



Applicants are required to submit 6 copies of the following:

- **A typed curriculum vitae**, including the names of 2 referees who are familiar with the work of the applicant(s) (*maximum 3 typed pages*). If the application proposes working directly in a collaborative manner, at least one of the referees should be familiar with the applicants experience in the area.
- **A project proposal** for the commission, which should include:
  - an outline of the project and how the applicant proposes to explore the area of sensory disabilities;
  - details of a possible realisation or outcome of the project (It is likely that this would change due to the collaborative nature of the commission);
  - budget (including fees to the artist, all costs relating to the creation of the work, insurance and VAT, if applicable, contingency).
- **Supplementary information** that will support the application, for example short description of relevant previous projects and photographs/audio or visual documentation\*

*\* Please note that supplementary information will not be returned to applicant (applicants should ensure that they do not send any unique or irreplaceable material).*

*Please ensure that all submitted materials are clearly marked with the applicant's name and contact details.*

**Criteria for selection:**

- Originality of the project proposal (40/100)
- Quality of previous work (30/100)
- Demonstrated ability to develop, manage and deliver the project. (30/100)

**Timeline for the commission**

- Register for briefing meeting: by Tuesday 13<sup>th</sup> May
- Attend briefing meeting: week of 19<sup>th</sup> May
- Deadline for submissions: Tuesday 24<sup>th</sup> June@12 noon
- Artist(s) appointed by: end-July 2014
- Commission to be completed by: June 2015

### **Submissions**

- Applicants are responsible for the cost of delivering applications.
- Emailed or faxed submissions will not be accepted.
- Late submissions will not be accepted.
- All materials submitted should be clearly labeled with the applicant's name and contact details.
- All reasonable care will be taken with each submission, however Dún Laoghaire-Rathdown County Council will not take responsibility for any loss or damage which may occur in transit, storage or packing.

### **Project management of the commission**

The selected applicant will be expected to comprehensively project manage the commission and to liaise with the Arts Office.

### **Support from Dun Laoghaire Rathdown County Council**

Dún Laoghaire-Rathdown Arts Office will act as the liaison support between the successful applicant and the local community groups in the start-up stage of the project and if further support is required during the lifetime of the project.

### **Copyright**

It is anticipated that the copyright of any outcomes from this commission will reside equally between the artist(s) and the collaborators. This will be detailed at contract stage.

### **Insurance**

Please note that the successful applicant will be required to have Public Liability Insurance with cover of €6.5 million. Non-Vat registered service providers may be liable for Professional Services Withholding Tax. The successful applicant may be required to provide Dún Laoghaire-Rathdown County Council with a tax clearance certificate prior to signing of contracts.

### **Garda Vetting**

The successful candidate will be required to undergo Garda Vetting if engaging with persons that are deemed vulnerable under the National Vetting Bureau (Children and Vulnerable Persons) Act 2013.

### **Freedom of Information**

The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive

## **Submission of entries**

*Please send all submissions to:*

**Ciara King, Assistant Arts Officer-Arts Programme Development,  
Dún Laoghaire-Rathdown County Council  
County Buildings, Marine Road  
Dún Laoghaire, Co. Dublin**

**Marked: 'Arts & Disability: Public Art Commission'**

**Tel: +353 1 271 9529**

### ***\*Please take note of the following:***

- *Submissions by email or fax will not be accepted.*
- *All materials submitted should be clearly labelled with the applicants name and contact details.*
- *Late submissions will not be accepted*

*Dún Laoghaire-Rathdown County Council reserves the right not to commission work, if none of the proposals received are deemed to be suitable. In this instance, Dún Laoghaire-Rathdown County Council reserves the right to pursue a different procurement process.*

**Deadline for submissions: Tuesday 24<sup>th</sup> June @ 12 noon**

The commission will be funded through Environment and Housing capital projects under the Department of the Environment, Community and Local Government Per Cent for Art scheme.