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Comhairle Contae Chiarraí
Kerry County Council

TREOIRLÍNTE - DEONTAS 2018 FÉN ACHT EALAÍON
GUIDELINES - ARTS ACT GRANT 2018

Gaeilge		English
Cuireann Comhairle Contae Chiarraí maoiniú ar fáil faoin Acht Ealaíon i ndáil le gníomhaíochtaí, tionscadail agus cúraimí den saghas sin, chun críocha suim an phobail sna healaíona a spreagadh, eolas agus tuiscint ar na healaíona agus a gcleachtadh a chur chun cinn, nó caighdeáin na n-ealaíon laistigh dá limistéar feidhme a ardú. Is é an buiséad arna ghlacadh don bhliain 2018 ná thart ar €30,000 do chontae Chiarraí. Ó tá an maoiniú teoranta agus ós próiseas iomaíoch é, ní éireoidh le gach iarratasóir. Tabhair do d'aire go gcoimeádann an Chomhairle an ceart cur le líon agus luach na ndámhachtainí a bhronnfar.		**Kerry County Council provides funding under the Arts Act in respect of such activities, projects or undertakings, for the purposes of stimulating public interest in the arts, promoting knowledge, appreciation and practice of the arts, or improving standards in the arts within its functional area. The adopted budget for 2018 is approximately €30,000 for the county of Kerry. As funding is limited and the process is competitive, not all applicants will be successful. Please note that the Council reserves its right to add to or reduce the number and value of awards it may make.**
Ní thabharfar cúnamh ach do ghníomhaíochtaí atá lonnaithe i gCiarraí agus a chuirfear ar siúl i gCiarraí.	**1.**	Assistance will only be provided for activity that is based in Kerry and takes place in Kerry.
D'fhéadfadh luachanna éagsúla a bheith leis na dámhachtainí ag brath ar líon na n-iarratas fiúntach.	**2.**	Allocated awards vary value, depending on the number of meritable applications.
Caithfidh Leithdháileadh na nDeontas faoin Acht Ealaíon a bheith i gcomhréir leis na beartais atá leagtha amach i Straitéis Ealaíon Chomhairle Contae Chiarraí 2016 – 2021. Ar fáil ag http://www.kerrycoco.ie/en/media/media,11805,en.pdf	**3.**	Arts Act Grant Allocations must be in alignment with the policies set out in the Kerry County Arts strategy 2016 – 2021. Available at http://www.kerrycoco.ie/en/media/media,11805,en.pdf
Tabharfar tús áite d'fhéilte, imeachtaí agus gníomhaíochtaí a lorgaíonn maoiniú chun íoc as rannphháirtíocht ealaíontóirí gairmiúla agus a bpáirtíocht in eagraíocht /imeachtaí/ gníomhaíochtaí an iarratasóra. Is ealaíontóir gairmiúil é duine a bhfuil teist chruthaithe san healaíona air nó uirthi, le cáilíocht sna healaíona nó taithí shuntasach ina rogha réimse más féidir.	**4.**	Priority will be given to festivals, events and activities that seek funding for the paid involvement of professional artists and their participation in the applicant's organisation/event/activity. A professional artist is one who has a proven track record in the arts, preferably with an arts qualification or considerable experience in his/her chosen field.
Beidh méid an deontais is iníoctha ceangailte le costas foriomlán an imeacht/gníomhaíocht a chur ar siúl agus ní sháróidh, i gcás ar bith, an deontas aon trian den chostas foriomlán.	**5.**	The amount of grant payable shall be related to the overall cost of staging the event/activity and in no case shall the grant exceed one third of the overall cost.

Beidh an t-iarratas faoi réir próiseas iomaíoch faoi threoir na gcritéar seo a leanas: Teist cruthaithe na heagraíochta / an ealaíontóra sna healaíona; feabhas an togra / tionscadail; tionchar an togra / tionscadail ar thimpeallacht na n-ealaíon i gCiarraí ó thaobh rannpháirtíocht an tsaoránaigh agus na tacaíochta a thugtar d'ealaíontóirí; acmhainn an iarratasóra an tionscadal a thabhairt chun críche ó thaobh margaíochta, bainistíocht buiséid agus measúnaithe de.	**6.**	**Application is subject to a competitive process informed by the following criteria**: An organisation's / artist's artistic background and proven track record in the arts; the quality of the proposal / project; the impact of the proposal / project on the arts environment in Kerry in terms of citizen engagement and support to artists; the capacity of the applicant to see the project to completion in terms of marketing, budget management and evaluation.
Iarratais Neamh-incháilithe: Iarratas ar bith nach gcuireann na gníomhaíochtaí ann go díreach leis na healaíona. Tionscadail a bhaineann níos mó le réimsí na staire, na ceardaíochta, na hoidhreachta, an phobail seachas na healaíona. Tionscadail tráchtála nó brabúis. Tionscadail a dheonaíonn sciar mór den ioncam do charthanais; tionscadail chaipitiúla agus bhonneagair; Tionscadail ar chuid dlúthchuid díobh coimisiúnú a dhéanamh lena n-áirítear dealbha, tiomnaithe agus plaiceanna. Iarratais a mbeidh an maoiniú rómhór ag teastáil dóibh i gcomhthéacs an bhuiséid atá ar fáil. Iarratais nach bhfuil dea-chumtha, a bhfuil sonraí ábhartha agus riachtanacha a iarrtar in easnamh ar an bhfoirm iarratais.	**7.**	**Ineligible Applications**: Any application whose activities are not contributing directly to the arts. Projects that are better defined as history, craft, heritage, community as opposed to artistic. Projects that are profit making or commercial. Projects that donate large portions of income to charity; Capital and infrastructure projects; Projects that are commissioning by nature including statues, sculptures, dedications and plaques. Applications whose funding requires an amount outside of the scope of the allowable budget. Applications that are poorly composed, lacking in the relevant and essential details requested on the application form.
Ná dein talamh slán de go bhfuil aon chur amach ag an bpainéal roghnúcháin ortsa ná ar do shaothar, tabhair na sonraí a lorgaítear. Tabhair faoi aon ath-iarratas faoi mar ba é do chéad cheann é.	**8.**	Do not assume the selection panel know you or your work, provide detail as requested. Treat any repeat application as your first.
Féadfaidh iarratasóirí nach n-éiríonn leo aiseolas a lorg.	**9.**	Unsuccessful applicants can request feedback.
Féadfaidh Comhairle Contae Chiarraí comhairle a lorg ó mheasúnóirí seachtracha.	**10.**	Kerry County Council may seek the advice of external assessors.
Is coinníoll le haghaidh íocaíochtaí do ghrúpa go mbeidh cuntas bainc ag an ngrúpa sin, nó go n-osclóidh an grúpa cuntas bainc, sula ndéanfar íocaíocht a údarú.	**11.**	It is a condition of payment to a group that the group shall have an existing bank account, or open a bank account, prior to authorisation of payment.
Féadfar Deontais Ealaíon a choimeád siar nó a roinnt idir iarratasóirí ar rogha na Comhairle.	**12.**	Arts Grants may be withheld or divided among applicants at the Council's discretion.
Níl aon chinnteacht ann go mbronnfar deontas ar iarratasóir fiú má tá sé incháilithe agus i gcomhréir leis na treoirlínte.	**13.**	Eligibility and compliance with these guidelines does not guarantee receipt of an award.

Ba cheart go n-úsáidfí aon chúnamh a fhaightear tríd an scéim seo mar chuid den ioncam lena maoinítear an tionscadal. Ní mór an maoiniú a úsáid chun na gcríocha a shonraítear i d'iarratas. Ní mór an dámhachtain a chaitheamh in 2018.	**14.**	Assistance received through this scheme should form part of the income which is funding the project. The funding offered must only be used for the purposes specified in your application. The award must be spent in 2018.
Nuair a dháiltear deontas le haghaidh imeacht / tionscadal ar leith, ní bheidh Comhairle Contae Chiarraí freagrach as árachas don imeacht / tionscadal.	**15.**	Where a grant is allocated for a specific event / project, Kerry County Council will not be responsible for the insurance of that event / project.
Má athraítear, má chuirtear ar athló nó má chuirtear ar ceal an t-imeacht - go hiomlán nó i bpáirt - ní mór teangmháil a dhéanamh le hOifig na nEalaíon roimh ré chun an cúram a phlé.	**16.**	If the event or project is altered, postponed or cancelled – in whole or in part – the Arts Office must be contacted in advance to discuss the matter.
Dícháileofar aon iarratasóir a dhéanann ionadaithe tofa a chanbhasáil.	**17.**	Canvassing of elected representatives will disqualify the applicant.
Cóid Chleachtais a Chomhlíonadh; Ní mór Treoirlínte maidir le Tús Áite do Leanaí, nósanna imeachta cuí um Ghrinnfhiosrúchán an Gharda Síochána, Rialacháin Sláinte agus Sábháilteachta, polasaithe agus nósanna imeachta Comhdheiseanna a bheith <u>i bhfeidhm agus iad a chomhlíonadh nuair is ábhartha i ngach cás</u>.	**18.**	Codes of Practice Observance; Child First Guidelines including appropriate Garda Vetting procedures, Health & Safety Regulations, Equal Opportunities policies and procedures <u>must be in place and adhered to where relevant and in all cases.</u>
Ní mór foirm iarratais a chur isteach roimh an spriocdháta a thugtar sna treoirlínte seo. Ní ghlacfar le heolas breise i ndiaidh an spriocdháta. Ní dhéanfar iarratais dhéanacha a mheas.	**19.**	You must include an application form and you must submit your application by the deadline included in these guidelines and application form. Additional information cannot be accepted after the closing date. Late applications will not be considered.
Is féidir an fhoirm iarratais a bheith clóbhuailte nó lámhscríofa. Más scríofa de láimh í, úsáid bloclitreacha agus páipéar breise <u>más</u> gá. Ní foláir duit deimhin a dhéanamh de go gcuirtear na cáipéisí uile a lorgaítear le d'iarratas. Ní ghlacfar le hiarratais ríomhphoist.	**20.**	The application form may be typed or hand-written. If written, please complete in block capitals using additional paper <u>only</u> if essential to your application. You must ensure that all requested documentation is included in your application. Email applications cannot be accepted.
<u>Iatáin Riachtanacha:</u> **Gan na nithe seo a leanas, ní dhéanfar d'iarratas a mheas:** • Foirm Líonta ina hIomláine • CVanna na nEalaíontóirí • Sonraí bainc na Ghrúpa Iarrtha agus ráiteas bainc a eisíodh le déanaí (ní bhaineann sé seo le hiarratasóirí aonair) • Ráiteas Cuntais Deimhnithe/Iniúchta suas chun dáta an Ghrúpa Iarrtha (má bhaineann le hábhar)	**21.**	**<u>Essential Enclosures</u>**: **Without the following items, your application will not be considered**: • Fully Completed Form • Artists' CVs • Applicant Group's bank details and a recent statement (does not apply to individual applicants) • Applicant Group's up to date, Certified/Audited (if applicable) Statement of Accounts

• Samplaí de shaothar a bhí ar chláir an iarratasóra d'imeachtaí/féilte a bhí ar siúl cheana. • Clúdach litreach le seoladh agus stampa (má theastaíonn go gcuirfear earraí thar n-ais chugat) • Aon eolas tacaíochta eile a d'fhéadfadh cabhrú le d'iarratas • Má tá d'eagraíocht cláraithe le haghaidh cánach ní foláir duit cóip de Dheimhniú Imréitigh Cánach bailí a sholáthar. Níl sé seo riachtanach más féidir leat Uimhir Charthanais a thabhairt. • Polasaí um Chumhdach Leanaí más infheidhme		• Examples of previous work of the applicant(s)/ programmes of previous editions of events/festivals • Stamped addressed envelope (if you require return of items) • Any other supporting information which you feel may assist your application • If your organisation is tax registered you are required to provide a copy of a valid Tax Clearance Certificate. This is not necessary if you can quote a Charity Number. • Child Safeguarding Policy if applicable
Ní mór Curriculum Vitae aon ealaíontóra a bhaineann leis an iarratas nó atá beartaithe dó a chur leis an iarratas.	**22.**	Curriculum Vitaes for artists who are linked or proposed in the project being applied for must be included with the application.
Ní mór aon ábhar a chuirtear mar thacaíocht don iarratas seo a bhailiú ó Oifig na nEalaíon <u>tráth nach déanaí ná mí i ndiaidh</u> dáta fógartha chinneadh na Comhairle. Ní bheidh an Chomhairle freagrach as an aon ábhar nach n-éileofar i ndiaidh na tréimhse sin.	**23.**	Material submitted in support of application must be collected from the Arts Office <u>no later than one month</u> from the date of notification of the Council's decision. The Council will not be responsible for material unclaimed after that period.
Ní mór don tionscnóir/iarratasóir aitheantas a thabhairt do Chomhairle Contae Chiarraí ar gach suíomh gréasáin, ardán meán sóisialta, ar gach ábhar poiblíochta, preasa agus margaíochta a tháirgfear i gceangal leis an ngníomhaíocht nó imeacht. Ní mór lógó Chomhairle Contae Chiarraí a chur ar gach ábhar clóite, póstaeir, bileoga agus suímh ghréasáin etc. Ní mór cóipeanna de gach ábhar den saghas sin a sheoladh go dtí Oifig na nEalaíon. Is féidir lógónna a lorg ó Oifig na nEalaíon.	**24.**	Kerry County Council must be acknowledged by the promoter/applicant on **all** websites and social media platforms, publicity, press and marketing material produced in connection with the activity or event. Kerry County Council's logo must be included in all printed material, posters, flyers etc and on websites. Copies of all such material produced must be sent to the Arts Office. Logos can be requested from The Arts office.
Tugtar le tuiscint nuair a chuirtear isteach an Fhoirm Iarratais líonta go nglactar leis na coinníollacha.	**25.**	Acceptance of these conditions is implied by submission of a completed Application Form.
Eiseofar litir thairisceana agus foirm tarraingthe anuas d'iarratasóirí rathúla. Ní mór an fhoirm tarraingthe anuas a chur isteach laistigh de mhí ón imeacht. Mura gcomhlíontar sin tarraingeofar siar an maoiniú.	**26.**	For successful applicants a letter of offer plus a draw down form will be issued. The draw down form must be submitted within one month of the event. Failure to comply will result in withdrawal of the funding.
Ní mór gach cuid den Fhoirm Iarratais a líonadh. Ní chuirfear iarratais neamhiomlána ar an ngearrliosta don mheasúnú	**27.**	All sections of the Application Form must be filled in. Incomplete forms will not be shortlisted for adjudication

BA CHEART NA hIARRATAIS A MHARCÁIL GO SOILÉIR le "DEONTAS EALAÍON 2018" **A chur isteach de láimh nó a chur tríd an bpost go:** Oifig na nEalaíon, Comhairle Contae Chiarraí, An Ráth Teas, Trá Lí, Co. Chiarraí. Luan go hAoine 9a.m. go 4p.m. **'SÉ 1IN DÉ CÉADAOIN AN 10Ú EANAIR 2018 AN SPRIOCDHÁTA D'IARRATAISÍ**	**28.**	**ALL APPLICATIONS MUST BE POSTED and should be CLEARLY MARKED "ARTS GRANT 2018"** **Hand delivery or post to:** The Arts Office, Kerry County Council, Rathass, Tralee, Co. Kerry. Mon-Fri.9am to 4pm. **DEADLINE FOR THE RECEIPT OF APPLICATIONS IS 1PM WEDNESDAY 10TH JANUARY 2018**
Polasaí um Chosaint Leanaí: Is é polasaí Chomhairle Contae Chiarraí go gcaithfidh aon eagraíocht a lorgaíonn maoiniú, a bhfuil baint ag a gníomhaíochtaí le leanaí, cóip dá polasaí reatha maidir le cosaint leanaí a chur in éineacht leis an iarratas. Mura ndéantar amhlaidh d'fhéadfadh an t-iarratas a bheith neamhbhailí.	**30.**	**Child Protection Policy:** Kerry County Council funding policy requires any organisation seeking funding, whose activities involve children, to submit a copy of their current child safeguarding policy along with the completed application materials. Failure to do so may render the application invalid.
Saoráil Faisnéise: Molann Comhairle Contae Chiarraí go gcuirfear an fhaisnéis seo a leanas a bhaineann leis an iarratas seo ar dheontas ar fáil arna hiarraidh sin: **Ainmneacha iarratasóirí rathúla. Cúiseanna nach raibh iarratasóir incháilithe do mheasúnú an deontais.** Geallann Comhairle Contae Chiarraí gach dícheall a dhéanamh aon fhaisnéis a thabharfaidh iarratasóirí a choimeád faoi rún faoi réir a hoibleagáidí faoin dlí, lena n-áirítear an tAcht um Shaoráil Faisnéise 1998 agus 2003. Iarrtar ar iarratasóirí machnamh a dhéanamh an ceart faisnéis a nochtadh más íogair í. Más amhlaidh atá, ba cheart d'iarratasóirí, agus an fhaisnéis sin á soláthar acu, an fhaisnéis a aithint dúinn agus na cúiseanna go bhfuil sí íogair a shonrú. Mura dtugtar le fios go bhfuil an fhaisnéis sin íogair agus má chinneann Comhairle Contae Chiarraí arna meas nach bhfuil sí íogair, tá an baol ann go n-eiseofar an fhaisnéis sin mar fhreagra ar iarraidh Saorála Faisnéise gan dul i mbun comhairliúchán breise leis na hiarratasóirí. Rachaidh Comhairle Contae Chiarraí i mbun comhairliúcháin le haon iarratasóir maidir le faisnéis íogair sula ndéanfar aon chinneadh ar iarraidh faoin Acht um Shaoráil Faisnéise a fhaightear.	**31.**	**Freedom of Information:** Kerry County Council proposes that the following information relating to this grant application competition will be made available on request: **Name of the successful applicant/s. The reason/s an applicant did not qualify for grant consideration.** Kerry County Council undertakes to use its best endeavours to hold confidential any information provided by applicants subject to its obligations under law, including the Freedom of Information Act 1998 and 2003. Applicants are requested to consider if any of the information supplied should not be disclosed because of its sensitivity. If this is the case, candidates should, when providing the information, identify same and specify the reasons for its sensitivity. If such information is not identified as sensitive and Kerry County Council upon consideration does not deem it sensitive, then such information is liable to be released in response to a Freedom of Information request without further consultation with the applicants. Kerry County Council will consult with any candidates about sensitive information before making a decision on any Freedom of Information Act request received.