

Public Art Commission

Dolphin House

Briefing Document for Artists



A Dublin City Council Public Art Commission



Contents

1. Introduction	2
2. Invitation	2
3. Context of the Commission + key community priorities	2
4. Artform	4
5. Site visit	4
6. Service Requirement	4
7. Finance	4
8. Selection Process	4
9. Selection Criteria	5
10. Selection Panel	5
11. Time Scale	5
12. Submissions	5
13. Queries	5
14. General Conditions	5
15. Terms and Conditions	6
16. GDPR Compliance	7

1. Introduction

Dublin City Council, through its Arts office, is seeking to commission a temporary Public Artwork for Dolphin House. This is the first of 3 mini public art commissions which are part of a wider programme of work, culminating in a larger scale public artwork that will be commissioned in 2027.

Funding arises from the Per cent for Art programme

2. Invitation

This is an open call for a temporary public art commission

As commissioners of artworks, Dublin City Council follow best practice in Public Art commissioning as outlined in the Public Art: Per Cent for Art Scheme General National Guidelines 2004 (Department of Arts, Sport and Tourism 2004)

3. Context of the Commission and key community priorities

Since September 2025, DCC, through its Arts office, has been working with [Create](#), The National Development Agency for Collaborative Arts and artist Evelyn Broderick and the community of Dolphin House on a Public Art programme which places the community at the heart of the Public Art Commissioning Process.

The local community has participated in weekly workshops and discussions about the Public Art Commissioning Process, led by Evelyn Broderick. These workshops raised local awareness of the nature and benefits of contemporary public art and how the community can have ownership and leadership within the commissioning process. Crucially, this deep engagement allowed for the interests and ideas of local communities to be heard and to learn how the community identify themselves and their neighbourhood. This active research directly feeds into the artist brief, with the local community providing the following information which should guide the artist as they develop their proposal:



We are a neighbourhood shaped by stories, friendships and generations of people who call this place home. **Five generations** live side by side here. Children, parents, grandparents and great-grandparents share the same streets, memories and futures.

This is a place of belonging, resilience and care.

Our area has been going through a long period of regeneration and change. Through it all, our community has stayed strong. Now, we'd like to work with an artist to help us **reflect who we are, celebrate what matters, and imagine what comes next.**

We're looking for an artist who will spend time with us — **listening, being present, and building real relationships.** Someone who values everyday voices, old stories, laughter, creativity and hope. Someone who wants to make something with us, not just for us.

Together, we'd like to explore:

- belonging and friendship
- local history and shared memories
- our voices and experiences
- fun, connection and creativity
- hopes for the future

We welcome artists from any background or discipline who are open, curious and community-minded. If you're excited by the idea of working closely with people of all ages and creating something meaningful together, we'd love to hear from you.

Come and be part of our story.



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



create national development
agency for collaborative arts

**Dolphin
House**
COMMUNITY CENTRE

4. Artform

It has been decided that **3 temporary** artworks will be commissioned. This brief relates to **Commission # 1**.

We are seeking proposals for a temporary commission which will take place over **3-6 months**. All art disciplines and practices are welcome including; visual arts, dance, film, literature, music, theatre, digital arts, performance, live art, multimedia, video art, sound art, participatory, socially engaged practice, and / or research-based.

Proposals should show a clear willingness to engage with the Dolphin House community, involving them in risk taking and experimentation in the artistic process.

5. Site visits

The community invites interested Artists to undertake a site visit, where they will hear more about the community and the Commission. The site visits will take place on the following dates:

- Thursday 19th March at 12pm (noon)
- Tuesday 24th March at 6.30pm

To sign up to any of the site visits, please email dolphinhouse@create-ireland.ie stating **the date** that you wish to attend. You will be emailed with directions to the meeting point closer to the site visit date.

6. Service Requirements

The successful applicant will be required to carry out all works associated with the provision of a temporary artwork to meet the objectives of this brief, including development of a programme of work with the local community, resulting in an artwork. It is expected that the commission is completed within 6 months of the artist being awarded.

7. Finance

The value of the commission is €10,000 including VAT. This amount is fully inclusive of all costs including fees to the artist/arts group, any necessary research, production/realisation, insurance, documentation, taxes and VAT.

8. Selection Process

This is an open call process with artists invited to make proposals. Artists are invited to make submissions presented in the format of 2 PDFs.

PDF 1: Artists should provide the following information, on a maximum of 4 pages:

- Concept proposal stating artistic intentions and how it relates to Dolphin House.
- Outline budget detailing the financial breakdown of the commission.
- Project Timeline

PDF 2: Up to three examples of relevant previous work including images and a C.V of no more than three pages.

9. Selection Criteria

The proposals at both stages will be assessed by the selection panel using the following criteria:

- Quality and originality of the idea
- Regard for site specificity and response to the themes/area
- Technical feasibility and artist's experience
- Outline budget.

Dublin City Council reserves the right not to award commissions and, in this instance, reserves the right to pursue other selection processes.

10. The Selection Panel

The selection panel could include but might not be limited to:

- Representative(s) from the local community
- Public Art Officer, Dublin City Council
- Two external Art Experts (curator and/ or artist)

11. Time Scale for completion of commission

It is expected that the commission will be completed within 6 months of being awarded the commission

12. Submissions

- Closing date for submissions for **April 10th @ 5pm**
- Submissions should only be emailed to publicart@dublincity.ie and no late submissions will be accepted.

13. Queries

Artists are welcome to submit queries to the Public Art Officer for Dublin City Council, Meabh Butler. Queries should be submitted by **noon March 27th** at the following email: publicart@dublincity.ie

14. General Conditions

- Late submissions will not be accepted.
- Submissions will only be accepted by email to publicart@dublincity.ie.

- The selection panel, whose decision is final, has the right to clarify any issue which may arise in the course of selection.
- Artists or teams may be asked to supply the names and contact details of referees as part of the selection process.
- Dublin City Council reserves the right not to award commissions and, in this instance, reserves the right to pursue other selection processes.

15. Terms and Conditions

- The successful artist/team will be issued with a contract.
- The appointed artist/team will be required to have the following insurances:
 - a. Public Liability Insurance cover of €6.5 million with an indemnity to principal extension.
 - b. Employers Liability Cover of €13 million with an indemnity to principal extension (where employees are engaged to work on the Commission).
- The Commissioners will not insure equipment belonging to the artist or their associates.
- The artwork must comply with Health and Safety standards. The successful submission will be subject to Health and Safety checks.
- Child and Vulnerable Adults Protection: Selected artists will be required to follow national policy with regard to commissions involving interaction with children, young people and, vulnerable adults and where applicable undergo training in this area, as per national requirements.
- The appointed artist/team will have to supply an up to date tax clearance certificate prior to signing of contract and for the duration of the commission.
- Applicants should note that all commissions awarded are VAT inclusive, (whether VAT liability lies with the artist or the Commissioner). Non-resident artists from EU and non-EU countries must be aware of any tax or VAT implications arising from the commission and ensure that any costs arising from this are included in their budget.
- Dublin City Council is subject to the provisions of the Freedom of Information Act (FOI) 1997, 2003. If you consider that any of the information supplied by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for the sensitivity specified. In such cases, the relevant material will, in response to the FOI request, be examined in the light of the exemptions provided for in the Acts.
- Dublin City Council reserves the right to withhold payment where the successful Tenderer fails to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.
- Dublin City Council reserves the right not to award commissions and, in this instance, reserves the right to pursue other selection processes.

16. GDPR Compliance

The purpose for processing the data you provide is for the selection of new public art commissions for the Dublin City Public Art Programme. The information you provide will be accessed by staff of Dublin City Arts Office and invited external specialists and may be shared with relevant Dublin City Council staff. Your information will be retained for 6 years if successful and 1 year if unsuccessful with your application. This process is being undertaken in accordance with the Arts Act 2003.

If you do not furnish the personal data requested, Dublin City Council will not be able to process your application. You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- The right to access the personal data that we hold about you, together with other information about our processing of that personal data.
- The right to require us to rectify any inaccuracies in your personal data.
- The right to require us to erase your personal data.
- The right to request that we no longer process your personal data for particular purposes.
- The right to object to our use of your personal data or the way in which we process it.

Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: dataprotection@dublincity.ie Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.