

Department of Culture, Heritage and the Gaeltacht

Stream D - Cultural Capital Scheme 2019-2022

Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Introduction

Cultural Capital Scheme 2019-2022

Last October saw the announcement of a new €4.7m Capital investment scheme for arts and culture centres. The new capital investment scheme is to run until 2022 and is focused on securing and enhancing the existing stock of arts and culture centres that operate as not-for-profit organisations throughout the country and has a clearly defined arts and culture focus. This funding is made available under the Department's capital plan - *Project Ireland 2040 - Investing in our Culture, Language & Heritage 2018 – 2027*. In October, applications were invited under three separate Streams as set out below;

- **Stream A** offered grants up to €50,000 for small enhancement/expansion/ refurbishment projects;
- **Stream B** offered grants from €50,000 up to €300,000 for larger enhancement / expansion /refurbishment projects; and
- **Stream C** offered grants up to €15,000 and was aimed at upgrading visual artists' workspaces and is run by Visual Artists Ireland (VAI).

It is now proposed to open a further Stream (**Stream D**) of funding from this capital envelope which will provide capital funding to assist arts and culture centres nationwide in providing a safe environment for staff and the public.

COVID-19 crisis

The COVID-19 crisis gives rise to many challenges for the nation as a whole and is having an unprecedented impact on the arts, culture, heritage and Gaeltacht sectors. Under the Health Act 1947 (as amended) the Minister for Health may make broad public health regulations controlling movement etc. In this crisis the Minister has relied on instrument [S.I. 121/2020 - Health Act 1947 \(Section 31A - Temporary Restrictions\) \(Covid-19\) Regulations 2020](#), further amended by SI 174 of 2020.

The Government published the Roadmap for Reopening Society and Business on Friday 1 May. This Roadmap sets out the phases that we plan to move through as the spread of the virus continues to

ease. On 15th May the Government announced that we would move to Phase 1 of the Roadmap from Monday May 18th. We moved to Phase 2 on 8th June and Phase 3 on 29th June. This is in line with advice received from the National Public Health Emergency Team (NPHE). Applicants should review the Roadmap carefully and carry out a detailed assessment of their activities with regard to the continuing public health measures. Based on their assessment, applicants should identify which category in which phase of reopening they will be in a position to reopen safely and in line with the continued public health measures.

As part of its suite of responses to the COVID-19 situation, the Government issued guidance on returning to the workplace on the 9th May. The [Return to Work Safely Protocol](#) is a guide for applicants in making their assessments and adapting their workplace procedures and practices to comply fully with the COVID-19 related public health protection measures identified as necessary by the HSE. It sets out in very clear terms for organisations the steps that they must take firstly before a workplace reopens, and then while it continues to operate. It is a matter for all employers to ensure their workplaces are safe for staff and customers/audiences alike.

The [Health and Safety Authority](#) is the lead agency in overseeing compliance with the Protocol in the workplace. Employers and employees can contact the Health and Safety authority helpline on 1890 289 389 or by email at wcu@hsa.ie

In order to assist organisations in carrying out the necessary measures referred to above, the Minister is announcing a further Stream of funding under the Cultural Capital Scheme 2019-2022 (Stream D) **for arts and culture centres**. The scheme will run from 2020 in response to the COVID-19 pandemic. It will focus on supporting arts and culture venues that need to adapt their workplaces, procedures and practices under the [Protocol](#) to comply fully with the COVID-19 related public health protection measures identified as necessary by the HSE.

Applications are now being invited for funding under this Scheme.

The application form is available on the Department's website. Details on its completion is at Part 10 of this document. (If an organisation has an outstanding capital grant with the Department it may repurpose the outstanding grant for capital works or equipment necessary for reopening safely after the COVID-19 crisis. See further details on this at Section 3a of these Guidelines).

Applicants can only make one applications under this Scheme.

2. Aims of the Scheme

There is a broad range of dedicated, purpose-built arts and culture facilities throughout the country which will now need to make modifications to their venues or purchase necessary equipment to prevent the spread of COVID-19 in these workplaces as they begins to slowly open up. **The primary focus of the scheme will be the capital adaptations, renovations or supply of equipment necessary to prevent the spread of COVID-19 in these facilities.**

The Department are now advertising a capital funding scheme for these arts and culture organisations.

- Grants of up to **€10,000** for capital adaptations /modifications required to venues or purchase of necessary equipment, to comply fully with the COVID-19 related public health protection measures identified as necessary by the HSE. These measures should specifically assist the organisation to implement measures to prevent the Spread of COVID-19 in the workplace.

This Scheme will remain open from 14 July 2020 until the crisis comes to an end. Applicants are encouraged to apply once they know what capital works or equipment is required to assist in the reopening of their venues.

3a. Who is eligible to apply?

The following will be considered eligible for the scheme:

- Projects with a **clearly defined arts and cultural remit;**
- **Not-for-profit organisations** – Not for Profit Status is a legal term. The conditions of this status should be included in the Memorandum and Articles of Association of the organisation. This will be checked at Eligibility stage.
- Eligible facilities will include:
 - ⊖ Arts centres; (In this context Arts centres are full-time, public-facing, professionally-managed, building-based organisations. They support the creation, presentation and mediation of the arts across a range of art forms. They support professional, collaborative, voluntary and amateur arts practice);
 - other integrated cultural centres;
 - museums;
 - galleries;
 - heritage centres;

- archives;
- creative workspaces; and
- creative and performance spaces.

Any arts and culture organisation (excluding Local Authority/Third Level/ETB) that has an outstanding capital grant with the Department can apply to the Department to repurpose part or all of that outstanding grant for capital works or equipment necessary to assist in the reopening after the COVID-19 crisis. Organisations can apply to re-purpose up to €10,000 of their grant which can be used to fund eligible costs at a 90% funding rate or up to €5,000 which will not require match funding. Repurposed funding required for the original purpose of the grant will be restored when required at a later date. These organisations would not have to complete an application form but rather would apply in writing to the Department by emailing artscapitalunit@chg.gov.ie (and putting 'Stream D - Cultural Capital Scheme' in the subject line) requesting this change of purpose and setting out the details of their project and attaching the necessary quote for the works.

3b. Who is not eligible to apply?

Projects who do not meet the criteria set out at 3a above. Other ineligible projects include the following:

- Commercial organisations;
- For-profit organisations;
- National Cultural Institutions;
- Local Authorities, Third level colleges, ETBs, or schools.

4. Available Funding

- The Scheme will offer grants up to €10,000 to not-for-profit organisations with a defined arts & culture remit; This will be paid at **90% funding rate of the eligible costs**;
- Alternatively organisations can apply for a grant of €5,000 which will not require match funding;

- In exceptional circumstances, the upper limit of €10,000 may be exceeded where a compelling case can be made for a higher grant; these will be assessed on a case by case basis;
- The works must be completed and paid for before payment is made by the Department;
- Only **one application from any organisation** will be considered.

5a. What will be funded

Funding will be offered which is specifically towards capital works / equipment necessary to assist the organisation in reopening safely for staff and audiences after the COVID-19 crisis. It will cover any **capital expenditure** required to reopen the facility safely in line with the COVID-19 related public health protection measures identified as necessary by the HSE, as set out at Section 1 above.

5b. What will not be funded

The following expenditure is not eligible for funding:

- Routine Maintenance, minor repairs or other ongoing costs;

6a. Requirements of the Scheme

The following conditions and requirements apply to all projects:

- **Tax Requirements**
 - The organisation must be tax compliant. In line with new tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.;
 - VAT will only be paid where the promoter cannot reclaim VAT from the Revenue Commissioners.
- **Professionally prepared quotation**

One professionally prepared quotation must be provided at application stage for all aspects of the works being applied for. This can be one or more documents but must cover everything being applied for.

The following types of documents are acceptable as quotes:

1. An estimate prepared by a professional. The estimate must include details of who provided it;

2. A quote from a contractor/supplier including details of who is providing the quote;
3. Extract from a catalogue/website (for equipment only).

(Please note that Public Procurement Guidelines will need to be followed in due course, the one quotation now at application stage is just to give an estimate of the works/equipment required. Further details on this at 6b below)

- **Legal Title** - The organisation should have legal title to the premises being modified or which they occupy by either **ownership** or a **satisfactory lease**.
 - If property is owned outright by the applicant, they should tick this box on application form;
 - If property is leased by the applicant, they should tick this box where they will have to provide details of length of the current lease;
 - If property is not owned or leased by applicant, they must explain their status in the text box available.

- If successful, the grantee must sign a Declaration stating that the funding will be used for its intended purpose.

- **Match funding** – The Scheme will offer grants of up to €10,000 at a maximum funding rate of 90%. The organisation will have to provide the remaining 10% (whether by own funds/loan/other source). Alternatively organisations can apply for a grant of €5,000 which will not require match funding. The works will need to be completed / equipment installed and paid for before it can be reclaimed from the Department. Further details on this will be provided if the organisation is successful in securing the grant.

6b. Other Requirements of the Scheme

- **Timing of Scheme**

The Scheme will be open from 14 July 2020 and will remain open for the duration of the crisis. Applicants are encouraged to apply once they know what works or equipment they need in order to ensure reopening safely.

- **Procurement** - All projects in receipt of grant assistance must comply with Public Procurement Guidelines.
 - For goods and services please see <https://ogp.gov.ie/public-procurement-guidelines-for-goods-and-services/>

7. Selection Criteria and Approval Procedures

- All applicants will be assessed against eligibility criteria for applicants as listed in Section 3 of these Guidelines.
- Each eligible application must provide details of their project as it relates to reopening safely after the COVID-19 pandemic in line with the [Return to Work Safely Protocol](#).

All projects must:

Provide details on how these modifications / adaptations / equipment will directly assist the organisation in ensuring the reopening of the facility safely for the staff and audiences in line with [Return to Work Safely Protocol](#)

Approval Procedures

All applications for funding under this scheme received by the Department will firstly be checked to ensure eligibility. Eligible applications will then be subject to an evaluation. Each approved project 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) between the Department and the organisation and subject to the satisfactory acceptance by the project promoter of this offer and the conditions contained within the SLA.

8. 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](#)

9. 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.

Site Visits and Evaluation Survey

The Department may carry out site visits during various stages of your project. You may also be required to complete an Evaluation Survey on completion of your project.

Data Protection

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

Disclaimer

The Department of Culture, Heritage and the Gaeltacht 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.

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.

10. How to apply

The application form is available on the Department's website at the following link: <https://www.chg.gov.ie/arts/creative-arts/grants-and-funding/> The applicant should complete this form and send as an attachment with the relevant documentation to artscapitalunit@chg.gov.ie typing '**STREAM D Cultural Capital Scheme**' in the subject line of email.

The Department will **only** accept applications that are emailed to the above address.

If an organisation has an outstanding capital grant with the Department, it may repurpose that outstanding grant as set out at Section 3a of these Guidelines.

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 '**Stream D - Cultural Capital Scheme 2019-2022**' 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.

A Checklist is attached at the end of the application form detailing what supporting documentation is required to be submitted with the application.

For any queries please email: artscapitalunit@chg.gov.ie

Appendix 1

Evaluation of Applications

Further to Section 7, Selection Criteria and Approval Procedures, the following is an outline of how applications will be evaluated.

Each application will firstly be checked to ensure eligibility. Then the project detail will be evaluated to ensure it fits within the Scheme Guidelines. Each approved project will receive an offer in principle of grant-aid.

Assessment of Eligibility

Each application is evaluated firstly to ensure eligibility and also that the required documentation has been provided. The purpose of this process is to assess the eligibility of each applicant rather than the proposed project for which the funding is sought.

The criteria checked at '**Eligibility Stage**' include:

- Is this organisation eligible to apply (as set out at Section 3a above);
- Has the application form been fully completed and has all the required documentation been submitted; this includes:
 - Memorandum and Articles of Association;
 - A professionally prepared quotation or estimate for all aspects of the works being applied for;
- Does the Memorandum and Articles of Association confirm the not-for-profit status of the organisation;

The project detail will then be evaluated to ensure it fits within the Scheme Guidelines.

ENDS