



Artist and the Community Access Guidelines

The Artist and the Community Award replaces the Arts in Context Award. The aim of this change is to reflect the purpose of the award more clearly and highlight its availability to communities in Cork city. Cork City Council Arts Office also established a process by which applicants can apply for support to cover costs associated with Access Requirements in relation to the Artist and the Community Award. Cork City Council Arts Office is committed to the support of equality, diversity and inclusion in the arts as per Arts Council of Ireland policy.

Access guidelines for relevant applicants are provided in this document in the form of Frequently Asked Questions. There is index of questions overleaf. This document is available in the following formats also:

- Screenreader friendly, large print format
- Audio format



Comhairle Cathrach Chorcaí
Cork City Council

Arts Ealaíona

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Cork City Council Arts Office wishes to acknowledge the support and guidance of Arts and Disability Ireland in drafting these Access Guidelines for the Artist and the Community Award.

For queries in relation to these Access Guidelines, please get in touch with artsgrants@corkcity.ie or phone (021) 492 4000.



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1. What are Access Requirements?

Access requirements take away barriers that might stop artists from achieving the objectives of their artistic proposals. Below are more details on types of access requirements. While some access requirements may incur additional costs, others may have no cost.

- Audience Access Requirements

These are requirements that audience members have so they can fully engage with an artistic work. For example, audience members with disabilities might enjoy art more if captioning is provided for a performance or if audio description is provided for an exhibition.

The total cost of Audience Access Requirements for your project must be entered into your online application as a single budget line in your Expenditure table with the label 'Audience Access Costs' under Section C.



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- Personal Access Requirements

These are requirements that artists, or their collaborators, have to do their work. For example, a d/Deaf project participant may need an Irish Sign Language (ISL) Interpreter to communicate with the Lead Artist and other participants while collaborating.

The total cost of Personal Access Requirements for your project must be entered into your online application as a single budget line in your Expenditure table with the label 'Personal Access Costs' under Section C.

In addition, you must upload a Personal Access Budget. This is a document that lists your Personal Access Requirements individually under Section F. Access Requirements. You will find guidance on this document under Question 3 on page 5 of this document.



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2. What Personal Access Costs are eligible?

Personal Access Costs are costs related to your personal access requirements, that will remove barriers for you or your collaborators who are involved in delivering your proposal.

Cork City Council Arts Office makes every effort to provide reasonable accommodations for people with access requirements, pending feasibility. You can apply for Personal Access Costs necessary to complete your proposal up to 20% of the value of the Total Award Requested. These costs will be additional to any funding which you are awarded, subject to availability of funding.

Below are some examples of different kinds of Personal Access Costs courtesy of Arts and Disability Ireland.

- Alternative formats (audio, Braille, large-print etc.)
- Irish Sign Language (ISL) interpreters
- Loop Systems (in rehearsal or gallery space)



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- Personal Assistants
- Speech-to-text
- Sighted Guides
- Transcriber (for playwriting, literature etc.)
- Accessible travel (eg. taxis)
- Accessible meeting, rehearsal or studio space (eg. a space with accessible toilets, wide doors, lifts, ramps, quiet spaces etc.)
- Accommodation, subsistence and travel for PAs
- Extra time (eg. rental costs and fees for cast, crew or collaborators rehearsing performances or installing exhibitions etc.)
- If needed, training for cast, crew or collaborators to ensure that they can work safely and professionally to ensure that access requirements are met (eg. Disability Equality Theatre Training DET, manual handling, safeguarding of vulnerable adults etc.)



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The list above is not exhaustive. If you have a Personal Access Requirement that is not listed above, get in touch to discuss. See contact details at the end of this document.

3. How do I upload a Personal Access Budget?

To apply for Access Costs, you must create a document with a breakdown of the costs including a description of what they are for and whom will benefit. This is called a 'Personal Access Budget'. Once complete, you can upload this document into your application form as instructed under Section F 'Access Requirements'. Step-by-step video instructions on completing your online application, including the addition of Access Costs, will be available to view from 21st October at <https://www.cork-city.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>

In your Personal Access Budget, you must write each type of access requirement on a separate line and the



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amount it will cost in the column next to it. Then add up all the personal access costs and fill in the Total box. In Table 1 is an example of a Personal Access Budget.

Table 1: Example of a Personal Access Budget.

Access Requirements	Total (€)	Amount funded from other sources of income (€)	Balance requested from Cork City Council (€)
Me – 6 hours of ISL interpreters @ €xx per 1 hr	Total hire fee of ISL Interpreters in euros	Amount of hire fee refunded from other sources of income	Balance of hire fee requested from Cork City Council
PA - travel costs, taxi x 3 days @ €xx per day	Total cost of PA	Amount of costs refunded from	Balance of hire fee requested



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	Travel in euros	other sources of income	from Cork City Council
Participant - sighted guide fee x 2 hours @ €xx per hour	Total hire fee for Sighted Guide in euros	Amount of costs funded from other sources of income	Balance of hire fee requested from Cork City Council
Total	Total of all Access Costs listed		

If you are awarded funding, the Personal Access Costs for your proposed activity will be met, subject to available resources, separately from any funding which you are awarded. The inclusion of Personal Access Costs will not affect the assessment of your proposal.



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You don't have to apply for personal access costs if you don't need them.

4. What accommodations are available to support Access Requirements?

Cork City Council Arts Office is committed to the support of equality, diversity and inclusion in the arts as per Arts Council of Ireland policy.

In 2024, Cork City Council Arts Office augmented the upper value of both phases of the Artist and the Community Award to reflect the increased demand for this approach to artistic practice and the costs associated.

In the same year, Cork City Council Arts Office also established a process by which applicants can apply for support to cover costs associated with Access Requirements in relation to the Artist and the Community Award.

Other accommodations include the following:



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- Large print, screenreader friendly soft copy versions, audio version and hard copy versions of a) application criteria and b) guidelines are available to download as two separate documents from <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>
- A funding webinar will be hosted by Cork City Council Arts Office for prospective applicants on 17th October 2024. To attend, book your place at bit.ly/cccartsfunds25 The webinar will cover the purpose of Cork City Council's funding schemes and answer any questions relating to the award criteria or guidelines. The recording of this event will be captioned and available to download from this webpage. The recording can be provided with accompanying Irish Sign Language interpretation if requested by 18th October via email to artgrants@corkcity.ie;



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- As an alternative to written proposals submitted via the online form, audio applications are facilitated via email. Instructions for submitting this format is outlined under Question 5 in the Artist and the Community Award Guidelines.

Following the assessment of applications, feedback from the assessment panel can be made available on request, subject to availability.

5. Can I enlist support to submit my application?

If you need additional support to submit an application, we welcome applications on behalf of an artist with a disability, written by:

- Staff in Supported Studios
- Support Workers
- Family or friends

Simply, the email address and contact number supplied for correspondence should belong to the support person.



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In the application it is possible to have two voices: that of the Applicant Artist and Support Person. However, remember: the **priority** for the assessment panel is to hear the voice and views of the individual artist who is applying.

6. Can I submit a Personal Access Budget in an alternative format?

Guidance on submitting a proposal in an alternative format is outlined under Question 5 in Artist and the Community Award 2025 Guidelines. In order to submit a Personal Access Budget in an alternative format, please contact Cork City Council Arts Office by emailing us at artsgrants@corkcity.ie before 18th October 2024 so that we can plan for it's assessment.

To submit your application in any other format, please get in touch to discuss by contacting artsgrants@cork-city.ie or phone (021) 492 4000.



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7. Where can I find out more about Equality, Diversity and Inclusion in the arts?

[Arts Council of Ireland Equality, Diversity and Inclusion Policy](#)

[Arts Council of Ireland Equality, Diversity and Inclusion Toolkit](#)

8. Where can I find out more about Access Requirements?

Contact Arts and Disability Ireland for guidance on Access <https://adiarts.ie/>

For more tips and resources, go to <https://www.accessstoolkit.art/>

9. I have a question not covered in these guidelines.

Who can I contact?

Please contact Cork City Council Arts Office, Community Culture & Placemaking Directorate, Cork City Council, City Hall, Anglesea Street, Cork, Ireland Tel: 021 492 4000 / 086 036 0498

Email: artsgrants@corkcity.ie