

**dlr Creative Ireland  
Innovation and Incubation Bursaries 2019**

**Closing Date: noon, Monday 23<sup>rd</sup> Sept 2019**

**Bursary Guidelines**

Dún Laoghaire-Rathdown County Council is delighted to invite applications for dlr Creative Ireland Bursaries which focus on supporting innovation and the incubation of new ideas, projects and ways of working in cultural organisations and institutions in dlr.

This funding opportunity forms part of the Dún Laoghaire- Rathdown Culture and Creativity Strategy 2018- 2022, funded by Creative Ireland and delivered by Dún Laoghaire-Rathdown County Council.

Creative Ireland is a culture-based programme designed to promote individual, community and national wellbeing. The core proposition is that participation in cultural activity drives personal and collective creativity, with significant implications for individual and societal wellbeing and achievement.

This round of dlr Creative Ireland bursaries offers the opportunity for professional, Dún Laoghaire-Rathdown based not-for-profit cultural organisations and institutions to invest resources and time to develop innovative ways of working, engaging with their audiences or artists in new ways, test new ideas and practices or incubate a new project or strand to their work.

Researching and testing pilot projects, prototyping new initiatives and establishing innovative partnerships are encouraged. The bursaries will support activity taking place from October to December 2019.

Applicants are also encouraged to avail of this bursary opportunity to test and develop new ideas which may inform longer term project proposals into 2020/2021.

Proposals may link to any of the 5 pillars of Creative Ireland

- Enabling the Creative Potential of Every Child.
- Enabling Creativity in Every Community.
- Investing in our Creative and Cultural Infrastructure.
- Ireland as a Centre of Excellence in Media Production.
- Unifying our Global Reputation.

Bursaries will be awarded to a maximum of €3,000.

### **Objectives:**

- To support creativity and innovation in Dún Laoghaire-Rathdown cultural organisations
- To support the incubation of new ideas, ways of works or projects and activities which respond to one or more of the Creative Ireland Pillars
- To allow time to prototype new projects or ideas which may be impactful on the organisation and/or inform longer term development

### **Eligibility:**

- A maximum of **two** applications will be accepted from any not-for-profit cultural organisation or institution operating in Dún Laoghaire-Rathdown County. If two applications are being made two separate application forms must be submitted.
- Proposals must be for activities taking place within Dún Laoghaire-Rathdown.
- Dún Laoghaire-Rathdown County Council aims to support projects, events, groups, organisations and individuals whose work is of a high quality.
- Dún Laoghaire-Rathdown County Council seeks to support financially sustainable ventures.
- Preference will also be given to those whose work functions in a developmental way and whose application demonstrates an ability to support one or more of dlr's communities. This may include the arts community in dlr.
- Applications that involve strategic partnerships and collaborations will be favourably considered particularly where match funding is available.
- In regards to applications from organisations only not for profit organisations will be considered.
- Grants will not cover capital building programmes, third party grants, assistance to cover loans or deficits, projects which could be undertaken on a commercial basis, charity fundraising events or the hire fee of Council premises.
- Employees of Dún Laoghaire-Rathdown County Council are not eligible to apply.

### **Conditions:**

- Successful applicants will be required to acknowledge the support of Dún Laoghaire-Rathdown County Council and Creative Ireland in writing on all press and promotional materials relating to the successful proposal. The Dún

Laoghaire-Rathdown County Council and Creative Ireland logos must also be on all promotional materials.

- The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the bursary must be approved in advance by the Dún Laoghaire-Rathdown County Council.
- The award must be spent within the designated timeframe.
- Successful applicants must hold adequate public liability insurance. Dún Laoghaire-Rathdown County Council will not be responsible in any way for insurance of grant aided events or projects.
- Where relevant, successful applicants must have in place a safe guarding policy and proper procedures regarding working with children, young people and vulnerable adults.
- The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or commercially sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.
- Canvassing of the members of the selection panel, Councillors or Council staff will disqualify the applicant/s.
- A report on the grant-aided activity must be submitted. A template for this report will be provided and must be used.
- Dún Laoghaire-Rathdown County Council reserves the right to invite An Cathaoirleach and/or An Leas Cathaoirleach to activities supported by the dlr Creative Ireland bursary.
- Specific conditions may be outlined in a letter of offer, which must be signed and returned to the Arts Office prior to the drawdown of funding.
- Payments will be made by electronic fund transfer. Successful applicants will be required to complete an electronic fund transfer form prior to requesting the drawdown of any funding.
- Submissions from organisations that have outstanding debts to Dún Laoghaire-Rathdown County Council will not be considered.
- Dún Laoghaire-Rathdown County Council will use the information you provide on this form for the purposes of assessment. Additionally, if your submission is successful project details will be used in monitoring project progression, promotion of the bursary and shared with our funder, Creative Ireland. You can change your mind at any time by contacting us at [arts@dlrcoco.ie](mailto:arts@dlrcoco.ie). We will treat your information with respect. For more information about our privacy practices please visit our website. By signing and submitting the application form you agree that we may process your information in accordance with these terms.

## **Application Process:**

Applications must be typed or completed in clear block capital letters  
Applications can be made via email or postal submission.

**Emailed submissions** must be sent to [arts@dlrcoco.ie](mailto:arts@dlrcoco.ie) no later than noon, Monday 23<sup>rd</sup> September 2019 and include your application form and supporting material with 'dlr Creative Ireland Innovation and Incubation Bursaries' in the subject line. The email must include

- Completed and signed application form
- A biography of the organisation
- Supplementary supporting material
- If applicable, evidence of other funding you have secured

**Postal submissions**, to be received no later than noon, Monday 23<sup>rd</sup> September 2019, must include 3 copies of:

- Completed and signed application form
- A biography of the organisation
- Supplementary supporting material
- If applicable, evidence of other funding you have secured

The submission of clear supplementary supporting material is strongly recommended. Please assume that the selection panel is not familiar with any of your past work.

Include 1 copy of supplementary materials to support your application. Examples of appropriate supplementary materials may include

- Examples of previous work- maximum 10 (if supplying images/files they should be in j-peg format and if supplying cd's and/or dvd's they must be pc compatible.)
- Reviews of previous work
- A more detailed proposal
- A more detailed budget
- Letters of support from groups or organisations you will be working with, venues you intend to use, etc
- Letter of support from project partners

### **Criteria for Selection:**

Applications will be marked on the following criteria:

- Quality of proposal
- Ability to link to Creative Ireland pillar(s)
- Ability to achieve outlined objectives within timeframe and budget.
- Geographical Spread

### **Timeline:**

Friday 23 <sup>rd</sup> Aug 2019	Launch of dlr Creative Ireland bursaries
Monday 23 <sup>rd</sup> Sept at 12 noon	Closing date for submissions
Week of 30 <sup>th</sup> Sept	Selection Panel to assess grant applications
Week of 7 <sup>th</sup> Oct	Successful applicants informed
Project completion date	end December 2019

### **Selection Process:**

- Grants will be selected through a competitive process.
- Applications will be considered at a selection panel and the panel's decision is final.
- 2 copies of a letter of offer will be issued to successful applicants. This may contain specific conditions. 1 copy must be signed and returned to Dún Laoghaire-Rathdown Arts Office prior to the drawdown of funding.

For queries please contact:

arts@dlrcoco.ie

(01) 236 2759