



Comhairle Cathrach Chorcaí
Cork City Council

Arts Ealaíona

Project Scheme Award Guidelines

Introduction to Guidelines

The Project Scheme provides direct funding for professional arts projects across all disciplines. The project scheme supports research and development, as well as production funding across all art forms. This grant aid is open to the professional arts sector.

Deadline for submission of online applications is **16:00 on Thursday 21st November 2024**

Guidelines for applications to this award are provided in this document in the form of Frequently Asked Questions. There is index of questions overleaf. Detailed information about the application criteria are provided in a separate document. To read the award guidelines and criteria, go to at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/> Both documents are available in the following formats also:

- Screenreader friendly, large print format
- Audio format

Step-by-step video instructions on completing the online application form will be available to view online from 21st October.

To submit your application in any other format, please get in touch to discuss by contacting artsgrants@corkcity.ie or phone (021) 492 4000.



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Project Scheme Award Guidelines

Q1. What can I do with this award?

The Project Scheme supports research and development, as well as production funding, across all art forms.

There are two phases for this scheme. The phases can be applied for separately or together in the same application form. Please note that the maximum that will be awarded to an applicant under this scheme in any given year is €10,000.

Phase 1: Research & Development: Applicants can apply for support of up to **€10,000** towards the research and development of a project. This category prioritises resources needed by a professional artist to spend time researching methodologies and developing a plan for a future project.

Phase 2: Project Realisation: Applicants can apply for support of up to **€10,000** towards the realisation or production of a project. This category prioritises resources needed for the realisation of a project proposal. The proposal should be completed within the year of scheme.

Please Note: it is recommended that the duration of either phase be planned according to the needs of the project and is reflected through a fair level of remuneration for arts personnel involved.

Q2. Who can submit a proposal?

Professional artists in any art form are invited to apply to this scheme.

More than one artist may be involved in the proposal. At least one Lead Artist should be identified by name in an application.

Q3. What proposals are eligible?

The criteria for eligibility are described in detail in a separate Award Criteria document. Applications will only qualify for assessment that meet those criteria.

If you are unsure whether your proposal is eligible for this scheme, contact artsgrants@cork-city.ie or phone (021) 492 4000.



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Q4. What accommodations are being made to support access requirements?

Cork City Council Arts Office is committed to the support of equality, diversity and inclusion in the arts as per Arts Council of Ireland policy. Accommodations for access requirements facilitated by Cork City Council Arts Office include the following:

- Large print, screenreader friendly soft copy versions, audio version and hard copy versions of a) application criteria and b) guidelines are available to download as two separate documents from <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>
- A funding webinar will be hosted by Cork City Council Arts Office for prospective applicants on 17th October 2024. To attend, book your place at bit.ly/cccartsfunds25. The webinar will cover the purpose of Cork City Council's funding schemes and answer any questions relating to the award criteria or guidelines. The recording of this event will be captioned and available to download from this webpage. The recording can be provided with accompanying Irish Sign Language interpretation if requested by 18th October via email to artgrants@corkcity.ie;
- As an alternative to written proposals submitted via the online form, audio applications are facilitated via email. Instructions for submitting this format is outlined under Question 5;

Q5. How do I submit a proposal?

To submit a proposal, you must complete an online application form which is hosted on a platform used by Cork City Council's called Submit. To use Submit, you must first set up a Submit account. You will find step-by-step video instructions to do so from 17th October 2024 at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>

When your Submit account is set up, you can log in and begin your application. You will find the application form and step-by-step instructions on completing it at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>



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Applicants are also required to submit additional enclosures. These are detailed in the application criteria which is a separate document that you can find at <https://www.cork-city.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>

Once your form is complete and submitted, there is one more task to perform before it will be received for assessment by Cork City Council: verification. You must follow the instructions that appear after you click the Submit button to verify your submission via a link that will be sent to the inbox of the email address you use to log in to Submit. Be sure to leave yourself enough time prior to the deadline to perform this last task.

If you encounter any technical difficulties, contact artsgrants@corkcity.ie or phone (021) 492 4000.

Applicants who wish to submit audio applications must inform Cork City Council Arts Office by 18th October 2024 in order that a transcript can be arranged in advance of assessment.

Guidelines for recorded submissions are below:

- Verbal answers to application questions via audio submissions must not exceed the word count on the application form.
- Audio recordings can be uploaded to Soundcloud or Bandcamp.
- You must submit a weblink to your audio via email to artsgrants@corkcity.ie by the deadline for all funding applications to this scheme. Audio files attached to an email will not be accepted.
- If the online audio is password protected, the relevant password must be included in the same submission email to artsgrants@corkcity.ie with the link to access it;
- Essential enclosures listed in the application form will need to be provided as recordings also unless they can be submitted as text files via attachment to the same submission email.
- The name of the applicant must be included in the submission email.

In order to submit recorded applications, please contact Cork City Council Arts Office by emailing us at artsgrants@corkcity.ie before 18th October 2024 so that we can plan for the transcription of your application after the deadline.

To submit your application in any other format, please get in touch to discuss by contacting artsgrants@corkcity.ie or phone (021) 492 4000.



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Q6. Who decides if I will be awarded?

Your Project Scheme application will be assessed by a panel of people that decide who should receive the scheme based on how well the proposal fulfils the criteria outlined in the Application Criteria document. Each person invited to be on the panel will have relevant experience working in the arts. The panel will be facilitated by a staff member from Cork City Council Arts Office.

The panel will first review all of the proposals received by the application deadline. Next, they will meet and discuss the merits of the proposals. Finally, they will mark the proposals based on the criteria headings below:

- Artistic Criteria
- Strategic Criteria
- Operational Criteria

Proposals scoring the highest marks will receive the Project Scheme award based on available funds. Cork City Council may offer amounts of grant aid less than the amount sought. Grant assistance will be awarded only where applications meet the criteria set down by Cork City Council. Applicants can apply for a maximum of €10,000 in any one year.

Q7. What happens with information I submit in my application?

Cork City Council will make the following information in your funding application available on request:

- Name of the successful applicants
- Reasons an applicant did not qualify for grant consideration.

Cork City Council treats all information received in applications confidentially. You should be aware however that, occasionally, Cork City Council receives request for information received to be shared publicly under the Freedom of Information Act 2014. For this reason, we ask that you make us aware if any information you provide is sensitive. Cork City Council will not release sensitive information without asking your permission in advance.



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If Cork City Council is not made aware that any information is sensitive, it may be released without consulting you at any time in response to a Freedom of Information Request.

Q8. What is the deadline for applications?

The deadline for submission of applications is 4pm on Thursday 21st November 2024.

You are advised to submit your application as early as possible in case of any technical challenges on the day to ensure it is received on time

Q9. What happens if I am not awarded?

All applicants will be notified by letter about the outcome of the assessment of applications by March 2025. You will be informed if your proposal is not awarded. An unsuccessful application does not preclude you from applying for funding through this scheme in the future.

Q10. Where can I find out more about Equality, Diversity and Inclusion in the arts?

[Arts Council of Ireland Equality, Diversity and Inclusion Policy](#)

[Arts Council of Ireland Equality, Diversity and Inclusion Toolkit](#)

Q11. I have a question not covered in this document. Who can I contact?

Please contact Cork City Council Arts Office, Community Culture & Placemaking Directorate, Cork City Council, City Hall, Anglesea Street, Cork, Ireland

Tel: 021 492 4000

Email: artsgrants@corkcity.ie