

# Guidelines for Applicants

## Festivals Scheme 2024 – First Call (Festivals between 01 January – 31 May)

### Guidelines:

These guidelines provide information on the Festivals Scheme 2024 – First Call.

They will help you:

- decide whether your organisation is eligible to apply for funding under this scheme,
- prepare an application which contains all the information needed.

Please read them carefully before you begin to complete the application form.

### 1. About this scheme

Foras na Gaeilge is providing funding to appropriate committees to give them an opportunity to develop arts festivals or elements of festivals being run and implemented through the medium of Irish or which the language-based arts are a central part of them. This scheme is aimed at festivals which aim to foster and promote through Irish or bilingually the Irish language, the language-based arts, the indigenous Irish-language arts and Irish language heritage, as an integral part of the festival, and to provide a stage for the Irish language community, to the wider community and to the arts sector. As well as that, the aim of the scheme is to develop and foster opportunities for use and networks through the medium of the arts.

Grants are provided with public money, and Foras na Gaeilge has statutory duties to ensure the value for money of all funded projects.

Foras na Gaeilge recommends applicants seek joint funding for projects, when appropriate, and to cooperate with other organisations in order to achieve the best value from the Foras na Gaeilge grant.

We particularly welcome applications from organisations located in areas recognised in government strategies or legislation.

### 2. Can we apply?

To be eligible to apply for this scheme your organisation must be able to fulfil the following qualifying criteria:

- The applicant's group must have a constitution
- The applicant must have Public liability insurance
- There must be a bank account in the name of the festival
- The applicant must have a valid ROS number (if appropriate)
- The applicant must have a tax clearance certificate (if appropriate)
- A statement showing a commitment to the Irish language must be made by the applicant

Foras na Gaeilge may add to these qualifying criteria.

If you have any question on any aspect of the qualifying criteria, you can contact Foras na Gaeilge [before the deadline](#).

### **3. How will we assess the applications?**

Foras na Gaeilge uses assessment criteria to assess applications. The assessment criteria of the scheme are set out below. We will assess and score applications in accordance with these criteria.

- 1)
  - (a) The festival material, number and appeal of the activities must be through the medium of Irish in accordance with the basic aim of the scheme.
  - (b) The imagination the programme of those running the festival must be clear.
  - (c) The number of participants must be measurable.
- 2) The festival will increase the use of Irish in the context of the promotion of the indigenous arts through recitation, singing, storytelling, reading stories, puppetry, drama, films, literature, fostering new artists, or any other arts sector which would attract Irish language attendees.
- 3) Irish will be central on the festival programme and on promotional material of the festival.
- 4) The applicant has a programme which sets out the festival's aim, objective, strategy, audience and participation development plan, and marketing plan.
- 5) The group organising and administrating the festival has a managerial and administrative capacity, evidenced by the structure of the group and their range of expertise and specialties.
- 6) The applicant will give information on funding or support from other sources, i.e. sponsorship, use of venue, voluntary time, funding in kind, estimated income and value for money.

### **Who is ineligible to be an applicant?**

- Legislative organisations (e.g. county councils or any other state agency)
- Lead organisations
- Fleáanna Ceoil
- Any application for which canvassing is carried out with any board member or employee of Foras na Gaeilge

### **Activities eligible for funding through the scheme**

- Arts activities through the medium of Irish
- Opportunities to use the Irish language and Irish language social networks
- Festivals which have the use of Irish on their programme and their publicity material

### **Activities not eligible for funding through the scheme**

- Events that do not have the indigenous arts as a central part of them

- Intensive courses/Irish classes
- Events through the medium of English
- Events during the festival for which funding has already been secured or sought which do not include Irish language events

#### **4. How will we apply?**

Before you start to complete the application form read the guidelines fully again and ensure that your organisation fulfils the scheme qualifying criteria under section 2 above.

Applications for this scheme will be accepted through the online system only. Hard copies of applications will not be accepted. Guidance on all questions is available on the online system as you answer each question. As you complete the application you must answer all questions.

The deadline for applications is **12 midday on Thursday 19 October 2023.**

It is up to the organisation itself to ensure that the application is completed and submitted on time. **The online system will not accept any application after the deadline.**

If you have any question about any aspect of the application contact Foras na Gaeilge before the deadline.

#### **5. What will happen to our application?**

Foras na Gaeilge will assess all valid applications under the criteria stated in section 3 above.

The funding decision will be made known to organisations through the online system. You will receive a system notice as well as a message through the email attached to the profile.

Canvassing of any board member or any employee of Foras na Gaeilge will result in the application being rescinded.

Any application in which inaccurate information is given will be rescinded.

It is the executive of Foras na Gaeilge that is responsible for all decisions regarding all projects to be funded, and who will implement all funding decisions.

#### **6. If our application is successful?**

If your application is successful we will offer you an offer through the online system in which there will be all relevant information on payment and monitoring of the scheme.

This offer will be a legal contract and the conditions of this contract must be adhered to. Any portion or all of the grant may be cancelled or recalled if any of the terms or conditions of the contract are violated.

There must be a bank account in the name of the organisation, under the control of a committee or board. All payment from the Foras na Gaeilge grant should be made from this account so that there

is a written account available of all payments (e.g. cheque, direct debit, bank cards associated with the account, BACS etc.).

**A personal bank, visa or other card cannot be used and repayments will not be approved from the account to a personal card in any case.**

**Foras na Gaeilge will not provide funding for payments made with cash.**

Foras na Gaeilge will not fund any spending not approved in advance. No grants will be paid retrospectively.

## **7. How can I give feedback, make a complaint or appeal?**

Foras na Gaeilge welcomes any recommendations or feedback you may have about this scheme.

If you have cause for complaint about this scheme this can be made known to Foras na Gaeilge as well.

Foras na Gaeilge has an appeals process in place. If you are not happy with the decision made in respect of your application you can seek in writing a review within fourteen days from the date of the offer about the decision. All appeals must be based on these grounds only:

- I. That Foras na Gaeilge misread the information given during the assessment.
- II. That Foras na Gaeilge departed, in a substantial way, from the assessment process itself.