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| **Live Performance Support Scheme 2021****Guidelines** |

**Please read the following guidelines carefully before completing the application form**

* Applications are now invited for grant funding under this scheme
* The application form is available on the Department’s website using this link -https://www.gov.ie/en/service/ca5d7-live-performance-support-scheme-2021/
* Applicants can make only one application under this scheme

**Please note that this Scheme is a Competitive Process. Because of limited funding and the large number of applicants anticipated, it may not be possible to allocate funding to all eligible applicants.**

1. **Introduction**

The COVID-19 crisis continues to have an unprecedented impact on those in the arts and culture sectors. Building on the success and exceptional demand for the Pilot Live Performance Support Scheme launched in 2020, a new “Live Performance Support Scheme 2021”, with a funding allocation of €25 million has been announced. This new scheme has been developed to assist the live performance sector to create employment opportunities in 2021 for artists, performers, technicians and support staff and to provide high quality Irish artistic output for Irish audiences everywhere.

As the Pilot Scheme concludes, positive outcomes have included;

* Thousands of days of employment for hundreds of musicians, actors, crew and technicians through the delivery of rich and innovative programmes of entertainment;
* Performances which have been enjoyed online by the public, both at home and abroad. These performances have entertained audiences from mid-November right throughout January and February, providing wellbeing benefits to the public;
* Many producers, musicians, artists and crew have themselves also experienced significant wellbeing benefits in having the opportunity to perform and work;
* Promoters and producers have used the opportunities to innovate and find new ways to reach audiences again, especially during these difficult times.

Details of projects funded through the Pilot Live Performance Support Scheme can be viewed [here.](https://www.gov.ie/en/press-release/a415f-minister-martin-announces-recipients-of-funding-under-the-5-million-pilot-live-performance-support-scheme/)

Grants will be paid to successful applicants involved in producing live productions in the culture sector, employing the services of artists and performers and crew. The Scheme also seeks to ensure the continued generation of high quality artistic output.

This support scheme has been designed in consultation with relevant sectors with the aim to build confidence in recommencing performances in the months ahead.

**Applicants should carry out a detailed assessment of their activities with regard to the continuing public health measures and guidelines.  Based on their assessment, applicants should determine if they will be in a position to operate safely and in line with public health measures at all times.**

1. **Aims of the Scheme**

The arts & culture sectors continue to be impacted by the country’s public health response to Covid-19.

Recognising the paramount importance for ensuring safety of all, it can be particularly challenging to implement social distancing while also being commercially viable for performances with audiences in attendance to take place. Sectors are proactively working to implement measures, and finding innovative ways to activate their industry; and this scheme aims to support this process.

**The aims of this support scheme are to:**

* Support employment and wellbeing in the commercial arts and culture sectors;
* Support the generation of high quality artistic output for the general public;
* Support commercial venues, promoters and producers, who do not receive public funding (excluding Covid-19 supports), to provide live performances and in turn acquire the services of professional artists, musicians, crew and other staff members involved in live performances;
* Assist live performances where capacity for live attendance is restricted due to Covid-19 which require funding assistance in order to make live performances viable/available online;

**3a. Who is not eligible to apply**

Ineligible performances/events include the following:

* Venues, producers, promoters that have received funding from the public sector from 2018-2020 (excluding the pilot Live Performance Support Scheme (LPSS) and other Covid-19 supports),
* Venues owned, run or significantly funded by Local Authorities, Third level colleges, ETBs, or schools.
* Not for Profit Organisations (NFP) or Companies Limited by Guarantee (CLG)

 **3b. Who is eligible to apply**

Established commercial producers, promoters and venues that create live performances and have a proven record of accomplishment in the live performance sector.

The following eligibility criteria will also apply:

* Proven track record of live performance undertaken in the past 3 years (2018-2020);
* Planning to hold a live performance event in the Republic of Ireland that will conclude before 30 September 2021;
* The applicant must be tax compliant and
* The Applicant must not have received funding from the public sector from 2018-2020 (excluding the pilot Live Performance Support Scheme and other Covid-19 supports)

**Please note:**

Only one application per applicant (venue, producer or promoter) will be considered.

1. **Available Funding**

The scheme will offer grants from a minimum of €10,000 upwards to commercial venues, producers and promoters with a proven record of accomplishment in creating / holding live performances.

**5a. What eligible costs will be funded**

Funding will be based on providing a contribution to costs related to the creation / production of a live performance, which will include:

* Venue Costs per event to include crew / overhead / staff costs that are incurred as a result of and for the duration of production only);
* Contracts for Service for
	+ Artist/Performer Fees
	+ Musician Fees
	+ Crew Fees
	+ Services from Creative Industries (including services of Set/Costume Designers)
	+ Video Streaming costs
	+ Costs relating to costumes for theatrical productions
	+ Costs relating to Advertising, PR related to the specific event
	+ Hire of specialist equipment specifically required for the event
	+ Health and Safety and Security costs
	+ Intellectual Property costs

**5b. What costs will be ineligible**

* Purchase of equipment
* Local authority Rates
* Contracts of Employment not relevant to the production
* Legal and Accountancy Fees
* Annual Insurance costs (with the exception of per event insurance)

**Notes:**

* Grant payments will be made on the basis of paid invoices submitted (matured liabilities basis)
* The Department will consider providing some advanced prepayment of the grant under certain conditions.
* Where an applicant is not eligible to reclaim VAT for their project, this will be recoupable
1. **Other Conditions of the Scheme**
* **Timing of Scheme**

The Scheme will remain open until 1.00pm on Wednesday **14th April 2021**.

* **Procurement**

All organisations in receipt of grant assistance must comply with public procurement guidelines:

-Please see<https://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>

* **Acknowledgment of funding**

Project promoters will be obliged to acknowledge the Department's assistance in:

* + Annual Financial Statements for each year the grant is in payment
	+ All publicity material by inclusion of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media logo on their website / programmes / posters/ Social Media posts relating to performances and a written acknowledgement in all reports/publications and other promotional materials.
	+ All Artists and crew members participating in events funded under this scheme must be informed that the event is funded under this Scheme.
1. **Evaluation Criteria**

In the application form, please provide the following information:

**Background/overview of applicant in producing live performances between 2018 – 2020;**

* Number and type of Live Performance productions undertaken
* Ticket revenue annually,
* Number of tickets sold annually
* Number of people employed on average per production broken down between “contracts of service” and “contracts for service”

 **Note:** The above information is required to establish the track record of the applicant.

 **Details of proposed performance in 2021 for which funding is sought:**

* Number of contracts for service required for the live production
* Number of performances/shows planned in total of live production
* Location of performance (this must be in the Republic of Ireland)
* Scalability of programme in the event that not all requested funding can be provided
* How live production is expected to be impacted by Covid-19
* If ticketed, number of tickets available and expected to sell for performance
* Proposed dates of performance
* Details of how the production can be “live streamed” or “recorded” for the public to view if the performance is unable to have a live audience in attendance.
* If not live streamed, how the production will be disseminated
* Will a Pay Platform be used for streamed performances and expected tickets sales
* Total Estimated cost of production, broken down in particular by:
	+ contract description
	+ contract value
	+ Artist and Crew costs as a percentage of the overall production cost.
* Amount of funding to be provided by the project promoter and evidence that this is in place.
* Estimated total number of days employment (both contract of service and contract for service) that will be generated for funding sought

In deciding the final allocations of funding to projects, the Department may also take into account a number of factors including geographical balance and the desirability to fund a variety of live performances.

**Please Note:** This Scheme is a Competitive Process. Because of limited funding and the large number of applicants anticipated, it is likely that all eligible applicants will not receive funding. Eligibility alone does not guarantee that you will receive grant funding. It is Departmental policy to ensure that every application is treated fairly and impartially. Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Scheme is likely to be oversubscribed.

1. **Approval Procedures**
* All applications for funding under this scheme received by the Department by the closing date will firstly be checked to ensure eligibility.
* Eligible applications will be then be subject to a competitive evaluation process. Each project awarded funding by the evaluation committee will receive an offer in principle of grant-aid.
* This will be subject to compliance with the relevant conditions which will be set out in a Service Level Agreement (SLA) and subject to the satisfactory acceptance by the project promoter of this offer and the conditions contained in SLA. Failure to comply with all conditions may cause all or part of the grant to be withdrawn/withheld.
* In deciding the final allocations of funding to projects, the Department may also take into account a number of factors including geographical balance and the desirability to fund a variety of live performances.

**9. Monitoring**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 [- *Management of and Accountability for Grants from Exchequer Funds*](http://circulars.gov.ie/pdf/circular/per/2014/13.pdf)

1. **General**

 The information provided in this document is intended to give applicants an understanding of the process by which applications for assistance are assessed and approved and does not purport to be a legal interpretation.

**Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Audit

The Department reserves the right to carry out an audit of expenditure or conduct inspections from time to time. In addition, the Office of the Comptroller and Auditor General reserves the right to inspect documentation as per conditions in D/PER Circular 13/2014 as referred to under Section 8 above.

**Publication**

Details of individual awards will be published on the Departments website including, the name of the grantee; region in which the beneficiary is located; grant amount expressed as full amount in national currency; granting authority; date of granting.

**Data Protection**

For data protection in relation to the Department, please see information at the following link: <https://www.chg.gov.ie/help/legal-notices/data-protection/>

**Disclaimer**

The Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the application or its subject matter or the Department’s rejection of the application for any reason.

The Department, its servants or its agents shall not at any time in any circumstances be held responsible or liable for any matter connected with developing, planning, financing, building, operating, managing and/or administering individual projects or any matter connected with the part payment by the Department of invoices submitted by grantees.

**Site Visits and Evaluation Survey**

The Department may carry out site visits during the performance. You will also be required to provide regular reports on programme activity/output and complete an Evaluation Survey on completion of your project.

**Further information may be requested**

The Department reserves the right to request further information from you in order to assess your application if so required.

1. **How to Apply**

The application form is available on the Department’s website at the following link: <https://www.gov.ie/en/service/ca5d7-live-performance-support-scheme-2021/>

The applicant should complete the application form and send as a single attachment containing the relevant supporting documentation to **liveperformance2021@tcagsm.gov.ie** and typing **‘Live Performance Support Scheme 2021’** in the subject line of email.

**Please note that the application form (completed in full) and supporting documentation must be submitted as one file attachment in a readable format and must not be password protected.**

The Department will **only** accept applications that are emailed to the above email address. An acknowledgement email and application reference number will issue on receipt of your application. Applications will not be checked for completeness until after the closing date. **It is important that all applications are submitted in full.**

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the ‘**Live Performance Support Scheme 2021’** may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Scheme will be notified to the relevant authority.

**Please note that the closing date for applications is strictly 14th April 2021 at 1pm (as per the Department’s time stamp on email).**

**We strongly advise applicants not to wait until the last day to submit applications in case you experience IT related problems.**

**We regret that applications cannot be accepted after the closing date**

**For all queries please email:**  **liveperformance2021@tcagsm.gov.ie**

**ENDS**