**Wexford Artists’ Workspace Scheme 2025 - 2026**

**Guidelines and Application Form**

**Closing date for applications – 26th May at 5pm, 2025**

**Wexford Artists’ Workspace Scheme Open Call 2025**

Wexford County Council Arts Office invites artists to apply for an Artists’ Workspace Scheme. This scheme offers funding to support professional artists, in all artforms, to access suitable and flexible workspaces to develop their arts practices. The workspaces must accommodate at least two professional artists or an artist collective of two or more artists who are proposing to share resources for the benefit of their arts practices.

The aim of this new scheme is to support artists to access suitable workspaces to develop their arts practices, that will also feed into the regeneration of our towns and villages. It sits within the Wexford County Arts Plan and the Arts Councils Strategic Plans to develop supportive working environments for artists across artforms.

**Grants**

Grants will be in the region of **€3,000** per application and must accommodate at least two artists sharing a building or part of a building for their workspaces.

Grants of up to **€5,000** may be awarded to applications involving three or more artists taking a lease on a building.

This scheme is countywide, and we encourage applications from artists throughout the county in the five municipal Districts of Gorey/Kilmuckridge, New Ross, Enniscorthy, Wexford and Rosslare. We also encourage applications that feed into town centre regeneration plans.

Workplace Scheme Details

* Applicants must be professional artists dedicated to making a career in the arts and can be in any art form such as Visual Arts, Music, Dance, Theatre, Literature, Street arts/circus.
* Grants will be in the region of €3,000 (minimum 2 artists) and up to €5,000 for 3 or more artists.
* This grant aims to support/subsidise artists to rent a workspace. The support costs include rent, utilities, rates, and a proportion can be assigned for administration.
* In addition, 20% of the total request may be directed toward essential maintenance and equipment expenditure.
* Artists must have identified a workspace they are interested in renting for a minimum of 1 year and name this space in their application, its location and rent per annum. **Please note: This space does not have to be confirmed at the time of applying.**
* This scheme is countywide. We welcome applications from artists in all five municipal districts of New Ross, Enniscorthy, Gorey/Kilmuckridge, Rosslare and Wexford.
* Priority will be given to artist workspaces that are located within any towns or villages undertaking regeneration plans.
* This is an annual award scheme. An award does not confer entitlement to grants in future years. However, all artists are eligible to apply on an annual basis.
* Successful applicants will receive a conditional offer of funding subject to confirmation of lease agreement.
* To draw down the first instalment of 60%, the successful applicant will need to provide a letter from the landlord confirming their tenancy dates and rent.
* The Arts Office will visit all artists workspaces for review in 2025/2026.
* Final drawdown will be after the midterm review and require a budget report detailing income and expenditure.
* Please note: this scheme runs for a 12-month period from when your rental agreement starts.
* We ask that successful applicants acknowledge Wexford County Council/Arts Department support on any PR/social media they generate in relation to their workspace. All awarded artists will be emailed WCC logo and relevant Arts Department social media links.
* Wexford County Council reserves the right to publicise the awarding of the workspace grants.
* Artists that are already in a workspace are eligible to apply.

**Not eligible to apply for funding:**

* Artists already in subsided artists workspaces provided by Wexford County Council.
* Individual artist (we require a minimum of two artists to apply for a workspace)
* Artists that have not identified a building/workspace with details and images and rent breakdown included in their applications.
* Artists working from their own home.
* Landlords are not eligible to apply.

**Criteria**

Applications received will be evaluated in respect of the following criteria:

* Clear rationale and vision for how the workspace will be used by the artists, benefit to their artistic practices, careers and/or business development
* Suitable workspace identified with clear rationale for choice of workspace, its location, links (if relevant) to town or village regeneration plans, and with required documentation. Please note if successful the artists will need to provide a letter from landlord confirming dates of tenancy (minimum 1 year) and rent agreed.
* Track record of artists involved (include all artists CV ‘s or biographies)
* A budget breakdown with projected expenditure and income for the workspace. This budget should be as detailed as possible including all operational costs.

**Scoring Criteria**

All proposals will be evaluated using the following marking scheme.

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| --- | --- | --- |
| 1 | Clear rationale and vision for how the workspace will be used by the artists, benefit to their artistic practices, and their careers and/ or business development | 300 |
| 2 | Suitable workspace identified with clear rational for choice of workspace and required documentation. | 300 |
| 3 | Track record of artists involved (include all artists CV ‘s or biographies) | 200 |
| 4 | Budget Breakdown | 200 |
|  | Total | 1000 |

**Note**: The fund is limited, and eligible applications will be evaluated on a competitive basis. There is no guarantee that the application will receive 100% funding, as it will depend on the number of successful applications.

**Selection Process:**

Grants will be selected through a competitive process and considered via an appointed selection panel, and the panel’s decision is final. Applicants will receive feedback on request only.

**Additional Information**

It will be the responsibility of the artist to ensure the requirements of the Safety, Health and Welfare at Work Act 2013 and the Safety, Health and Welfare at Work (Construction) Regulations, (where applicable), are implemented with the agreement of their landlord. Wexford county council bears no responsivity for this.

Artists who to wish to engage children and young people under eighteen years of age in the proposed activity or event must comply with the Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please refer to Tusla, the Child and Family Agency <https://www.tusla.ie/services/child-protection-welfare/> for more information.

**How do I apply?**

1. **Complete the application form**

This form is available on the Wexford County Council website <https://www.wexfordcoco.ie/arts-and-culture>

* **Digital applications only -** Only completed submissions received via the approved application form will be considered. Digital submissions, either on PDF or Word only and emailed to [arts@wexfordcoco.ie](mailto:artsoffice@wexfordcoco.ie). Max file size 12 MB.

1. **Supply Supporting Documentation:**

You are required to include supporting material online with your application.

* A **maximum of five images** of the workspace (please note that these images do not need to be of a professional quality – however, they should clearly show the workspace and provide evidence of the facilities. All images should be accompanied by corresponding captions underneath the images.
* An up to-date CV / or biography of each artist that is included in the application form with name of one artist who is the lead contact for the application for the Arts office.

**Please note** if you are successful in your application, to drawn down funding you must submit a letter of confirmation from your landlord confirming location, dates of tenancy and agreed rent.

**Application dates:**

**Closing date for receipt of applications:**

**Monday 26th May at 5pm, 2025**

* Late applications will not be considered
* Your application should include completed:

1. Application Form
2. Supporting Documentation all compiled into one PDF document. In total this should not exceed **12MB** in size. Please title your email ‘Wexford Artists Workspace Scheme 2025 + Your Name/Collective Name’.

* Please note if you submit your application over 12MB it will not be accepted, and you will not receive a confirmation email.

1. **Please email your application**[**arts@wexfordcoco.ie**](mailto:artsoffice@wexfordcoco.ie)

* Please take into consideration uploading times and any technical issues that may occur when submitting your work. To avoid any problems please submit your application as early as possible.
* All submissions will receive a confirmation email.
* **Note:** If you do not receive an acknowledgement email from the arts office within **two** working days of sending in your application, you should contact the arts office.

***Incomplete applications will not be considered. No other documentation can be accepted after the closing date.***

For further information / queries please contact:

Úna Cahill, Assistant Arts Officer at [una.cahill@wexfordcoco.ie](mailto:una.cahill@wexfordcoco.ie)

Tel: 053 - 9196441 / [arts@wexfordcoco.ie](mailto:arts@wexfordcoco.ie) Wexford County Council Arts Office, County Hall, Carricklawn, Wexford.

**How will I know my application has been successful?**

* Successful applicants will receive a conditional offer of funding.
* To draw down the first instalment of 60% the successful applicant will need to provide a letter from the landlord or a signed tenancy agreement confirming their tenancy dates and rent.
* On receival of this letter/agreement, a contract between Wexford County Council and the Artist will be signed and will detail all conditions and requirements.
* Final drawdown will be after the midterm review and the Arts Office will require a budget report detailing income and expenditure.
* Please note: this scheme runs for a 12-month period from when your rental agreement starts.
* A list of successful applicants will be published on Wexford County Council’s website stating successful applicants

**If I am successful, how do I draw down the funding?**

* Payment to successful applicants will be made to named lead artist in the application form who manages the space by electronic fund transfer only as follows:
* 60% will be paid after the signed contract has been returned to Wexford County Council together with letter of confirmation from the landlord as requested.
* The remaining 40% will be paid after a mid-way review and visit by the Arts Office to the workspace and submission of budget & report by the artists.

**Acknowledgement**

Once you have been notified that you have been successful in receiving funding, you must ensure that Wexford County Council is acknowledged as funder of your space and added into any promotion of the workspace.

Appropriate credits, logos, and guidelines to support this will be provided to the awarded artists.

**Disclaimer – please read carefully**

It will be a condition of any application for funding under the terms and conditions of the Wexford County Council that the applicant has read, understood and accepted the following:

1. Wexford County Council shall not be liable to the applicant or any other party, in respect of any loss, damage or costs of any nature arising directly or indirectly from:
   1. The application or the subject matter of the application.
   2. The rejection for any reason of any application.
2. Wexford County Council shall not be held responsible or liable, at any time in any circumstances, in relation to any matter whatsoever arising in connection with the administration of activities. In respect of monies provided by Wexford County Council, the council does not undertake the role of ‘Client’ or ‘Employer’ as defined in the Safety, Health and Welfare at Work Act 2005.
3. By submitting an application, applicants agree to the processing and disclosure of the applicant’s information by Wexford County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Fund.  Personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.