**Traditional Music Commission briefing session:**

* Part of dlr’s public art programme (other commissions have focused on film/youth/arts & disability etc)
* Think about the commissioner – it’s a public body, as opposed to a private organisation
* Creation of new work – this is essential. It is not grant funding for completion of a project that has been in the making for some time
* Launch/showcasing of the new work must take place in the Dún Laoghaire area
* There will be scope to use the Studio, dlr LexIcon for a showcase/performance with no rental fee attached (you would need to budget for specialist sound engineer, etc.)
* Budget is €18,000 inclusive. Successful applicant will need to have Public Liability insurance.
* Criteria for selection – think about this when preparing proposal
* Work on the basis that the panel are not familiar with your work – give all the details
* If you have secured some additional public funding, the commissioners would be open to pooling. However, do not make an application for a proposal that requires additional unsecured funding – the selection panel will need to be sure that, if selected, your proposal is viable and will be completed. Sponsorship from a commercial source could only be used with advance agreement from Dún Laoghaire-Rathdown County Council

**Some key points from the presentation by Catherine Boothman from the Arts Council:**

* Clearly identify your artistic aim
* Is there a really strong artistic reason to make this work?
* Describe what you want to do artistically and why it is artistically important or interesting
* Visualise what you will have made by the end of the project
* Identify who you would like to work with and why
* Talk to everyone who you hope to work with
* Once you have identified your main collaborators keep them informed
* Plan the start date and the end date of your project
* Identify what marks the completion of your project
* Plan when and where everything will take place
* Identify what resources you need in order to create your work and carry out your project
* Identify how you are going to get those resources and who is going to help you
* Plan your project well in advance of the deadline
* Prepare good information about yourself and any other artists that will be involved in the creation of the work / delivering the project
* Get quotes
* Talk to people about fees and write down every cost in detail
* Prepare high quality supporting documentation
* Demonstrate that the artistic work /project is feasible and that it is a good way to invest public money