



Creative Places, Edenderry
Artist Commissions - Guidance Document

- **Can 2 or more Artists apply together?** Yes - explain clearly in your proposal how you plan to work together and how the project will be delivered by both/all Artists.
- **Does it have to be a new project?** Yes, where possible. It could be a development of something you have worked on before but clearly explain how this iteration will be different/a development.
- **Accessibility** - Creative Places, Edenderry projects are open to all and are all inclusive. Your project may be aimed at a certain demographic - please explain this and how your project will be accessed by the local community. All projects need to be free of cost for participants.
- **Finance/Record keeping** - Please keep all receipts and we will ask you to provide us with a summary of spend at the end of the project.
- **Reporting** - We will put together a project summary and report and ask you to provide us with your summary to add to this. This will include how many people participated in your project, the outcomes, impact on group members and some evaluation from participants etc.
- **Photographs/Video** - We will ask you to take photos/video of your project if appropriate. We also have a project photographer/videographer who will visit your project at least once. We will provide you with photograph permission forms.
- **Evaluation and Monitoring** - We will provide you with evaluation and monitoring forms to give out to group participants. You can also create your own, if desired. We have a project Evaluator who will visit your project at least once.
- **Advertising, Marketing and Social media** - Each project will be advertised on the Creative Places, Edenderry social media pages and website. Information will also be posted on the Creative Lives social media pages and website. Creative Lives is the lead partner in the Creative Places, Edenderry project. We will provide you with logos to be included in all advertising and marketing for your project.