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**Donegal Local Live Performance Programming Support Scheme (LLPPSS) Phase 4**

**( July 1 – October 31 , 2022 )**

**Guide To Applicants**

In late 2021, the Department for Tourism, Culture, Arts, Gaeltacht, Sport and Media announced a major suite of COVID-19 measures to support and assist the Live Performance Sector. The Department now wishes to give a further boost the sector, and to the wider local economy, over the Summer and Autumn months of **2022 (July 1st. to October 31st. )**, by supporting the engagement of the services of **locally-based professional artists, musicians, crew and other professional personnel involved in live performances**. With this in mind, the Department has provided for a Phase 4 of the Local Live Performance Programming Support Scheme and has requested that local authorities manage and administer the scheme on its behalf.

* **General Information.**

As such, Donegal County Council now invites applications from experienced **Producer/Promoters; Festival Organisers; Town and Village, Tourism and Community Representative Groups; Venues; Artists** or **Artists Groups** for support towards the presentation of Live Performance Events, in the county, between **July 1st**. and **October 31st**, 2022.

Events may take place in **indoor** or **outdoor** spaces or venuesand they must be managed and delivered in accordance with the prevailing **Public Health Guidelines** around gatherings and the safe presentation of live performance events.

Publicly-funded applicants should note, however, that support may not be sought under Donegal LLPPSS Phase 4 for on-going programmes that are already funded from other sources.

The **Closing Date** for receipt of completed applications for support under the Donegal LLPPSS Phase 4 is **Close of Business** (5.00pm) on **Thursday**, **June 30th.** 2022. Late Applications will NOT be considered. The decision of the Donegal LLPPSS 4 Adjudication Panel will be Final.

**Queries and Requests for Information**: If, when considering your application, you have specific queries or requests for information in relation to the operation of the Donegal LLPPSS Phase 4,

please submit these by email to **E**: **tourism@donegalcoco.ie** by **5.00pm** on **Tuesday**, **June 28th., 2022.**

* **How Much can I Apply For ?**

Grants of between to **€3,000 - €10,000** (inclusive of all VAT and other relevant Tax Liabilities) will be available per event, or event series.

* **The following Events and Activities MAY be Funded under Donegal LLPPSS Phase 4.**

Live Performances and Events in Donegal that engage the paid services of locally based professional artists, musicians, crew and other related events staff, between July 1st. and October 31st., 2022.

Live Performances and Entertainments that animate Towns, Villages and Rural Communities around the county.

Live Performance Events in Commercial and Cultural Venues, Community and Parish Halls and other Public Spaces, that will engage and attract local and visiting audiences.

Live Performance events and events series organised by artists, arts groups or producer/promoters, that will engage and attract local and visiting audiences.

* **The following Events and Activities may NOT be funded under Donegal LLPPSS Phase 4.**

Live Performances and Events in Donegal that do not engage the paid services of locally based professional performers, crew and other related events staff.

Events that are of themselves, or are part of, Fundraising activities.

Competitive Events that do not involve the Payment of Performers.

* **Donegal Regional Festivals and Participative Events Programme 2022.**

**Please Note** : It will **NOT** be possible to combine income from the **Donegal Regional Festivals and Participative Events Programme** with support from Donegal LLPPSS 4. Where such an eventuality arises, applicants who are successful in both schemes will be required to make a choice as to which offer of funding they accept.

* **How To Make Your Application**

All applications for support under the Donegal LLPPSS Phase 4 must be made on the official Donegal County Council LLPPSS 4 Application Form, copies of which are now available by request from E: tourism@donegalcoco.ie Completed Application Forms must be returned by email only to E: tourism@donegalcoco.ie by **Close of Business** (5.00pm) on **Thursday**, **June 30th., 2022**.

In considering their programmes for submission for support under the Scheme, promoters/partnerships should be mindful of the aims and objectives of the Local Live Performance Programme Scheme in respect of ‘engaging and supporting **locally-based** performers, production personnel and other staff involved in live performance presentations.’

In making your submission, you will be asked to provide **1**. all relevant **Organizational Details** pertaining to the Lead Applicant - ie. the applicant who, if the submission is successful, will be responsible for all elements of the management, including financial, and delivery of the proposed event or series – and those details pertaining to any Co-Partners to the application. All prospective applicants will be required to confirm that they hold an up-to-date Tax Clearance Certificate.

You will be asked to outline **2**. selected highlights your **Experience in the past Three Years** of liaising with performers and presenting and promoting live performance events.

You will be asked to provide **3.** an **Outline of your Proposed Live Performance Event or Series of Events**, to include the location(s) where the event(s) are planned to take place, as well as an indication of the likely bill of performers you propose to engage, or would like to engage ( it is not necessary to have agreements with prospective performers in place at this time), for your event or event series. In its overall consideration of the proposals submitted, Donegal County Council will be keen to ensure that a diversity and gender balance of promoter/presenters and performers, performing arts forms and musical genres, are supported across the county.

You will be asked to provide **4.** an outline projected **Budget** (Expenditure and Income) for your proposed event or series of events. Costs included in the projected budget should be inclusive of all VAT and other relevant Tax Liabilities.

* **Allowable Costs / Expenditure.**

The following **Costs** **Are Allowable** under the Donegal LLPPS Phase 4 and where applicable should be included in the Expenditure section of your budget –

* In the case of largescale, outdoor events, catering for once-off audiences of over 500 people and seeking funding of between €5000-€10000, costs relating to preparation of an **Event Management Plan** (including Risk Assessment) and a Health And Safety Plan.
* In the case of largescale, outdoor events, taking place on public property owned by Donegal County Council, catering for once-off audiences of over 500 people and seeking funding of between €5000-€10000, **Event Insurance** Costs and Employers’ Insurance Costs (*including cost of required* ***Indemnities*** *in favour of Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.)* **Required Insurance Cover** includes Employer’s Liability at €13,000,000; Public Liability at €6,500,000 and Professional Indemnity at €250,000.
* Please Note that expenditure on necessary insurance cover – additional or otherwise – is an allowable cost under the scheme.
* **Performers**’ **Performance Fees and Expenses** (incl. Subsistence Per Diems, Travel & Transport). In addition to the global figure, please provide details of approximate levels of proposed performance payments to individual performers and ensembles. Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will require assurance that all performers - headline and otherwise - will be paid appropriately and fairly for their work.
* **Creative Team Fees** (directors, designers, choreographers, artists, others). Please provide details of approximate levels of proposed payments to individual creative team members. Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will require assurance that all creative personnel will be paid appropriately and fairly for their work.
* **Venue Hire** Fees/Expenses
* **Site** Preparation costs, incl. provision of temporary electric power systems, crowd control systems, toilet facilities, hand washing and sanitising stations, venue dressing and decoration.
* **Health & Safety** and Security Costs.
* **Production Costs** including those relating to fees to Production Manager, Staff and Crew, hire of outdoor venue structures and furniture, backstage workspace facilities, staging, lighting and sound systems.
* **Front of House Costs** including Box Office and Audience Care staff, Stewards to monitor entry and exit points.
* Costs relating to the operation of prevailing **Public Health Guidelines** for Live Performance Events
* **Subsistence/Catering** for Performers, Crew, Venue Staff and Project Management Staff.
* **Marketing**, Advertising, PR, Social Media, Signage.
* **Documentation** - Photography and Film Recording.
* **Video Streaming Costs** (where/if applicable)
* **Intellectual Property Costs** (IMRO Fees)
* **Post Event Costs** – Site/Venue Cleaning, Event Report.
* **Other** relevant costs
* **Project Management** Fee and/or Event Manager Fee
* **Contingency**
* **Costs not Allowable**

The following **Costs May Not be Included** in your event Budget –

* Capital Building Costs
* Recurring, annual costs relating to the applicants organization or venue eg. building insurance.
* Purchase of Equipment
* Costs relating to Fundraising events
* General, unspecified Catering Costs. Where possible, such costs should be included as Per Diem expenses on top of Performers’, Production and other Paid Staffs’ Fees and verified as such.
* All other Costs not relevant to the Proposed Event(s)
* **Income**

You will be asked to provide any or all of the following in the **Income** section of your projected budget –

* Income from **Ticket Sales** where applicable**.**
* If applicable, please indicate proposed individual or group Ticket Prices. In this context, Donegal County Council is keen that, where admission charges are deemed necessary, they are maintained at a nominal level ( ie. no more than €10 per person). *If you feel, however, that this advice compromises the viability of your proposal and you feel a higher charge is required or justified, please provide an explanation for same.*
* **Please Note** : It will **NOT** be possible to combine income from the **Donegal Regional Festivals and Participative Events Programme** with support from Donegal LLPPSS 4. Where such an eventuality arises, applicants who are successful in both schemes will be required to make a choice as to which offer of funding they accept.
* Income from **Concessions Fees** - eg. from Food Vendors etc.
* Income from **Sponsorship**
* **Conditions of Award under the Scheme**

Each successful Applicant, or Lead Applicant, will be issued with a Letter of Offer from Donegal County Council, requesting you to confirm the following -

* The project proposal
* Times, dates and venues
* Undertake to follow all prevailing Local Authority and Public Health Guidance in relation to the event.
* Where the scale of your proposed event merits, you will be required to undertake an Event Management Plan.
* Where the scale of your proposed event merits, you will be required to produce a Health and Safety Statement
* You will provide details and proof of all payments, including tax details, to Donegal County Council.
* Where the scale and location (eg. property in the ownership of Donegal County Council) of your proposed event merits, you will provide confirmation of all necessary insurances and indemnities to Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. Required insurance cover includes Employers Liability at €13,000,000; Public Liability at €6,500,000 and Professional Indemnity at €250,000. .
* You will provide an Event and Feedback Report (template to be supplied by Donegal County Council) prior to payment being made.
* **Freedom of Information**

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them in their submission may be liable to be disclosed. Applicants are therefore asked to consider if any of the information provided by them in their submission should not be disclosed because of its confidentiality or commercial sensitivity. If Applicants consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, they should, when providing such information, clearly identify such information to Donegal County Council.

If Applicants do not identify information as confidential or commercial sensitive, it is liable to be released in response to a Freedom of Information request without further notice or consultation with the Applicant. Donegal County Council will, where possible, consult with the Applicant about confidential or commercial sensitive information so identified, before deciding on a request received under Freedom of Information.

**Criteria for the Assessment of Applications** for support under the Donegal Local Performance Programming Support Scheme Phase 4.

* Relevant **Experience** and Track Record of the Applicant or Applicant Partnership. **300**
* Strength and **Quality of the Proposal** submitted in terms of – the primary aim of the Donegal Local Live Performance Programming Support Scheme Phase 4, its impact on the local economy, its community impact and its artistic quality. **300**
* The quality and viability of the proposed **Project Budget** (Expenditure and Income) **200**
* **Resources** available to the Applicant or Applicant Partnership. **Capacity** to deliver. **200**

Only applications which score **600** or more will be considered for support under the Scheme. Thereafter, grants will be awarded on the basis of the quality and viability of the proposals (ie. their overall score ) and the amount of funding available.

The decision of the assessors will be final.

The **Donegal Local Live Performance Programming Support Scheme Phase 4** is funded by the **Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media** and is administered by **Donegal County Council.**