activity, event or project 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](http://www.tusla.ie) , for more information.
* WCC Arts Office provides funding under the proviso that projects are funded and inclusive and promote diversity.
* Public engagement is an important part of the remit of the Small Arts Festival & Experimental Events Grant Scheme and artists are asked to consider how they will engage with the public in their festival/event taking into account social distancing measures and HSE guidelines in light of COVID 19, if and where applicable.
* The Budget format separates art, administration and support costs. Wexford County may provide funding in the region of €1,000 funding up to a maximum of €3,000 per festival/event.

Please include all of the costs and show a balanced budget i.e. the total match-funding should equal the total grant amount sought.

1. **Artistic Costs**
* Artistic Fees – professional fees (excluding travel/subsistence expenses)**\***
* Materials – artistic materials for workshops and any artwork/event/performance
* Expenses – any other costs involved in employing the artist (e.g. travel)
* Other – please provide details or description of these costs

**\***Artistic fees should be in line with professional rates for artists. See Visual Artists Ireland Guide to artist fees. [http://visualartists.ie/the-manual-a-survival-guide-for-visual-artists/the-guidelines/payment-guidelines-for-professional-visual-artists/visual-artists-payment-guidelines-calculator/visual-artists-payment-guidelines-other-fees/](http://scanmail.trustwave.com/?c=6600&d=zqCI2D1f2v34-TZeZJm23zUTmDDJGdU7mRCiAuTlOA&s=298&u=http%3a%2f%2fvisualartists%2eie%2fthe-manual-a-survival-guide-for-visual-artists%2fthe-guidelines%2fpayment-guidelines-for-professional-visual-artists%2fvisual-artists-payment-guidelines-calculator%2fvisual-artists-payment-guidelines-other-fees%2f)

1. **Administration Costs**
* Venue costs – e.g. rent, light & rent – approximate costs
* Communications – postage, phone credit, couriers, internet access
* Publicity – design, printing, advertising, PR
* Insurance – for the group (public liability) and artist (general liability)
* Health and Safety measures in line with HSE Covid 19 guidelines
* Monitoring and evaluation costs, independent evaluator’s costs, documentation

1. **Support Costs**
* Venue hire e.g. theatre or exhibition space
* Technical equipment – any specialised equipment to be hired (capital

 Expenditure of any significance is not eligible)

* Transportation costs – for participants, artworks or equipment
* Other – please provide details or description of these costs
1. **Other sources of funding**

Please indicate whether these contributions to funding are ‘in-kind’ or in cash**.**

* **Direct funding** – this is cash input e.g. cash funding the community groups is directly contributing to the programme, ticket sales, programme sales, additional funding from other sources
* **In-kind contribution** – this is a non-cash input, which can be given a cash value e.g. donated venue hire, voluntary labour, in-house print, donated transport, donated equipment hire etc.

**Assessment Criteria**

The following assessment criteria will be used:

1. Overall artistic merit and benefit to the provision and development of festivals/experimental artistic events in Wexford County - 20%
2. Track record – professional and management capacity – 15%
3. Originality/Innovation – 15%
4. Feasibility of proposed budget– 15%
5. Impact – 30%- bearing in mind Covid 19 and HSE guidelines
6. Social/community
7. Cultural
8. Economic
9. Marketing, social media and branding – 5%

**Applications must be received by 4 pm Tuesday 9th March, 2021. *Incomplete applications will not be considered***. **Digital submission on one PDF or Word document accepted only. Applications must not exceed 12 MB in size including support material.**

**Successful Applicants**

Payment to successful applicants will be made by electronic fund transfer only.

The first 75% of funding will be paid to the successful applicant on completion of a **supplier request form** which will be sent with the successful letter.

The remaining 25% will be paid once the festival/event is delivered and a completed **Post Event Festival Report Form** has been submitted (also enclosed with the successful letter).

**SMALL ARTS FESTIVAL & EXPERIMENTAL EVENT GRANT 2021**

**Wexford County Council**

**APPLICATION FORM**

|  |
| --- |
| **CONTACT DETAILS** |
| **Name of Organisation** |  |
| **Name of Contact Person** |  |
| **Address** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **THE PROPOSED FESTIVAL/EVENT** |
| **Name of festival/event** |  |
| **Proposed date/s for festival/event** |  |
| **Proposed time/s for the festival/event** |  |
| **Location(s) for festival/event** |  |
| **Was the festival/event held in previous year(s)?** *If yes please give details* |  |
| **Identify the target audience** *(e.g. young people, older residents, local community, new audiences etc.)* |  |
| **Who are the key personnel involved in the organisation of the festival/event** |  |
| **How many people do you expect to attend the festival/event** |  |
| **What are the aims and objectives of your festival/event** (max 100 words) |  |
| **Describe the anticipated economic/social and community impact of the festival/event** (max 200 words) |  |
| **BRIEFLY DESCRIBE YOUR PROPSED FESTIVAL/EVENT****(Max 400 words) Please include a more detailed description (max 1,000 words) and supporting material online with your application**.  |
|  |
| **How do you intend to publicise the festival/event** |  |
| **Will any other activities will be taking place during the festival/event** |  |
| **COVID-19** |  |
| **Please state how your will adapt your festival to COVID 19 and HSE guidelines in 2021** |  |
| **Please include measures you will take to adhere to the health and safety / social distancing guidelines?** |  |
| **FUNDING** |
| **Estimated overall event cost of the festival/event?** |  |
| **Have you received or applied for funding from any other sources?****(Note:- Double funding from Wexford County Council Arts Department is not allowed)** | **Yes**  | **No**  |
| **If yes, please state the source and amount of funding.** |  |
| **Budget****(Please refer to the guidance notes for help completing this section.)**  |
| **Item** | **Amount** | **Notes** **(Indicate which amounts are match-funding from group and whether in-kind support / cash)** |
| 1. **Artistic costs**
 | **€** |  |
| Artist (s) Fees |  |  |
| Materials |  |  |
| Travel/Subsistence |  |  |
| Other expenses |  |  |
| Sub-total 1 |  |  |
| 1. **Administrative costs**
 |  |  |
| Administrative costs |  |  |
| Postage and stationery |  |  |
| Insurance (Public/Employers) |  |  |
| Publicity and PR |  |  |
| Monitoring and evaluation |  |  |
| Health & Safety  |  |  |
| Sub-total 2 |  |  |
| 1. **Support costs**
 |  |  |
| Venue hire |  |  |
| Technical equipment/transport |  |  |
| Other |  |  |
| Sub-total 3 |  |  |
| **TOTAL EXPENSES = (1+2+3)** |  |  |
| **Award sought from Small Arts Festivals & Experimental Event Scheme \*** |  |  |

\* The amount sought must not exceed the maximum award. Applications for greater sums will not be considered.

**Recognition must be given to Wexford County Council in any promotional material associated with this Grant Scheme.**

**Supporting Documentation: Digital copies only accepted**

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

This may include images, pamphlets, brochures, texts, and video links.

* Max of 12 still images (PDF or jpeg only) – clearly labelled.
* Video Show reel (You Tube or Vimeo) max 6 minutes accepted
* Catalogues, flyers, publications, reviews accepted
* Content sheet- clearly listing supporting documentation.

**Application dates:**

* Closing date for receipt of applications: **4.00 pm,** **Tuesday, 9th March, 2021.**
* Digital applications only: No hard copies accepted
* All Applicants will be notified by **Wednesday, 31st March, 2021.**
* Your application should include completed 1. Application Form & Disclaimer and 2 Supporting Documentation all compiled into one PDF document. In total this should not exceed 15 MB in size.

Please email your application to arts@wexfordcoco.ie .

Please put in the subject Line of the email –

**SMALL ARTS FESTIVAL & EXPERIMENTAL EVENT GRANT 2021 (and organisation name)**

For further information / queries please contact: The Arts Office Tel: 053 - 9196369 Wexford County Council Arts Office, County Hall, Carricklawn, Wexford, or email arts@wexfordcoco.ie

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| **DISCLAIMER – please read carefully** |

It will be a condition of any application for funding under the terms and conditions of the Wexford County Council – Small Arts Festival & Event Grant 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:
	1. The application or the subject matter of the application.
	2. 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. All relevant public liability insurance must be taken out by the event organisers.
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.

I certify that all the details supplied in this application form are true and correct to the best of my knowledge.

I agree to acknowledge the support of Wexford County Council in all promotional material and to include the correct logos.

I agree to accept the decision of the assessment of my application as final.

**Signature of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Contact person (CAPITALS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**