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Fingal Arts Δct Grant Scheme 2026

Programme Strand
GUIDELINES



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Introduction

Fingal County Council Arts Office is committed to enhancing the cultural and artistic life of the county. The Arts Act Grant Scheme is designed to support individuals, community groups, and organisations engaged in arts and cultural activities in line with Section 6 of the 2003 Arts Act.

The 2003 Arts Act enables local authorities to provide financial assistance for the purposes of; stimulating public interest in the arts; promoting the knowledge, appreciation, and practices of the arts; or improving standards in the arts. Under this act, ‘the arts’ means creative or interpretative expression (traditional or contemporary) in whatever form. This includes visual arts, theatre, literature, music, dance, opera, film, circus, architecture and multi-disciplinary projects, events, and festivals.

The objectives of the Arts Act Grant Scheme are:

1. Promotion of the Arts: Encouraging artistic expression and participation in the arts.
2. Access to the Arts: Ensuring that the arts are accessible to all members of the community.
3. Cultural Development: Enhancing the cultural life of the county through diverse and inclusive artistic activities.

Applications from individuals, community groups and arts organisations are welcomed. Fingal County Council Arts Office encourages artistic projects, events and festivals that are innovative, inclusive, accessible and meet the priorities of the Arts Plan 2019–2029 in line with 2003 Arts Act.

Eligibility Criteria

1. RESIDENCY/OPERATION:

- Individuals and Community Groups must be residents or operate within Fingal County.
- Activities by Arts Organisations must take place in the Fingal administrative areas and have specific significance to the Fingal administrative area.
- Applicants must be aged 18 or over at the time of making their application.

2. ARTISTIC MERIT:

- Projects, events, and festivals must demonstrate artistic merit and potential impact.
- Applicants should provide evidence of previous work or experience in the arts.
- Applicants must clearly demonstrate their capacity to successfully plan and execute their proposed project, event(s) or festival. This includes budget management, marketing, and evaluation.
- Publications must be of a creative writing nature. Historical, archive, journalistic and self-publications do not qualify.

3. COMPLIANCE:

- All projects, events and festivals must align with the objectives of Section 6 of the 2003 Arts Act to:
 - Stimulate public interest in the arts.
 - Promote the knowledge, appreciation, and practice of the arts.
 - Assist in improving the standards of the arts across Fingal.
- Projects, events, and festivals that consider and enable individuals from marginalised communities and people with disabilities to participate in and benefit from the arts in Fingal are particularly encouraged.

What can be applied for?

Funding is available to cover artistic and creative costs directly related to the delivery of the proposed project, event(s), or festival. Eligible costs include fees for professionals and materials that contribute to the development and delivery of the artistic project, event(s), or festival. These include:

ARTIST AND CREATIVE PRACTITIONER FEES:

Grant can be used to cover payments for professionals involved in the creative aspects of the project, for example:

- Artists and curators,
- Musicians and composers,
- Directors and stage managers,
- Costume designers, set designers, and prop makers,
- Sound and lighting technicians,
- Choreographers, photographers and videographers.

WORKSHOP AND CREATIVE COLLABORATION COSTS:

Grant can be used to cover payments for professionals involved in facilitation, workshop activities and creative collaboration, such as:

- Fees for arts leaders or facilitators to engage community members in arts activities. Particularly those focusing on older people, youth, marginalised groups, or educational programmes.
- Fees for professionals involved in collaborative artistic projects, such as performances, exhibitions, or multidisciplinary art projects.

MATERIALS AND SUPPLIES:

Materials directly related to the creation and execution of the artistic work, such as:

- Art supplies, such as paints, canvas, clay, etc.
- Props and costumes for theatre, dance, or visual arts.

ACCESSIBILITY COSTS:

Costs related to making the arts project accessible to people with disabilities, such as:

- Hiring sign language interpreters,
- Providing audio description or captioning services,
- Creating a Sensory Friendly Quiet Area.

DOCUMENTATION AND ARCHIVING:

Fees for professionals involved in documenting the artistic project, such as photographers and videographers.

EQUIPMENT OR VENUE HIRE:

Equipment or venue hire, directly related to artistic activities, where it is no more than 10% of the awarded grant.

EXAMPLES OF PREVIOUSLY FUNDED PROJECTS INCLUDE:

- Annual theatre or musical productions,
- Visual arts exhibitions,
- Artist-led workshops for teenagers,
- Creative projects exploring themes like climate action with older adult groups.

Note: Organisations and community groups, when working with an artist, should engage a Professional Artist and are encouraged to submit their CV or biography with the application.

What cannot be applied for?

While Fingal County Council is committed to supporting a wide range of artistic projects, events, and festivals. Certain costs and proposals are not eligible for funding under the Arts Act Grant Scheme. These include:

EQUIPMENT AND VENUE COSTS:

- Equipment or Venue hire costs exceeding 10% of the awarded grant.
- Equipment purchase (e.g., computers, musical instruments, or other capital items).

ADMINISTRATIVE COSTS:

- Insurance costs.
- Employee wages and salaries.
- General administrative expenses, such as:
 - Website hosting,
 - Postage and stationery,
 - Office supplies, phone bills or credit,
 - Rent, utilities, and ongoing operational costs.

ENTERTAINMENT, HOSPITALITY, AND MARKETING:

- Entertainment or hospitality expenses, including food and drink for events.
- Marketing and advertising costs, including posters, flyers, public relations services, and promotional items, such as t-shirts, banners, etc.

CAPITAL AND THIRD-PARTY GRANTS:

- Capital improvements, such as building renovations or infrastructure upgrades.
- Third-party grants, meaning funding that is redistributed to other individuals, groups, or organisations.

NON-ARTISTIC AND COMMERCIAL PROPOSALS:

- Proposals that do not have a clear artistic objective, such as:
 - Sports, heritage, or recreational events.
 - General community festivals without a focus on the arts.
 - Commercial ventures that could be funded through other business channels.
- Fundraising events, including those that aim to raise money for charities, prize funds, or the purchase of medals and awards.

PUBLICATIONS AND HISTORICAL PROJECTS:

- Non-creative writing publications, such as:
 - Historical, archive, or journalistic works,
 - Self-published books or community heritage projects.
- Commemorative events, including historical celebrations or community-led publishing projects, are not eligible.

Application Process

1. APPLICATION FORM:

- Complete the online application form on Submit.com.
- Provide detailed information about the proposed project, event(s) or festival. This includes objectives, project/event plan and timeline.
- Provide an itemised budget and include the amount of grant funding being sought.

2. SUPPORTING DOCUMENTS INCLUDING (BUT NOT LIMITED TO):

- CV's or biographies of the artists, partners, and/or collaborators.
- Past marketing materials, reviews, and testimonials from participants and/or attendees.
- Examples of previous work. This can include photos, treatments, draft scores, and audio or video recordings (links to YouTube, Vimeo, Soundcloud, MP4 etc).
- Letters of support or commitment where applicable.

3. SUBMISSION:

- Applications must be submitted by the specified deadline:
Friday, 5th December 2025 at 4.00pm
- Late or incomplete applications will not be considered.

Assessment Criteria

Applications will be assessed against the following criteria:

1. ARTISTIC QUALITY:

- Innovation, creativity, and artistic merit of the proposed project, event(s) or festival.
- The track record and experience of the individual, artists, community group or arts organisation.

2. COMMUNITY IMPACT:

- Potential benefits to the Fingal community.
- Engagement and participation of Fingal residents.

3. FEASIBILITY:

- Clear and realistic project/event plan and timeline.
- Detailed and justified budget.

4. ALIGNMENT WITH THE ARTS ACT:

- Proposed project, event(s) or festival must promote and advance the objectives of the 2003 Arts Act.

How to apply

Applications are accepted via our online portal:

<https://submit.link/2WL>

Closing Date for applications:

Friday, 5th December 2025 at 4.00pm

Late / Incomplete Applications will not be accepted

Please contact artsoffice@fingal.ie with any questions or requests for application support.

APPENDIX

Grant Conditions

1. All grants are subject to the availability of funds. Grants may be withheld at the discretion of Fingal County Council.
2. Individuals, community groups and arts organisations may only make one application per annum.
3. Community groups must be registered with the Public Participation Network (PPN) if eligible. For more information visit <http://fingalppn.ie/registration>.
4. The lead applicant is required to have a bank account into which the awarded grant will be deposited if the application is successful. The lead applicant must pay the artist and any other expenses relating to the proposed project, event(s) or festival directly from the awarded grant.
5. The lead applicant must have access to appropriate facilities for the proposed project, event(s) or festival i.e. digital capacity, storage, heated room, toilet facilities, hot and cold running water, management committee, chairperson, caretaker etc.
6. Applications and supporting documentation must be submitted online via the link: <https://submit.link/2WL>
7. Applications must be complete and have all relevant support documentation. Incomplete and/or late applications will not be accepted.
8. No emailed or posted applications will be accepted, applicants must apply through our online platform.
9. All applications must adhere to the guidelines set out in this document.
10. An online acknowledgement will be sent to the applicant confirming receipt of an application.
11. Applications may be assessed by a panel of professional arts practitioners and will include representation from Fingal County Council.
12. Shortlisting is likely to apply.

13. Applicants will be notified as soon as is practicable.
It is anticipated that the overall process from submission of applications to notification of outcomes will take approx. 6-8 weeks.
14. Successful applications must adhere to the principles of the 2003 Arts Act.
15. Successful applications must aim to be accessible and inclusive of all members of the community.
16. Successful applications must incorporate sustainable best practice into all aspects of the proposal.
Visit www.fingal.ie/greening-your-event for more information.
17. Successful applicants may be required to provide evidence of Public Liability, Employers Liability and/or Professional Indemnity Insurance, as appropriate, upon signing the letter of offer.
18. Fingal County Council logo and/or accreditation i.e. “supported by Fingal County Council” must be included in all publicity, press and marketing materials, websites and social media campaigns produced in connection with the project, event(s) or festival.
A link to the logo will be shared with all successful applicants.
19. If a launch or celebration is organised as part of the project, event(s) or festival, the Fingal County Council Art Office must be notified in advance and be invited to attend.
20. If the project, event(s) or festival is altered, postponed or cancelled – in whole or in part – contact Fingal County Council Arts Office immediately with a revised proposal. Activities that cannot be rescheduled in the approved timeframe will not be entitled to draw down funding.
21. Successful applicants will, on completion of their project, event(s) or festival, be required to submit a post-event report, an Income and Expenditure account detailing how the funding was spent along with receipts, and proof of acknowledgement of the support of Fingal County Council. This includes programme/brochure, posters, press cuttings, photographs, website screenshot, etc.
22. For larger grants, Fingal County Council may approve an advanced draw down of 50% of the awarded grant upon receipt of the Council’s decision. Eligibility for this advanced draw down will be determined at the discretion of the Council.
23. Grants must be spent within 12 months of receipt.
24. Where relevant, compliance with best practice and legislation in Child Protection as outlined by the Department of Health and Children – www.dohc.ie must be adhered to.

25. Fingal County Council reserves the right to review the Grant Scheme at any time and make any changes deemed necessary without prior notification to applicants.
26. Applicants are required to read the Fingal County Council GDPR policy in its entirety.
27. Fingal County Council may publicly share information about all funded projects, events and festivals and include information about these projects in reports, publications, and publicity. All creative rights remain with the applicants.
28. Please note that post-assessment, the provision of detailed feedback on applications submitted may not be possible.
29. Any Any funding suspected to have been obtained or used fraudulently by an applicant, community group or arts organisation will be investigated and resolved in accordance with the FCC Anti-Fraud and Corruption policy.

Data Protection Statement

Any personal information the applicant provides will be processed, stored, and managed in strict accordance with the EU General Data Protection Regulation.

The purpose for processing your data is to process the application for the Fingal Arts Act Grant Scheme, in line with the criteria of this award. The information provided will be assessed by an Assessment Panel. The information will be retained in accordance with the Fingal County Council GDPR policy and the National Retention Policy for Local Authority Records. If the personal data requested is not provided, Fingal County Council will not be able to process the application.

The applicant has the following rights, in certain circumstances and subject to applicable exemptions, in relation to personal data:

- the right to access the personal data that we hold about the applicant, together with other information about our processing of that personal data,
- the right to require Fingal County Council to rectify any inaccuracies in the personal data,

- the right to require Fingal County Council to erase the personal data,
- the right to request that Fingal County Council no longer process the personal data for particular purposes,
- the right to object to Fingal Council Council's use of the personal data or the way in which Fingal County Council process it.

Please note that to help protect your privacy, Fingal County Council take steps to verify the applicant's identity before granting access to personal data.

If the applicant would like to exercise any of these rights, please submit a request to Fingal County Council's Data Protection Officer outlining the specific details of the request. Email: dataofficer@Fingal.ie or visit www.fingal.ie/council/service/data-protection

All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

Tips for Completing Your Application

- **Read the Guidelines Carefully:** Before starting your application, make sure to thoroughly read the guidelines to understand the eligibility criteria and terms of the Fingal Arts Act Grant Scheme.
- **Increase the Chance of Success:** By understanding the criteria and requirements fully, it gives the best chance of submitting a strong application.
- **Provide Relevant Information:** Make sure to give the assessment panel all the necessary information they need to assess the application accurately. Be clear and concise.
- **Read Every Question Thoroughly:** Before answering, carefully read each question to ensure the responses are relevant and complete.
- **Treat it Like the First Application:** Don't assume the assessment panel knows the work or organisation. Approach each application as if it's introducing the project, event(s) or festival for the first time.
- **Clarity is Key:** Several people will review the application, so it's important that the submission is clear and easy to understand.
- **Complete the Financial Sections:** Make sure both the income and expenditure sections of the application are fully completed. Please ensure to include the amount of grant funding being sought. Budget clarity is crucial for the panel's evaluation.
- **Know What You Want:** Have a clear, realistic idea of your project and how much it will cost. A well-planned proposal is easier to evaluate and more likely to succeed. Focus on the 'Who', 'What', 'Where', 'When', and 'Why'.
- **Provide a Project/Event Plan and Timeline:** If relevant, include a project/event plan and timeline to show that the project, event(s) and festival will be completed on time and within budget.
- **Upload All Supporting Documentation:** Double-check that all the supporting documentation has been uploaded before submitting your application.
- **Get a Second Opinion:** Ask someone else to review your application before you submit it. A fresh set of eyes can help spot mistakes or unclear sections.

Step-by-step guide on how to complete and submit a form on Submit.com

Submit.com is an online platform designed to streamline the application process.

STEP 1: ACCESS THE FORM

1. Click the direct link to the form here:
<https://submit.link/2WL>
2. Log in to your Submit.com account using the username and password or follow the instructions to register.
3. Once logged in, navigate to the form you need to complete from the dashboard. The form will usually be linked from fingalarts.ie.

STEP 2: COMPLETE THE FORM FIELDS

1. Carefully read each section of the form before filling it out.
Each section may include:
 - Personal Information: Name, contact details, etc.
 - Proposal Details: Information about your arts project, event, or festival.
2. Answer all mandatory questions (marked with asterisks) and provide as much detail as needed in the open text fields.
3. For multiple-choice or drop-down menus, select the appropriate options based on your situation or project.
4. Save your progress regularly by clicking on the “Save” button at the bottom of the form.

STEP 3: UPLOAD DOCUMENTS

1. In sections where you need to provide supporting documentation (e.g., CV, biographies, project/event plan), look for “Upload” button.
2. Click the “Upload” button, which will open a file browser.
3. Select the file from your computer that you want to upload (files must be in PDF, Word, Excel or JPEG format).
4. Once the file is selected, it will appear as uploaded in the form.
Ensure all requested documents are uploaded, such as:
 - CVs, biographies,
 - Examples of previous work (images, videos, etc.)
 - Letters of support or commitment

STEP 4: COMPLETE THE BUDGET SECTION

1. Navigate to the section titled “Financial Breakdown”.
2. Fill in the budget template provided. Enter the following details:
 - Income: Any secured or expected sources of income (e.g., ticket sales, sponsorships, other grants).
 - Expenditure: List all the expected project costs (e.g., artist fees, venue hire, marketing, materials).
 - Make sure the total income equals the total expenditure. The system should automatically calculate this but double-check the totals to ensure the budget is balanced.

STEP 5: VERIFY YOUR SIGNATURE

1. If the form requires a digital signature, scroll to the signature section at the end of the form.
2. Applicant will be asked to:
 - “Type your name” in a signature box to certify the information is accurate.
 - Use a digital signature tool to sign the form electronically.
3. Make sure to check any boxes confirming that applicant agrees to the terms and conditions of the application before submitting the form.

STEP 6: SUBMIT THE FORM

1. Review the entire application to ensure all fields are completed, documents are uploaded, the budget is correct, and the signature is verified.
2. If everything is correct, click the “Submit” button” at the bottom of the form.
3. After submission, a confirmation message will be sent stating that the application was successfully submitted. Make sure to save this confirmation.

NOTES:

- Please ensure all the documents are properly named (e.g., “CV_JohnDoe.pdf”) to avoid confusion.
- Double-check file size limits and formats (usually listed next to the upload button).
- If there is an error message when submitting, review any incomplete fields or missing documents before trying again.
- No emailed or posted applications will be accepted. Applicants must apply through our online platform.

INSTAGRAM

@fingalartsoffice

X (TWITTER)

@fingalarts

www.FingalArts.ie

www.Fingal.ie/Arts

**Comhairle Contae
Fhine Gall**
Fingal County
Council

