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## GUIDELINES

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Please read carefully as the following provides you with the relevant guidance on how to submit and complete your application form.

**CLOSING DATE FOR APPLICATIONS IS MONDAY 19<sup>TH</sup> FEBRUARY 2024 @ 3pm**

THIS IS AN ONLINE APPLICATION ONLY AND CAN BE ACCESSED AT THE FOLLOWING LINK.

[ <https://submit.link/29I> ]

Late or Incomplete applications and incomplete budgets will render your application ineligible

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## PURPOSE OF THIS SCHEME

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- Offaly County Council's Festivals Arts Grant Scheme 2024 is in recognition of the growing number of festivals in Offaly with an arts programme and the potential of quality programming to enhance the county's cultural tourism potential.
- Festivals and events play a distinctive role in developing a vibrant and sustainable arts environment at a local level and should present new ideas and ways of working that can have far reaching effects for artists and audiences.
- Offaly County Council recognises the valuable contribution made by active voluntary committees in developing and sustaining these festivals.

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## ELIGIBILITY

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Offaly County Council's Festivals Arts Grant Scheme 2024 is open to organisations that promote festivals or events with a **\*clear artistic purpose** where the festival will take place in the calendar year 2024 in the jurisdiction of Offaly. The Arts are defined as music, literature, film, digital, community arts, theatre, dance, visual arts, architecture. A festival may represent one art form or may include a wide variety of different art forms. Festivals or events may also be programmed over a number of months (e.g. an extended concert series).

\* If festival application is deemed by the selection panel not to have sufficient artistic content, the festival may be considered within other funding schemes (pending available funding).



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## WHO CANNOT APPLY?

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- Commercial organisations which share out profits to members.
- Competitive events e.g. where the competition is the dominant element of the programme
- Once-off academic conferences/symposia with no wider public benefit
- Activities taking place in a formal education setting where the activity does not primarily engage with the wider community
- Charity/fund-raising events
- Festivals or events that have taken place before the respective closing date for the application
- Parades

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## WHAT YOU CAN APPLY FOR

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- Artists' Fees (this includes performance fees)
- Audience development (activity carried out to help organisations develop ongoing relationships with existing and new audiences)
- Travel Costs and Expenses for artists/performers

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## WHAT YOU CANNOT APPLY FOR

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- Activities that are not arts-related (e.g. heritage, commercial, craft, sport, food fairs)
- Training programmes for individuals
- Marketing and Publicity
- Competitive/Commercial and charitable events

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## REQUIRED

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- In-date tax clearance certificate and access number for your festival
- Bank Account in the festivals name.
- Insurances that indemnify Offaly County Council against any claim



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## CRITERIA FOR ASSESSING APPLICATIONS

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An assessment panel nominated by Offaly County Council will review all applications based on the following criteria. Note that funding is limited **and the standard of festivals applying and being funded is very high**, therefore you need to carefully consider the assessment criteria and eligibility when making your application. A **complete and considered application** form having regard to the guidelines with inclusion of all supporting material relating to your application and a complete expenditure/income report for the full festival **is essential**.

**Without a full application being submitted the application may be disqualified**

- a. Artistic quality and content of the proposed programme, both on a standalone basis and in reference to competing applications.
- b. Demonstration of audience development, community engagement and participation for existing and new communities.
- c. Demonstration that the festival is embracing all avenues of community and financial support for the purposes of community ownership and sustainability.
- d. Assessment of the accessibility and affordability of the arts events to members of the community.

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## THE FOLLOWING IS IMPORTANT TO NOTE

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- **Budgeting and programming:** We appreciate that your 2024 event details may not yet be finalised however at this point you will have an idea of the type of programme you will run, the acts and artists you wish to attract and how you can accommodate them within your programme and budget therefore a clear estimated expenditure/income budget for the full festival is required.
- **Duplicate Funding:** Please ensure that there is no duplication of funding from Offaly County Council, Local Community and Development Committee and LEADER funded projects. Please state all agencies that you have applied to for funding



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## HOW TO SUBMIT AN APPLICATION

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Submit by Closing date - Monday 19<sup>th</sup> February 2024 @ 3pm  
(<https://submit.link/291> )

### Online Application Only

Please plan ahead. Allow yourself plenty of time to complete the application. Your application will be saved as draft until you are ready to submit. If an item is not relevant, please explain why. Note that the quality of your answer and your application is important in the assessment. The application closes on time. You will be asked for the following:

- Details of festival, contact, committee members etc.
- Audience figures 2023
- 2024 Proposal
- To fill in an expenditure & income table with costs
- Supporting Material: To be uploaded in PDF format
  - 2023 Programme
  - List of proposed events 2024
  - Child Safeguarding Statement (if working with children)
  - Health and Safety Statement
  - Insurances
  - Licences and Permissions
  - Artists CVs/Quotes

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## TO NOTE

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- It is important to have an awareness of other festivals taking place in your locality, care should be taken to ensure that festivals do not clash with each other so as to maximize audience participation, support, and income.
- Receipt of a grant in one year does not automatically guarantee grant aid the following year.
- Festivals should contribute to the promotion of a positive image of Offaly.
- Festival organisations will be expected to make efforts to maximise income through ticket sales and sponsorship. They should develop a plan to improve their sustainability.

If you require assistance in completing your application form, please  
email us on [arts@offalycoco.ie](mailto:arts@offalycoco.ie)