

Wicklow County Arts Office

Arts Festival Award Scheme 2025

1. BACKGROUND

Wicklow County Arts Office established the Arts Festival Award Scheme as one of several funding streams designed to support artists, arts participation and art form development. These initiatives are integral to Wicklow County Council's broader efforts to encourage excellence in the arts and enhance community involvement in artistic endeavours across the county.

2. SCHEME PURPOSE

The primary objective of the Arts Festival Awards Scheme is to support the development and programming of Arts Festivals in County Wicklow. This award seeks to financially assist Festival development plans and/or programmes for the year 2025, covering:

- 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. Implementation of specific measures targeting audience development and/or public engagement.
- iv. The development of new strategies and/or approaches to the delivery of the Festival

It's essential to note that the maximum award available through this scheme is capped at €15,000.

3. ASSESSMENT CRITERIA

To be considered for the Arts Festival Award Scheme, applications should exhibit the following:

Production/commissioning of new work & engagement of professional artists/ensembles:

- ↳ Demonstrate a clear and considered plan describing how the festival will be developed, managed, produced and presented
- ↳ Describe how professional artists/ensembles will be engaged
- ↳ Provide a well-defined project timeline, detailing the festival's delivery, promotion and evaluation (for project completion within the timeframe of the Award)

Public engagement and audience development:

- ↳ Describe how the festival will reach new and existing audiences

Proven track record of delivery:

- ↳ Demonstrate a strong track record in programming, presenting, and producing successful arts festivals

Distinctive nature of artistic merit and evidence of ambition and innovation:

- ↳ Demonstrate the festival's artistic merit and distinctive qualities

↳ Display ambition and innovation in the proposal, to advance festival development beyond previous iterations

Feasibility of proposal (advance planning and finances):

↳ Provide a breakdown of project expenses within the budget including a breakdown of any additional sources of funding or income (including evidence of finances received, permissions and/or licenses already in place).

3.1 WHAT IS NOT ELIGIBLE?

- Administration costs
- Non-Arts Festival Events
- For-profit or fundraising projects
- Competitive initiatives
- Alcohol / Entertainment/ Hospitality / Food & Drink expenditure
- Festivals which take place outside of County Wicklow
- Insurance costs where it is more than 10% of the awarded amount
- Capital improvements / Capital Asset purchases
- Festival projects or programmes where the majority of costs relate to equipment hire
- Projects that focus primarily on the community rather than artistic outcomes

4. ASSESSMENT PROCESS

A diverse pool of assessment panel members, comprising arts practitioners, arts managers, curators, producers, and individuals with relevant artistic and community expertise, along with local knowledge, will contribute to maintaining a well-rounded perspective and expertise during the application assessment process.

The Assessment Panel, once appointed, will have access to the submitted applications and will convene to evaluate them, shortlist, and recommend award recipients for 2025.

5. 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 or posted 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 the 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. It is anticipated that the overall process from submission of applications to notification of outcomes will take approx. 6-8 weeks.
11. Successful applicants are required on completion of the festival to submit an Evaluation Report, an Income and Expenditure account for the Festival, copies of paid invoices/payment receipts to the value of the award amount. 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 the specific branding and crediting requirements.
14. Where relevant, compliance with best practices and legislation in Child Protection as outlined by the Department of Health and Children is mandatory – www.dohc.ie
15. 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.
16. Applicants are required to read the Wicklow County Council GDPR statement in its entirety.

Please note that post-assessment, the provision of detailed feedback on applications submitted is not possible.

6. 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.

7. 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 2025' and complete the following:

↳ Enter all relevant details on the online application form (emailed/ faxed/posted applications will not be accepted)

↳ Write a detailed description of the Festival (1,500 words max)

↳ Include details of what area you wish to apply the investment from Wicklow County Council

↳ Upload the Budget for 2025 plus an Income and Expenditure account for 2024 (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, and audio or video recordings (links to YouTube, Vimeo, Soundcloud, MP4 etc.) If individuals are captured in any image/video, a signed consent form is required for each individual.

7.1 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:

Wednesday 05th February 2025 at 4pm

For questions or application support, contact wicklowartsoffice@ktcl.ie

This support service is available up to 5pm Friday, 29th January 2025.

Please make your subject line 'Festival Awards Scheme 2025'