



Comhairle Chontae Liatroma  
Leitrim County Council

## Leitrim Arts Bursaries Access Supports & Guidelines

Following the adoption of the Leitrim County Council Art Plan 2024 – 2027, which includes a cross-cutting strategy to support and promote Equality, Diversity, and Inclusion through our work in the arts, Leitrim County Council Arts Office has established a process whereby applicants can apply for support to cover costs associated with Access Requirements in relation to individual and collective bursary schemes.

This document is also available in the following formats:

- Screenreader friendly, large print format
- Audio format

Leitrim County Council Arts Office wishes to acknowledge the support and guidance of Cork City Council Art Office and Arts and Disability Ireland in drafting these Access Guidelines. For queries in relation to these guidelines, please contact [arts@leitrimcoco.ie](mailto:arts@leitrimcoco.ie) or phone 071 96 20005 ext. 551.

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## 1. Access Requirements

Access requirements remove barriers that might prevent artists from achieving the objectives of their artistic proposals. While some access requirements may incur additional costs, others may have no cost.

- **Audience Access Requirements**

Audience Access Requirements are requirements that audience members might have in order to fully engage with an artistic work. For example, audience members with disabilities might enjoy art more if captioning was provided for a performance or if audio descriptions were provided for an exhibition.

- **Personal Access Requirements**

Personal Access Requirements are requirements that artists, or their collaborators, need in order for the artist to do their work. For example, a d/Deaf project participant may need an Irish Sign Language (ISL) Interpreter to communicate with an artist.

## 2. Access Costs

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. Leitrim County Council Arts Office will make every effort to provide reasonable accommodations for people with access requirements, pending feasibility.

Applicants can apply for Personal Access Costs necessary to complete a proposal up to a maximum of 20% of the value of the total funding requested. These costs will be additional to the conventional bursary funding being sought. 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)
- 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.)

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. Applying for Access Costs

To apply for Access Costs, you must create a document with a breakdown of your access costs including a description of what they are for and who will benefit. This is called a 'Personal Access Budget'. Once complete, you can upload this document into your application form under 'Optional Uploads'.

In your Personal Access Budget, you must write each type of access requirement on a separate line indicating how much of that requirement you will need, and how much it costs. You should also indicate what other funding you have to meet your access costs. Remember the funding requested for your access costs from Leitrim County Council cannot be more than 20% of the total being applied for in the main application form.

Here is an example of a Personal Access Budget

<b>Access Costs</b>		
ISL interpreters	6 hrs @ €xx per hr	€0.00
Personal Assistant	3 days @ €xx per day	€0.00
Travel costs	taxi x 3 days @ €xx per day	€0.00
Participant sighted guide fee	2 hours @ €xx per hour	€0.00
<b>Total Access Costs</b>		<b>€0.00</b>
<b>Funding from other sources of income</b>		
Arts Council		€0.00
ADI		€0.00
Own funding		€0.00
<b>Total Income towards Access Costs</b>		<b>€0.00</b>
<b>Balance now sought from Leitrim County Council</b>		<b>€0.00</b>

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

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

### 4. Accessing Bursary Information

Accommodations to support applicants include the following:

- Hard copy large print, audio recording, and soft copy, screenreader friendly versions of application criteria and guidelines are available.
- A funding seminar will be hosted in January each year by Leitrim County Council Arts Office for prospective applicants. The seminar will cover the purpose of Leitrim County Council's funding schemes and answer any questions relating to the award criteria or guidelines. An audio recording of this event will be captioned and available to download on request if the request is made at least two weeks prior to the event.
- Audio and hard-copy funding applications may be made on request.

To submit your application in any of these formats, please discuss it with us by contacting [arts@leitrimcoco.ie](mailto:arts@leitrimcoco.ie) or 071 96 20005 ext. 551.

## 5. Support applying

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

In these cases, the email address and contact number supplied for correspondence should belong to the support person. 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. Further information

- [Social Practice Toolkit – Equality Diversity & Inclusion](#)
- [Arts Council of Ireland Equality, Diversity and Inclusion Policy](#)
- [Arts Council of Ireland Equality, Diversity and Inclusion Toolkit](#)
- [Arts and Disability Ireland](#)
- [Artist's Access Toolkit](#)

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