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**Section 1**

**Overview**

**SECTION 1 Overview**

1. **Cork City Council Supports Access Requirements**

Cork City Council is committed to making our arts funding schemes accessible to everyone. We recognise that artists and collaborators/participants with disabilities may face additional barriers when engaging in creative projects, and we are here to support you in removing those barriers.

Personal or Participant Access Costsare costs that support the full participation of artists, collaborators, or participants with disabilities in your project. They are intended to remove barriers for individuals directly involved in the delivery of your proposal. It is not obligatory to apply for Access Costs.

Eligible individuals may include:

* The lead artist or co-creators
* Community participants
* Collaborators or partners
* Production or administrative staff (in the case of project-based awards)

**Examples of eligible costs:**

* Irish Sign Language (ISL) interpretation
* Access support workers
* Additional rehearsal or studio time
* Transport or mobility supports

**Important:** These costs can be requested *in addition to* the maximum award amount. A maximum of 20% of the funding requested can be applied for. You must submit a Personal Access Costs Budget with a breakdown of the total requested.

**Example:** You are applying for €10,000 and require €500 in personal access supports. Your total request will be considered as €10,500.

**Please Note**: Personal or participant access costs do not include that this does not include access costs for audiences.

1. **How to Apply for Access Supports**

To apply for support for access requirements, please do the following:

1. In your application form**, include a short explanation** of the access needs and how the supports will be used.
2. **Upload a breakdown of your Access Costs** using the Budget provided with your supporting materials.

If you would rather use your own format than the Access Costs Budget provided by Cork City Council Arts Office, please get in touch to let us know in advance.

1. **If Your Application is Successful**

Personal access costs are drawn down with your award.

Recipients of an award will be invited to write a short report on your activities. A budget template for your report will be provided.

If you have any access needs at any stage of the application or reporting process, please contact Cork City Council Arts Office. We will do our best to support you.

**Email:** [arts@corkcity.ie](mailto:arts@corkcity.ie)

**Phone:** (021) 492 4000

**Section 2**

**FAQ**

**Section 2 Frequently Asked Questions**

**1. What are Access Requirements?**

Disability-related personal or participant 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.

Personal or participant access requirements ensure that artists and R&D/project participants, can 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.

To request financial support from Cork City Council for access requirements you must upload a completed Access Costs Budget. This is a document that lists each of your Personal Access Requirements individually. A Access Costs Budget template is available from Cork City Council at <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>

**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 participants who are involved in delivering your proposal.

Cork City Council Arts Office makes every effort to provide reasonable accommodations for people with disability-related 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)
* 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. How do I upload a Personal Access Budget?**

To apply for Access Costs, you may use the Access Costs Budget to provide a breakdown of the costs including a description of what they are for and whom will benefit. Once complete, you can upload this document into your online application form as instructed under the ‘Access Requirements’ section. Step-by-step video instructions on completing your online application, including the addition of Access Costs, will be available to view from 14th October <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/>

In your Access Costs Budget, you must write each type of access requirement on a separate line and the amount it will cost in the column next to it. Then add up all the personal access costs and fill in the Total box.

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.

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 piloted a process by which applicants can apply for support to cover costs associated with Access Requirements for a maximum of 20% of the total award requested.

Other accommodations include the following:

* For the Cork City Council Artist Bursary, Artist and the Community Award and Project Scheme, you can apply for Access Costs necessary to complete your proposal. These costs will be additional to any funding which you are awarded, subject to availability of funding, up to a maximum of 20% of the value of the Total Award Requested. For example, if €5000 is requested, the maximum amount that can be allocated to cover Access Costs is €1000.
* Application Criteria and Guidelines are outlined in two separate documents from <https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/arts-funding/> These documents are available in MS Word format which is screenreader-friendly. The content of all documents can be listened to via the ‘Recite Me’ app on Cork City Council’s website or your preferred text-to-speech app.
* A funding webinar will be hosted by Cork City Council Arts Office for prospective applicants on 14th October 2025.To attend, book your place at <https://artsfunds2026.eventbrite.ie> 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 14th October 2025 via email to artgrants@corkcity.ie;

As an alternative to written proposals submitted via the online form, audio applications are facilitated via email. Instructions for submitting this format are outlined in the guidelines for the relevant funding scheme including the required notice period so that Cork City Council Arts Office can arrange for transcription in advance of assessment.

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.

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?**  
In order to submit a Personal Access Budget in an alternative format, such as audio, please contact Cork City Council Arts Office by emailing us at artsgrants@corkcity.ie before 14th October so that we can arrange a transcription for assessment.

To submit your application in any other format, please get in touch to discuss by contacting [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie )or phone (021) 492 4000.

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

[Arts Council of Ireland Equality, Diversity and Inclusion Policy](https://www.artscouncil.ie/Arts-in-Ireland/Equality,-Diversity-and-Inclusion/Equality,-Diversity-and-Inclusion-Policy/)

[Arts Council of Ireland Equality, Diversity and Inclusion Toolkit](https://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/About/Equality,_Human_Rights_and_Diversity/EDI%20Toolkit%20Final_Eng.pdf)

**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.accesstoolkit.art/>

**9. I have a question not covered in these guidelines. Who can I contact?**

Please contact Cork City Council Arts Office, Corporate Community & Cultural Affairs, Cork City Council, City Hall, Anglesea Street, Cork, Ireland Tel: 021 492 4000 / 086 036 0498 or Email: [artsgrants@corkcity.ie](mailto:artsgrants@corkcity.ie)