

# **Caterpillar Commission 2017**

Dún Laoghaire-Rathdown County Council Arts Office is looking to commission a new interactive arts based experience for pre-school children based in Ballyogan Community Childcare Service. This commission is grant aided by the Arts Council and Creative Ireland.

## **Commission outline**

Dún Laoghaire-Rathdown County Council recognises the importance of life-long learning and the positive impact that early intervention has in addressing education inequality. We work to ensure that children that live in our County have access to cultural education regardless of circumstance from an early age. We have developed Early Years Arts Commissions so that pre-school children based in our local community childcare facilities\* can access quality, age appropriate arts experiences.

The successful applicant/s will engage with children (from 1-5 years) and early childhood educators from the Ballyogan Community Childcare Service to learn from, be inspired by and develop their ideas. It gives the successful applicant/s time to reflect on and develop the work with their target audience.

We envisage awarding 1 commission to a maximum of €12,000.

There must be a minimum of two showcases/performances in dlr LexIcon and in the Samuel Beckett Civic Campus that are free to the public as outcomes from the commission.

\*Community childcare facilities provide support for parents in low paid employment and training or education by enabling qualifying parents to avail of reduced childcare costs at participating community childcare services.

## **Recommendations**

We recommend the following for applicants based on our learning from the first round of these commissions:

- Identify time at the start of the process to facilitate introductory meetings between the artist/s and staff of the childcare facility.
- Allocate at least 30 hours contact hours to engage with the children and early childhood educators.
- Provide some contact points/opportunities for parents/guardians to engage in the process.
- Allocate time for 3 meetings with dlr Arts Office throughout the process.

## **Timeline**

The commission will commence in early October 2017 for a maximum period of 6 months. Successful individuals/companies must engage in on-going communication and feedback with dlr Arts Office.

## **Selection process**

Please apply in writing clearly marking the application Caterpillar Commission 2017 and include 3 copies of the following:

- One A4 page statement outlining why you have applied for this commission and the relevance on work to date.
- Proposal outlining artistic ideas and approaches (no more than three typed A4 pages). Please clearly indicate how you would work with the children as co-creators to develop the work.
- Budget including proposed fee and other expenditure related to the creation of new work.
- Curriculum vitae (maximum 3 A4 pages).
- 2 x References (must be relevant).

In addition please include one copy of supplementary materials – these may include reviews, programmes, images, etc.

**Closing date: Wednesday 13 September at 12 noon**

Late submissions will not be accepted.

Submissions without 3 hard copies of requirements will not be accepted.

**Criteria for selection**

- Quality of previous work  
(30/100)
- Artistic merit of proposal  
(30/100)
- Suitability of the proposal to pre school children  
(20/100)
- Feasibility of proposal  
(20/100)

**Please note** Applicants will be short-listed on the basis of their submissions and short-listed applicants may be called for interview. Selection panel will comprise of dlr Arts Office staff, Ballyogan Community Childcare Service and peer selector(s). Payment/s may be processed through the PAYE (payroll) system for taxation purposes for individuals.

**Ballyogan Community Childcare Service**

Ballyogan Community Childcare Service is part of Ballyogan Family Resource Centre. It is a community childcare service, which has been in operation for 19 years. Their aim is to support each child to reach their full learning potential in a safe, secure and stimulating environment. They prepare a child for the challenges of primary school and the outside world, through a quality curriculum. Their core values are responsibility, security, happiness, equality, nurture and respect.

**Support from Dun Laoghaire Rathdown County Council**

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

## **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.

## **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 to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.

## **Garda Vetting**

Successful applicants will be Garda Vetted.

## **Please send applications with 3 hard copies to:**

Caterpillar Commission, dlr Arts Office, Dún Laoghaire-Rathdown County Council, Marine Road, Dún Laoghaire, Co. Dublin, to arrive by the deadline stated above.

Email submissions will not be accepted.

## **Queries**

Please refer any queries to Máire Davey, Assistant Arts Officer – Participation and Learning

E:mdavey@dlrcoco.ie or Phone: (01) 236 2756.

*Please note that Dún Laoghaire-Rathdown County Council reserves the right not to appoint if none of the applications received are deemed to be suitable. In this instance Dún Laoghaire-Rathdown County Council reserves the right to pursue a different procurement process. Additionally the Council reserves the right to determine the number of awards granted and the commission amount/s offered.*