



Clár Éire Ildánach
The Creative Ireland Programme Scheme 2018-2019

Guidelines

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DETAILS OF SCHEME

A. BACKGROUND

The Creative Ireland Programme is designed to promote individual, community and national wellbeing through participation in and engagement with creative activity. The Programme's remit is considerable as reflected in its five pillars:

Pillar 1: Enabling the Creative Potential of Children and Young People

Pillar 2: Enabling Creativity in every Community

Pillar 3: Investing in our Creative and Cultural Infrastructure

Pillar 4: Ireland as a Centre for Creative Excellence

Pillar 5: Global Reputation: a Creative and Cultural Nation

This new funding scheme has been established to identify and develop new initiatives that will support and inform the broader policies and objectives of the Creative Ireland Programme in the long-term. **The focus of this scheme will be on strategic collaborations with a variety of partners to bring a new level of innovation and invention to the Programme, particularly in terms of policy and project development under the above five pillars.**

A key outcome will be the creation of a network or platform for successful applicants so that they can learn from each other and develop working relationships where necessary.

B. FOCUS OF SCHEME

Three thematic areas have been identified as reflecting the broader objectives of the Programme and constitute the purpose for which funding is being provided. These are as follows:

1. **Individual and collective wellbeing.** This may include (but is not limited to) creativity-based projects and initiatives that support and advance policy development in the areas of (a) physical, psychological and mental health (b) social cohesion and (c) sustainable, inclusive and nurturing environments (linked to Pillars 1 and 2).
2. **Innovation:** This may include imaginative and innovative projects in areas such as (but not limited to) architecture, fashion, heritage, the Irish language, video, film, animation, photography, music, performing arts, creative writing, visual arts, publishing, software/coding, radio and television and craft and design, development of creative clusters (linked to Pillars 3 and 4).

3. **Connecting communities:** This may include projects and initiatives that address or explore how community challenges can be addressed through increasing participation to creativity and culture, particularly isolated, rural and disadvantaged communities and/or the diaspora (linked to Pillars 2 and 5).

C. DELIVERY

Grant funding will be provided for the following types of proposals:

1. **Innovative and interdisciplinary projects** exploring the above themes and operating at the intersection of creativity, culture, industry, arts and technology and entrepreneurship in the cultural and creative space. A key requirement is that projects should be capable of informing Government policy and longer-term project development.
2. **Academic research** exploring the above themes, and which are capable of informing policy development with all research published on the Creative Ireland website.
3. **New innovative events** that involve direct creative participation based on the themes above and which have capacity to reach new and diverse audiences and inform policy development.

D. ELIGIBILITY

The scheme is open to the **broad cultural and creative sectors only**. This includes (but not limited to) the arts, Irish language, heritage, environment, craft, and creative technology sectors. Applicants may include:

- Individuals;
- Community groups;
- Small to medium companies;
- Research organisations;
- Non-profit organisations;
- Universities, colleges, and;
- NGOs.

If an applicant is already in receipt of State funding, their proposal will only be considered if they can demonstrate that their proposal contains a **new and innovative element** and has the support of their main funding provider.

Government Departments, National Cultural Institutions, Local Authorities and State Agencies/Bodies may apply but will be required to provide match funding of at least 50% of overall cost of a proposal or if a partnership is proposed, provide proportional match funding. Other conditions may be imposed on a case-by-case basis.

This scheme is not to be considered a substitute source of funding for proposals that should be properly directed at other funding providers. Other funding providers may be consulted in relation to this Scheme to ensure alignment and avoidance of duplication.

E. FUNDING

The **minimum level of funding** available per individual proposal is **€10,000** up to a **maximum of €70,000** (note however that the Creative Ireland Programme Office retains the right to increase or decrease these thresholds if necessary). The total amount available to this scheme is approximately €500k.

The maximum grant funding support available will be up to 70% **of the overall cost of the proposal** (except where match funding is required). The type of eligible expenditure covered by the scheme will be considered on a case-by case basis and should be detailed in your budget. Note however that ineligible expenditure includes:

Planning costs (i.e., costs incurred prior to applying for funding)		
Advertising	Study/professional training	Competitive proposals

As this is a new scheme, successful applicants may not be able to draw down or fully implement their proposal by end 2018. In this regard, it will be run as a 2-year rolling programme.

However, please be aware that a successful award of funding does not represent an ongoing commitment on behalf of the Department to fund subsequent development of a proposal.

F. OVERSIGHT

Successful applicants will be required to sign a **Service Level Agreement (SLA)** which will detail the nature, quality, and scope of the proposal being supported. Each SLA will outline the principles, aims and objectives of the Creative Ireland Programme and include general requirements as well as deliverables specific to your proposal.

Administration of the scheme will be overseen by the Creative Ireland Programme Office in line with Departmental guidelines, DPER Circular 13/2014 (The Management of Accountability for Grants for Exchequer Funds) and Public Financial and Public Procurement procedures generally.

G. PUBLIC AWARENESS

The Creative Ireland Programme Office will work closely with successful applicants to develop and implement a joint public awareness and engagement campaign to promote successful proposals where applicable.

EVALUATION PROCESS

It is important that this scheme is both transparent and rigorous in how proposals are selected and evaluated. As such there will be four stages to the evaluation process, as follows:

1. Eligibility check

When we get your application, we will first check whether your proposal is eligible, e.g. does it relate to the broad **cultural and creative sectors**.

If your application is regarded as not eligible, this means that it will not be processed any further. You will however be notified and given an explanation.

If your application is eligible, it will then process to the next stage.

2. Pre-qualifying conditions

If your application meets basic eligibility requirements, the Creative Ireland Programme Office will then carry out a **pre-qualification check**. Your application form will be checked against the following:

- Adherence to themes (i.e., does it reflect one or more of the themes?)
- Type of proposal (i.e., is it the type proposal that can be supported?)
- Timeline (i.e., is the timeline achievable?)
- Deliverables and outcomes (i.e., are deliverables/outcomes clearly iterated)
- Budget (i.e., is it clearly laid out, justified and reasonable?)

Your application form will not be shortlisted for further consideration if there is concern that the proposal does not sufficiently address the above conditions. If your application is unsuccessful at the pre-qualification check stage, we will notify you by email, and will explain our decision.

If we broadly satisfied with the proposal but have queries about any aspects of delivery, we may decide at this stage to ask you to give a short presentation or provide further information.

3. Independent panel of experts

If we consider that your application meets the above conditions, it will then be forwarded to an independent panel of experts. These experts will be drawn from academia, education, enterprise, the arts, heritage, health and other relevant sectors and will be required to have a high level of skill, experience and knowledge in the relevant areas. The following criteria will be used by the panel of experts to evaluate your proposal:

1. Does the proposal meet and support the vision and objectives of the Creative Ireland Programme?
2. Is the proposal new, innovative or unique - or if already in existence, does it contain a new element and/or aims to deliver new or increased participation in creativity?
3. What is the medium to long-term sustainability of the proposal in terms of development/scalability, inclusivity or future partnerships?

4. The level of team experience, the mixture of professional and creative skills and the track record of delivery of similar or previous proposals
5. The viability of delivering the proposal according to budget and timescale in the current calendar year
6. A clear outline of deliverables and outputs

Under each criterion, a proposal will be given **scores** between 0 and 5, as follows:

Description	Score
Fail: the proposal fails to address the criterion or cannot be assessed	0
Poor: the proposal inadequately addressed criterion or shows serious inherent weaknesses	1
Fair: the proposal broadly addresses the criterion but there are significant weaknesses	2
Good: the proposal addresses the criterion well but with a number of shortcomings	3
Very good: the proposal addresses all the criterion with a small number of shortcomings	4
Excellent: the proposal successfully addresses all relevant aspects of the criterion	5

The maximum overall score is 30. Proposals will require a minimum score of 15 to be considered eligible for funding.

The panel will prepare a short 'Evaluation Report' for each proposal including comments and then rank proposals according to scores including where necessary, the panel's recommendations for priority in the event of equal scores. **Note: even if your application appears on the ranked list of proposals, it may not receive funding due to the competitive nature of this Scheme and limited funding available.**

4. Review

The recommendations of the panel will be submitted to the Director of the Creative Ireland Programme to **review**. The Director, as and if required, may establish a small Review Group, which the Director will chair, to oversee this process. The members of this Review Group may be drawn from the wider Department of Culture, Heritage and the Gaeltacht or externally.

The Director will submit a final list of recommended funding proposals to the Minister for approval.

If you are awarded funding, you will be issued with a letter of offer and a draft Service Level Agreement for completion by you. This may require further discussion between the Creative Ireland Programme Office and successful applicant. We will ask you to acknowledge and accept your offer within a certain date. Funding recipients must accept the standard conditions contained within the SLA.

If your application is unsuccessful, you will be issued with a letter explaining our decision and containing feedback.

Complaints procedure

All stages of the evaluation process will be guided by the following values:

1. Transparency - decisions will be based on clearly defined procedures, and applicants will receive adequate feedback on the outcome of evaluation;
2. Fairness and impartiality - all proposals submitted will be treated equally and evaluated impartially on their merits, irrespective of their origin or the identity of the applicants;
3. Efficiency – review and evaluation should be done as quickly as possible, and;
4. Ethics - proposals must not contravene fundamental ethical principles or procedures.

If you are not happy with the way we dealt with your application, please contact us and we will provide a response. **Please note that you can only complain if you believe we have not followed our published procedures when processing your application. You cannot appeal against the decision not to award funding.**

Freedom of Information Act

The Creative Ireland Programme Office is committed to being as open as possible. As part of the Department of Culture, Heritage and the Gaeltacht, we are a public body under the Freedom of Information Act 2014 and therefore we may have to provide your application documents and information about how we have reached our decision to any member of the public who asks for them under the Act. You will however be informed if such a request is received and have a right as a third party to raise objections. Please see the Freedom of Information website at <http://foi.gov.ie> for information about freedom of information generally and exemptions.

We will not release any information about applications whilst we are evaluating proposals as this may interfere with the evaluation process.

Protection of personal data:

Processing your application form may involve the recording and processing of personal data (such as your name, address, etc.)¹. Such data if provided will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/16 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

Unless indicated otherwise, this application form and any personal data requested are required solely for the purposes indicated in this form and will be processed solely for those purposes by the contracting authority indicated, which is also acting as data controller. However, your personal data may be exchanged with other Government Departments or State Agencies in certain circumstances where this is provided for by law/or **in connection to this funding scheme.**

Personal data if provided will only be retained for as long as this application form is being considered, or for as long as the SLA is in place or where you request it to be removed.

¹ For further information on what is considered personal data, please see <https://www.dataprotection.ie/docs/What-is-Personal-Data-/210.htm>

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.chg.gov.ie, Details of this policy are also available in hard copy upon request.

Amendment of Terms and Conditions

The Creative Ireland Programme Office reserves the right to amend and/or change the scope of this scheme and the evaluation process at any time giving due notice to applicants.

Further Information

If you have any queries about this scheme or about the associated application form, please email creativeirelandscheme@chg.gov.ie and we will contact you.