Arts in Early Learning and Childcare Scheme 2024 Memorandum of Understanding (MOU)

This memorandum MUST be agreed between the artist or arts organisation and **each of the partner service(s)** you will work with. Partner services must meet the requirements as set out in **Strand 1** or **Strand 2** of the *Guidelines for Applicants*.

**Note:** a draft MOU with each partner must be submitted **as part of your proposal**. Alternatively, a draft MOU may be completed with your **local City/County Childcare Committee**, confirming that they will support you to identify and agree partner services should your proposal be successful. For all successful applicants, final MOUs will then be required in order to draw down payment.

**The Arts Council assumes all parties referenced in this MOU have contributed and committed to its contents.**

Confirmation of eligibility

We confirm that our proposal is eligible for the following strand of the Arts in Early Learning and Childcare Scheme 2024. Mark **Yes** as appropriate:

|  |  |
| --- | --- |
| **Strand 1** (early-learning and childcare service) |  |
| **Strand 2** (Play and Stay, parent and toddler group, or other) |  |
| **Strand 3** (combined contexts including services that meet the requirements in Strand 1 and others that meet the requirements in Strand 2) |  |

Parties to the memorandum

|  |  |
| --- | --- |
| Artist or arts organisation (lead applicant): | Name:       |
| Early-learning and childcare service (Strand 1): | Name:      Service reference number:       |
| Play and Stay, parent and toddler group, or other (Strand 2): | Name:      Address:Contact name and email: |
| Local City/County Childcare Committee (CCC): | Name of CCC:      Contact name and email: |

Agreed aims

As parties to this agreement, we confirm that we understand the purpose and priorities of the Arts in Early Learning and Childcare Scheme 2024 (section 1.1 in *Guidelines for Applicants*). In addition, we have agreed the following specific aims for our proposal:

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| --- |
|  |

Project summary

We plan for our project to include the following:

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| --- |
| *For example …**Activities will include:**The age groups that will participate are as follows:**The number of children who will participate are as follows:**Input/reflection/feedback from children and young people will be gathered as follows:**Input/reflection/feedback from artists/early-years educators/school-age practitioners/facilitators will be gathered as follows:**Input/reflection/feedback from parents will be gathered as follows:* |

Commitment

Please use this section to clarify the agreed role of each of the partners.

**The artist/arts organisation will:**

|  |
| --- |
| *For example …** *Manage funding for the initiative, including preparation and submission of application, budgets and reports*
* *Ensure partners have the opportunity to input into the development and delivery of the proposal and all key documents and reports*
* *Provide the following materials and resources to support the project:*
* *Engage the children and other partners in the following types of arts experiences:*
* *Provide information as required for garda vetting and comply with all regulations in operation at the service*
 |

**The partner service will:**

|  |
| --- |
| *For example …** *Agree dates in advance and ensure all children and early-years educators/school-age practitioners/facilitators are ready to engage on the agreed dates*
* *Coordinate communication with children and their parents/guardians, including consent forms for children participating in the project, and with regard to the taking of any images or recordings*
* *Ensure early-years educators/school-age practitioners/facilitators are provided with time to participate in planning, delivery and reflection in relation to the project*
* *Provide the following materials and resources to support the project:*
* *Allocate the following staff members to coordinate/participate in the project:*
* *Ensure compliance with all regulations*
 |

**The local City/County Childcare Committee will:**

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| --- |
| *For example …** *Support the artist/arts organisation to identify and agree partner services in line with the requirements for the scheme*
* *Support the artist/arts organisation and partner service to share their learning with further services through opportunities to present to or participate in networking events, and in sharing of resources, as appropriate*
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Schedule

Below is an outline of the activities we will carry out together.

|  |  |  |
| --- | --- | --- |
| Activity | Proposed number of days  | Proposed time frame  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Summary

|  |  |
| --- | --- |
| \* Proposal start and end dates: |  From \_/\_/\_ to \_/\_/\_ |
| Total number of days the artist/arts organisation will engage with this partner service, including planning, delivery, evaluation and reporting: |  |

**\* Note:** in order to allow sufficient time for assessment of applications, residencies should commence no sooner than June 2024. The duration of the proposal should be no longer than twelve months.

Declaration of agreement

|  |
| --- |
| On behalf of the eligible service: |

Name:

Position:

|  |
| --- |
| On behalf of the artist/arts organisation: |

Name:

Position:

|  |
| --- |
| On behalf of the local City/County Childcare Committee: |

Name:

Position: