

# DUBLIN FRINGE FESTIVAL

Everything  
you need  
to know...

Application Guide  
2025

# Contents

ABOUT DUBLIN FRINGE	pg 3
MEET THE TEAM	pg 4
CURATORIAL CALL OUT	pg 5
APPLYING FOR DUBLIN FRINGE	pg 7
CURATION & SELECTION PROCESS	pg 9
SUPPORTING DOCUMENTS	pg 10
CRITERIA FOR INCLUSION	pg 12
WHAT ARTFORMS DO WE PROGRAMME?	pg 14
INTERNATIONAL APPLICATIONS	pg 16
ACCESSIBILITY	pg 17
VENUES	pg 18
FUNDING	pg 22
THE FINANCES	pg 23
MAKE SPACE FOR ART	pg 26
FESTIVAL SUPPORTS	pg 27
MARKETING & PR	pg 28
VOLUNTEERS & WILLING WORKERS	pg 29
THANK YOU	pg 30

# About Dublin Fringe Festival

Dublin Fringe Festival is a curated, multidisciplinary arts festival and a year-round artist support organisation. We seek out and present contemporary, playful and provocative new work made by Irish and international artists of vision in an annual celebration each September all over the city.

Dublin Fringe Festival creates a framework for artistic risk, offering opportunities for artists to challenge and invigorate their practice, and extend the possibilities of what art can be. It's a platform for emerging and established artists to showcase their work and offers artists at every stage of their career a space to push boundaries and to innovate.

The festival stimulates curiosity and creates memorable encounters that enthral and embolden audiences, welcoming fans and first-timers alike every September.

# MEET THE TEAM

Get to know the faces behind the emails



Bee Sparks  
FESTIVAL DIRECTOR



Elissavet Chatzinota  
EXECUTIVE DIRECTOR



Jennifer Breslin  
HEAD OF MARKETING



Katherine Murphy  
PROGRAMME MANAGER



Niamh Murtagh  
PROGRAMME & ARTISTIC  
SUPPORT COORDINATOR



Marcus Costello  
PRODUCTION MANAGER



Conleth Teevan  
PR & PUBLICITY

## HOW TO CONTACT US:

Phone: 01 670 6106

[fringefest.com](http://fringefest.com)

[programming@fringefest.com](mailto:programming@fringefest.com)

Sycamore Building, Sycamore  
Street, Temple Bar, Dublin 2

If you have questions regarding  
the application and how to make  
one be sure to sign up to our  
application workshop [here](#).

# Curatorial Call Out:

## urgent pleasure and radical care

There's a phrase in urban planning  
'desire paths'

paths outside those made by city-planners, made through footfall, common  
usage and ease of travel, tracks woven through a neat concoction of wishes and  
utility.

Artists, we have always trusted you to be our wayfinders;  
this year we're asking you to forge  
your own desire path to urgent pleasure and radical care.

We've been thinking a lot about desire paths,  
about bright potential futures that our society hasn't  
carved roads for  
about trails shaped by communities in action  
about how cutting corners, sneaking out backdoors and pushing  
through the weeds can become soil trodden, steps softened for the next  
about shelter and how the backroad walked with friends  
sometimes holds more guarantee of safety

about the ecology of abandoned urban spaces, biodiverse havens for what  
grows in darkness, sprouts between the cracks, thrives in corners  
about action and how tramping the streets feels tiresome but change is  
made through the stamping of feet  
about taking agency and doing what's in arms reach  
about urgent pleasure sought through mind and body, giving  
what we can, taking what we need and devouring what we want  
about radical care as action, joy foraged for both the  
individual and the collective, listening harder, holding firmer

# Curatorial Call Out:

## urgent pleasure and radical care

about keeping an ear to the past and an eye to the future  
about how things change because they have to,  
because we make it so  
about circularity, paths forged and forged again, and how the desires  
cast forward through Dublin Fringe Festival have often held the same centre:  
safety, rebellion, collectivism and craic above all  
about the ritual of performance, chaos bound through a unified  
gasp of action  
about how new artforms are just those waiting to be  
imagined  
about the ideas you have hovering,  
hoping to be grasped  
about how the path you create might  
be the  
one someone else is eagerly awaiting

Artists, in 2025 we're asking you to step off-road. Seek urgent  
pleasure. Practice radical care. A desire path is waiting to be  
made.

- Bee Sparks, Festival Director, with Niamh Murtagh, Programme & Artist  
Support Coordinator and Clíona Malin, Programme Administrator

# Applying for Dublin Fringe Festival

Dublin Fringe Festival, unlike many other Fringe Festivals internationally, is a wholly curated festival. We seek compelling and daring work that invigorates, excites and challenges our audiences. Each year, we open a call for applications which receives hundreds of responses.

How do you apply to be in Dublin Fringe Festival?

You can apply to be a part of Dublin Fringe by submitting an application form. You can access our 2025 application form [here](#). It is a detailed form so read through the whole form fully. You are able to save drafts of it as you work through, so don't worry if it takes you a couple of sessions.

We advise you to get your application in early – don't wait until the last day to submit! In the two days running up to the deadline there is often a strain on our server due to the high level of traffic. This means that some people have problems getting the application submitted on time. Save yourself the stress and get it in early!

When do applications open?

Applications open on Tuesday the 14th January.

When is the deadline for applications?

Applications close at 12pm GMT on Monday 17 February.

Late applications will not be accepted.

# Applying for Dublin Fringe Festival

What makes a good application?

1. Give us as much relevant information as possible.
2. Be adventurous with your application and thorough with the details. We're looking for solid artistic ideas and exciting concepts.

Can I talk to you BEFORE I APPLY?

Yes! We have a year-round open door policy to discuss your ideas:

1. We are hosting two Application Information Workshops:

- In-person at Dublin Fringe Festival HQ on Wednesday, 22 January at 6pm
- Online via Zoom on Thursday, 23 January at 6pm

This workshop and Q&A will answer all of your questions about the festival, how to apply, what we're looking for and anything else we or you can think of. Please sign up [here](#).

2. Elevenses!

Join us on Friday 31st January at 11am in Fringe HQ for our monthly drop-in coffee morning. Hosted by Programme Manager Katherine Murphy and Programme & Artist Support Coordinator Niamh Murtagh, we'll be talking all things Fringe applications, so this Elevenses is the perfect opportunity to pop in and pick our brains with any questions you many have! Drop by at 11am and give the buzzer a ring to be let in. Please note, Dublin Fringe offices are accessed by stairs only.

3. Application Meetings

The Programming Team will be running application clinics on Tuesday and Thursday afternoons. Please use the links below to schedule your meeting, you can select in person or online. You can sign up to meet with Festival Director Bee Sparks [here](#), Programme Manager Katherine Murphy [here](#) and Programme & Artistic Support Coordinator Niamh [here](#). We have a lot of requests for meetings so please make sure to be in touch with us sooner rather than later. The closer we get to the application deadline, the less available time we have so get in touch ASAP.



# Curation & Selection Process

WE ASSESS APPLICATIONS WITH THE FOLLOWING CRITERIA IN MIND:

- We programme new work and new ideas.
- Projects that take risks and experiment with form.
- Themes and ideas that engage with the context of our city and society.
- Work that imagines ways Dublin and Ireland can connect with the rest of the world.
- We carefully consider the originality and quality of each proposal.
- We carefully consider the potential or track record of each artist/ company.
- We prioritise work that has not been previously seen by Dublin audiences.
- In the case of digital work, we will prioritise projects that will be the Irish premiere.
- In the case of applications from international artists and companies, we look for work that will fit the Irish context. We are most interested in presenting work whose style or content is not already available to Dublin audiences.
- We consider the practical viability of each application, in terms of how developed ideas are, whether the project is realistically achievable on the indicated budget, and on the basis of venue availability.

Applications are selected considering the programme as a curated whole.

SOME OF THE QUESTIONS ON THE FORM DON'T APPLY TO MY IDEA?

We programme lots of different kinds of work, so the form needs to reflect all possible ideas. Some of the questions on the form may not necessarily be relevant to you or your project and if this is the case, we ask you to be patient and include your information as best you can.

WHEN WILL I KNOW IF MY WORK HAS BEEN PROGRAMMED?

We hope to communicate all programming decisions by early May 2025. All applicants will receive a notification by email. If you are programmed, let us know immediately if you have any changes to your availability or if the proposed event has changed in any way. Any change in duration is of vital importance when programmed in a shared venue.

CAN I APPEAL DECISIONS?

No – programming decisions are final.

# Supporting Documents

## WHAT ARE THE SUPPORTING DOCUMENTS AND WHAT ARE THEY FOR?

When filling out the online application form, you will need to provide supporting documents to bolster your proposal. Supporting documents should give us a clear sense of your ideas, your previous work and/or documentation of the existing show or work.

**FOR NEW WORK:** For work that is not yet made, but will be for September 2025, you will need to have the following:

1. Biographies and CVs for all artists on the team.
2. A draft budget showing both income and expenditure (We ask to see this to understand the scale of the event you propose)
3. A script or link to video of rehearsal or storyboard or a one-page description of what happens in the show. It's okay for these to be in draft stage. If your work is a piece of new writing, it is essential that you submit a draft script.

**FOR EXISTING WORK:** For work that has already been made and played outside of Dublin, you will need to have the following:

1. Production images / publicity images / Examples of previous publicity material
2. Word document with links to online video (we appreciate it when you include time signatures from which to watch)
3. Technical rider / Lighting plan & technical specifications / Outline of tech crew you need
4. Scale drawings of set / Outline of your plan for set / Equipment transportation & any access issues
5. Risk Assessment and Company Safety Statement
6. Any other relevant information

**DO I REALLY NEED TO INCLUDE THEM?** Yes. Supporting documents are VITAL. It's impossible for us to assess an application without them. Without supporting documents your application is incomplete and will be assessed as such.

# Supporting Documents

**WHAT KIND OF BUDGET DO YOU NEED TO SEE?** We need to see that you are seriously thinking about the costs that putting on your event will incur. Make sure you include both income AND expenditure. You can find a sample production budget which you can use as a template [here](#).

**HOW DO I UPLOAD MY SUPPORTING DOCUMENTS?** You can upload each of your supporting documents through your application form. Be concise and considered with the supporting documents you send, curate these for us to get the best sense of your work from a streamlined collection of materials. Please name each file like this: title of show, title of company/artist name and title of file (i.e. Fleabag-Phoebe Waller-Bridge-Script). The maximum file size is 1GB per item uploaded. If you have files larger than this we recommend that you save them to a host service and upload a word document with the link to access, likewise for large video files, please consider sending us a link to Vimeo rather than uploading. It will save you time!

**HOW DO I KNOW THAT YOU RECEIVED MY APPLICATION AND SUPPORTING DOCUMENTS?** When you submit your application, the website will show you a page that says ‘Thank you! Your submission has been received’. You will then receive an email that includes a copy of your application for your records. You will receive this email automatically from [noreply@jotform.com](mailto:noreply@jotform.com) (check your spam and junk folders too). Each of your supporting documents will be listed beside its relevant field. If you are submitting more than one application, make sure you get the confirmation email each time.

**DO YOU HAVE ACCESSIBLE VERSIONS OF THE APPLICATION GUIDE AND FORM?**

We have compiled accessible versions of all our application documents [here](#) If you need any guidance or assistance in this area , please do not hesitate to contact our Programme and Artistic Support Coordinator [Niamh](#).

**CAN I POST MY APPLICATION TO YOU?** No, we cannot accept postal applications. You must submit your application through our online form [here](#). Contact our Programme and Artistic Support Coordinator [Niamh](#) if for accessibility reasons you cannot submit via the form by Feb 17.

# Criteria for Inclusion

## WHAT KIND OF WORK DOES DUBLIN FRINGE FESTIVAL PROGRAMME?

Dublin Fringe Festival is a curated festival made up of the most exciting new Irish and international artists. We are dedicated to new work and providing a platform for new ideas and artists to thrive. We encourage new artists, new voices and artists working professionally in one genre that want to try something new.

We are engaged with the city, the country, our audiences and the times we live in. We look for ideas that are experiential, in strange places, cross-disciplinary, unusual, enormous, tiny, outdoors, DIY, risk taking, challenging and exemplify an independent spirit. You can check out our previous festival programmes [here](#).

Dublin Fringe Festival are committed to creating a diverse programme of work and we welcome applications from artists of all gender identities, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations, socioeconomic statuses and geographic regions.

Yours is the lead we want to follow.  
Show us the way with:

- Radical and unapologetic work. Risk it. Your most fierce, most courageous projects can find a home at Dublin Fringe Festival.
- A focus on the now and the next. We're a festival of firsts supporting new thought, innovative practice and contemporary, fresh ideas. No cover versions, please.
- Form-busting, genre-defying, game-changing approaches to art-making. Make something that's never been seen before.
- Rigour. We value your expertise, and your craft gets our pulses racing. Less clickbait, more long read - put your skills on show.
- Voices that defy the mainstream. Make the work you've been longing to see. Take the mic, tell your story, in your own words.

# Criteria for Inclusion

## WHAT KIND OF WORK DOES DUBLIN FRINGE FESTIVAL NOT PROGRAMME?

In general (although we may make some exceptions as we are rule breakers by nature)

Dublin Fringe Festival does not programme:

- Work that has already been seen by a Dublin audience in its proposed form.
- Adaptations/cover versions or traditional re-tellings of pre-existing texts or compositions.
- We do not programme live streams of traditional performances or short films.

# WHAT ARTFORMS DO WE PROGRAMME?

Dublin Fringe Festival is a multidisciplinary festival invested in the exploration and expansion of artform – we present contemporary live work existing in any medium. We've included some core artforms below, if none of these fit, don't worry! We love hearing about unique, unconventional ideas—get in touch and let's talk.

In 2025 we're particularly seeking applications in music, club, live art and visual art spheres.

**AERIAL | CIRCUS | PHYSICAL THEATRE** We celebrate artistic risk and skillful virtuosity, especially cross-disciplinary and experimental works that surprise and delight.

**CABARET** Daring, contemporary cabaret proposals—think decadent, queer, beautiful, and bold. We'd love to have a conversation about the perfect venue for your cabaret show too!

**CLUB NIGHTS** Transformative, after-dark dancefloors and art experiences! We're calling on DJs, performers, and party impresarios to create unforgettable nights.

**COMEDY** From new formats to classic club shows, pitch your innovative comedy ideas and have your next big laugh with us.

**DIGITAL ART** Looking for real-time, interactive experiences that connect audience and artist. No live streams of traditional performances—think bespoke online creations.

**DANCE** Show us new forms of dance, we're looking for innovative ways of blending movement, music, sound and design, for dance that speaks to the contemporary.

**INTERDISCIPLINARY** Blend form, experiment, we want to see something we haven't seen before. Expand notions of what we might see on stage.

# WHAT ARTFORMS DO WE PROGRAMME?

**IMMERSIVE WORK** Invite the audience into a new world, show us old spaces in new ways, consider duration, design and interactivity.

**LIVE ART** Explore the nature of liveness, how work can interact in civic space, how we communicate with audiences. We want to see your boldest takes.

**MUSIC** Submit your innovative music events—whether experimental, cross-disciplinary, or a straight-up gig with a twist. Let's make something new.

**REMOTE ART EXPERIENCES** We're open to tactile, embodied experiences that reach audiences in unexpected ways: from radio projects to intimate door-to-door performances.

**SPOKEN WORD** We want experimental, genre-pushing poetry that tells fresh stories and takes audiences on unexpected journeys.

**TAKEOVERS** Innovative collectives, curators, and happenings—take over a space with your exciting, boundary-pushing programme or installation.

**THEATRE** We program risk-taking, genre-defying theatre that engages with the city's culture, society, and politics. New voices and innovative ideas are a must.

**VISUAL ART** Experiential, cross-disciplinary, and audience-focused work. We're looking for bold, interactive art that pushes boundaries.

**WORK FOR KIDS & UNDER 18'S** Through our Young Radicals programme we look for radical, inventive work for kids and teens. If you're making exciting performance for under-18s, we want to hear from you!

# International Applications

## DOES DUBLIN FRINGE FESTIVAL PROGRAMME INTERNATIONAL WORK?

Each year we programme a small selection of international work that fits the festival's curatorial vision. We love hosting international artists at the festival and sharing in the new perspectives and experiences their work offers to Dublin audiences. We programme international work in two ways:

- International work that has been seen by the Festival Director personally and is invited to participate. Applications for invitations are not accepted.
- International companies and artists can submit an application and may be programmed into the festival based on the strength and suitability of the work as judged from their application. Please note: If you are programmed through the open call, you will need to cover your own travel and accommodation and account for these costs in your budget.



# New For 2025

In 2025 Dublin Fringe Festival are trialling a new scheme. This scheme is responding to some of the realities of making art in the current moment and is response to conversations with our artist community. If you are interested in taking part this scheme please select the relevant box on our Application Form.

## ADVANCE PAYMENT GUARANTEE MODEL

We know that some artists taking part in Dublin Fringe Festival are supporting the creation of their projects through their box office income and are aware that this can create barriers to access. We are offering advance guarantee payment to 1 to 3 artists facing those barriers to access.

This means selected shows could get a prepayment of their box office split, up to 50% of their venue capacity, at the beginning of the summer to support the making of the work.

We will also work with the selected projects to develop a marketing plan to support hitting the set box office target at minimum. We are particularly seeking applications to this scheme from artists and/or artforms that are traditionally underrepresented in the Irish arts community.

If you want to apply for this opportunity please let us know in the application form, and include a thorough budget and marketing outline in your supporting documents. We would be happy to discuss this in more detail with interested artists and companies - reach out to Festival Director, Bee [here](#) to discuss.

# Accessibility

## Application Accessible Documents

At Dublin Fringe Festival, we are committed to making the festival as accessible as possible for everyone involved—cast, crew, and audience. To ensure that all applicants can access the necessary information, we have provided accessible versions of all our application documents. You can find these resources [here](#). If you encounter any barriers or require further assistance, please reach out to Niamh [here](#).

## Artists' Access Support

We strive to support the accessibility needs of all artists throughout the festival process. As you plan your participation, we ask you to consider the accessibility of your rehearsal spaces and materials. Ensuring that your team can engage fully with the process is vital, accessibility does not compromise the integrity of your work — it enhances the experience for your team and your audience.

## Audience Access Features

We believe in creating an inclusive festival experience for all audience members. Dublin Fringe Festival is committed to increasing accessibility across our programme. This year we may be able to offer a range of accessibility features to programmed shows, including ISL (Irish Sign Language), audio description, open captioning, touch tours, assisted listening devices, and relaxed performances.

Please be aware that in order for ISL/OC/AD to be incorporated into your show you would need to have a finalised script/video by early July. Dublin Fringe Festival will select work for this based on a variety of factors. Should you be selected for additional access supports we will contact you in the summer. Please contact us on point of being programmed if you would like to add your own access supports to your show to be included in the brochure.

# Venues

## DO I HAVE TO FIND A VENUE FOR MY EVENT?

There are two venue models for Dublin Fringe Festival:

1. Dublin Fringe Festival Venue
2. Own Venue

**1. DUBLIN FRINGE FESTIVAL VENUE:** Dublin Fringe Festival has a list of potential venues that we may use for the festival. If you apply for the festival and select the Dublin Fringe Festival Venue model that means you will be programmed into one of the venues that we have rented out. It's very important for you to think about what kind of space your work needs and what the ideal audience size/relationship is etc. We would advise reading all the potential Dublin Fringe Festival venues and their tech specs before you make your selection. Our potential venue list and specs are available to view [here](#) (these specs are to be used as a guide only and are subject to change.)

If your work is programmed, you're not guaranteed to get the venue you request, but it really helps to show what your ideal venue slots might look like when we're putting together the schedule for the festival programme. You can clarify the space, run length etc. that you would like.

It is important to note that Dublin Fringe Festival Venues are often shared venues (so you will have other shows using the space before/after you). Duration for Dublin Fringe shows tends to be approximately 60 minutes, so keep that in mind when considering venue – if you would like a show with a significantly longer or shorter duration please flag at the point of application. Please note, that Dublin Fringe Festival venues are competitive, with particular need for certain spaces each year. Do think broadly about where your event can take place and outline at least a couple of options in your application.

# Venues

## HOW IT WORKS IF YOU'RE IN A DUBLIN FRINGE FESTIVAL VENUE SLOT:

- Dublin Fringe Festival covers the full cost of venue rental and the technical equipment that comes with that space (so you have no upfront venue rental cost, unless you have very particular technical requirements outside of what is provided).
- You are provided with a production schedule and a performance schedule from Dublin Fringe Festival.
- Dublin Fringe Festival provides house managers to supervise the turnarounds in the shared venue, but you must have your own crew to actually do the turnaround and run your show.
- Dublin Fringe Festival team manages box office, advance audience information and front of house, in partnership with our venues.
- You receive at 75% split on your box office (less a €2 booking fee) - further information on this can be found in the Financial Deal section of this document.

2. OWN VENUE: If you apply for the festival and select the Own Venue model that means you are applying with a venue you have sourced yourself and you will be fully responsible for your own venue.

Some people come to us with venues in mind that they have already sourced or are planning to source. These tend to be site-specific and/or unusual venues, or some projects simply cannot work as part of a shared venue schedule. We can and will give advice and guidance on this if you need support.

# Venues

## HOW IT WORKS IF YOU'RE IN YOUR OWN VENUE:

PLEASE NOTE: This includes remote art experiences where the location/ site is managed and hosted by you (e.g. online platforms, in the post, on the radio etc).

1. You cover your own venue rental and most technical equipment required (we do have a small technical rider for offsite work so we may be able to provide some equipment). The rental/hosting deal that you make with the venue is your own responsibility.
2. You cover any security and personnel costs for this venue/space.
3. Dublin Fringe Festival team manages box office, advance audience information and supports you with front of house volunteers. You are expected to have a house manager to brief and supervise the volunteer team onsite.
4. As the festival does not subsidise your venue rental and you cover these upfront costs, the festival only receives 10% of the box office split (less a €2 booking fee).
5. You propose your own performance/event schedule that needs to be agreed with Dublin Fringe Festival in advance.
6. You manage your own production schedule and all staffing (Dublin Fringe Festival can offer advice on these if required).
7. Dublin Fringe Festival production team will visit your space and offer support and advice where possible or required.

Please read the own venue model information sheet and resource list [here](#).

If you are looking at various possibilities or types of spaces, [here](#) you can find a list of some alternative or offsite venues which have been used in the past or are on our radar if helpful.

# Venues

WHAT IF I WANT TO DO SOMETHING IN A SITE-SPECIFIC PLACE, LIKE A CAFÉ OR MY HOUSE OR IN THE STREET? Anything is possible! Let us know what you want to do and why. Make sure it's clear in your application that you have thought through at least some of the practicalities of that particular space (is the owner of the cafe really willing to close some or all of the space for you? How do you get the audience to your house? Do you need access to electricity? Do you need a strong wifi connection? Will you need to think about security, and the costs that entails?). Also, make sure it's clear WHY you are choosing that space – is it really an integral part of your idea, or is it a gimmick?

You'll need to secure all relevant permissions to use the space for a public event. If you receive an invitation to be part of Dublin Fringe's programme, we'll need to see a signed agreement with the site specific venue within two weeks of that offer. This means you need to have begun a conversation and gotten initial interest/permission before May 2025.

UNTAMED OFFSITES: We love offsite work and we are experts at it. The Dublin Fringe production team can help you with lots of ideas and support to make your show happen in the space you want. Be aware we have a limited supply of equipment available for shared use so the sooner you talk to us the better! Get in touch - we'll talk about what's possible. You can see a list of some options [here](#).

OUTDOOR VENUES: It could be an outdoor stage with theatre set-up, a show with a walking tour format, a self-guided audio walk around a beloved neighbourhood – the options are endless. Working outdoors in Irish weather and in a city has all kinds of challenges, but Dublin Fringe's production team are here to help with equipment and expertise to support you.

If you want to use an outdoor space, the Dublin Fringe team will be able to give you advice on what to do in the run up to the festival. Dublin Fringe Festival has to obtain permits and insurance for all the venues we use, so some unofficial spaces and squats are not possible for us.

# Funding

**CAN DUBLIN FRINGE PRODUCE MY EVENT?** No. In the majority of cases, companies who are programmed into the festival through our application system are self-funded and produce their own work. The festival is the presenter of the work and supports programmed artists via subsidised venue rental, marketing, FRINGE LAB facilities, centralised box office and production assistance and a whole host of skill development workshops and seminars; however the direct costs of production are covered by the artists/companies.

**DOES DUBLIN FRINGE FESTIVAL COMMISSION WORK?** A small number of projects are commissioned by the Festival Director to participate, and in these circumstances Dublin Fringe Festival offers commissioning and presentation supports. If you wish to speak to the Festival Director about a potential commission, please email [Bee](mailto:Bee@fringe.ie) before February 7th.

**WHERE CAN I GET FUNDING FOR MY WORK?** First of all, make sure you've budgeted properly and know how much funding you need. You will probably need to look for funding from various sources, rather than planning to get one lump sum that will cover everything. Funding is available from the Arts Council of Ireland, and various local bodies such as your local city or county council. Visit their websites to find out what is available and how to apply – make note of the application deadlines.

Depending on your project, there may be other organisations that you could approach for assistance – national cultural organisations such as the Goethe Institut, Instituto Cervantes, Alliance Française, National Embassies etc. Other arts and community organisations can also be brought onside as partners to help you. They may not be in a position to offer you money but might be able to help with support in kind or in exchange.

Presenting companies often crowdfund in the run up to their production through GoFundMe or fundraise by hosting events (table quiz etc.), selling advertising space in their show programme or searching for company sponsorship. The fundraising campaigns need to conclude before tickets go on sale for your show. Think as laterally as possible!

# The Finances

## DO I NEED TO PAY A REGISTRATION FEE TO BE PART OF THE FESTIVAL?

No. We are delighted to say that we are one of the few Fringe Festivals worldwide who are in a position to waive the registration fee for events selected to be part of the festival.

## WHAT COSTS WILL I BE FACING IF I'M PROGRAMMED?

Here are some of the costs that you may come across depending on the type and size of the event that you are planning:

1. Fees and wages (director, performers, designers, crew, production manager, technicians, stage manager, etc.)
2. Rehearsal space rental (there may be some time available at FRINGE LAB but no company will get a full rehearsal period due to demand)
3. Venue rental if you are not in a Dublin Fringe venue (see Venues and The Financial Deal sections)
4. Marketing costs (graphic design, photography, filming, posters, fliers, distribution, documentation, etc.)
5. Technical costs (design, set, sound, lighting, props, costumes, projector rental, archival video and pictures, IMRO, etc.)
6. Travel and transport
7. Accommodation
8. Employer's Liability Insurance – this covers you and the people you are working with
9. Health and Safety or security expenses

**DO I NEED INSURANCE?** Dublin Fringe covers the cost of Public Liability. However, the artists/companies must look after the Employers Liability Insurance. In association with Brady Insurance, we offer a discounted rate to programmed artists/companies, which is announced in July. For the past few years this cost was €130 - €150. Please note that to be covered under our Public Liability insurance you must provide a risk assessment and safety statement, our Production team can advise you on this process.



# The Finances

**IF I AM PROGRAMMED, WHAT FINANCIAL DEAL IS MADE WITH THE FESTIVAL?** By having your work programmed as part of Dublin Fringe Festival, you agree to a split of your box office income with the festival. There are two main types of box office split with the festival and this is determined by the following:

1. If you are programmed in a Dublin Fringe Festival Venue slot.
2. If you are programmed with your Own Venue.

(For more information see the section on VENUES above)

You'll be asked to indicate which of our financial models works best for your project in your application form, and your preferred financial deal option should be reflected in your budget. It will help your application to demonstrate that you have thought thoroughly about your budget outline. The included budget template [here](#) may be helpful when preparing your budget.

**TICKET PRICE** Dublin Fringe Festival decides on the ticket price for each event in consultation with the artist/company. When budgeting at this point, it's useful to look at previous ticket prices in similar venues/types of work in [past programmes](#) to use as a guide.

**BOOKING FEE** Before the box office split takes place, a €2 booking fee is deducted for each ticket. This booking fee goes directly to the festival and pays for the box office services the festival provides for every show.

**DUBLIN FRINGE FESTIVAL BOX OFFICE** If you are programmed in a Dublin Fringe Festival Venue, the box office split is 75:25 in your favour, so you will receive 75% of your box office income and Dublin Fringe Festival will receive 25% (after the booking fee deduction). For example: a €12 ticket minus €2 booking fee is €10, 75% of that is €7.50 which is your box office split. The remaining 25% goes to Dublin Fringe.

**OWN VENUE BOX OFFICE** If you are programmed with your own venue, the box office split is 90:10 in your favour, so you will receive 90% of your box office income and Dublin Fringe Festival will receive 10% (after the booking fee deduction). For example: a €12 ticket minus €2 booking fee is €10, 90% of that is €9 which is your box office split. The remaining 10% goes to Dublin Fringe.

# The Finances

## NEED ADDITIONAL FINANCIAL SUPPORT FROM DUBLIN FRINGE?

In a very small number of cases, Dublin Fringe can provide additional support within a limited budget to remove barriers to creation for ambitious ideas.

Some projects need more support in order to be realised – be it that Dublin Fringe Festival cover a key access cost, give greater technical support, cover an upfront cost in advance of you receiving your box office income, etc.

Please outline in your application the scale of support you would need, to a maximum of €1200, and make sure the request is reflected in your application form and budget.

Please note: Support is prioritised for projects that are impossible to achieve without this additional investment. It is advisable to reach out and talk to the artistic team if you need additional financial support – contact [Niamh](#).

# Make Space For Art Fund

Dublin Fringe Festival has designated a fund of €5000 to support events made for unconventional performance spaces in Dublin. This can cover any associated venue/site costs.

An unconventional performance space means anywhere that isn't purpose built for live performance. Theatres, cinemas and galleries are not eligible. Everywhere else is. In the past Dublin Fringe Festival has presented shows on boats, up trees, and in parks, shopfronts, boxing rings, pubs, basement apartments, handball alleys and swimming pools.

Artists responding to our open call with projects made for unusual, off-road and non-traditional performance sites can apply for the Make Space for Art Fund to help make their ideas a reality. We have introduced this fund in response to the changing city, and the new challenges and financial barriers to making art outside of traditional performance spaces in Dublin. Eligible costs associated with working in a non-traditional space are space rental, security costs, production equipment hire, employer liability insurance, fire safety costs, electricity generators, rain cover, and permit processing fees.

**HOW DOES IT WORK?** Artists who submit projects that fit the brief for Make Space for Art can opt to be considered for this financial support by outlining in their budget a breakdown of costs to a maximum of €3000. There is a total fund of €5000 available and it is intended that at least 2 projects can be supported.

**REMOTE ART EXPERIENCES:** We're excited about bringing shows to audiences where they are: if you have any idea for a show that audiences can experience from/near home let us know. The venue could be the audiences' kitchen radio, their postbox, their phone, or their nearest patch of grass – the list is endless. We are determined that while these experiences may take place from a distance, closeness is key. We want to ensure audiences are captivated throughout – think about how to inspire active spectatorship from your audiences.

# Festival supports

ALL WORK PROGRAMMED IN THE FESTIVAL RECEIVES THE FOLLOWING (AMONGST OTHER THINGS) FROM DUBLIN FRINGE FESTIVAL:

1. Ongoing advice and support in the run up to the festival from the festival staff
2. A series of free skills-building workshops on producing, marketing & PR, health & safety, directing, dramaturgical support, etc.
3. Online and centralised box office system , with access to sales reports
4. Dedicated box office and/or front of house staff/volunteers at every event
5. Opportunities to avail of subsidised and/or free rehearsal space
6. Production advice and assistance (though you still need to have your own technical team)
7. Marketing and PR advice and assistance
8. Inclusion in the printed brochure, festival website and in general festival marketing and PR campaigns and materials
9. Access to our Willing Workers List for people to help on your event
10. Access to the many facilities available at FRINGE LAB

# Marketing & PR

Success in promoting your show at Dublin Fringe Festival relies on early planning, quality promotional materials, and active collaboration with the festival's Marketing & PR team.

How Your Show Will Be Promoted by Dublin Fringe Festival:

Visibility Across Platforms: Your show will be featured in:

- The official festival programme brochure
- The festival website
- Social media channels
- Potentially in press releases and editorial features

Festival-Wide Marketing Focus: Dublin Fringe Festival markets the overall festival experience. Individual shows are not featured in lead festival advertising but may appear in:

- E-newsletters
- Press materials
- Other promotional print and online materials

Inclusion is not guaranteed and depends on:

- The quality of promotional materials (imagery, copy, video)
- The nature and subject matter of your project
- The festival's overall marketing strategy

To Maximize Your Show's Promotion:

- Engage early with the Marketing & PR team.
- Plan and deliver your promotional materials well in advance.

Your Responsibilities as an Artist:

Develop Your Own Marketing Plan:

- Dublin Fringe cannot create or execute individual marketing and PR campaigns for each show.
- You are responsible for promoting your own work.

Leverage Festival Support: The Marketing team and PR Manager can advise on best practices. Get support on:

- Writing strong, engaging marketing copy
- Creating eye-catching imagery

Attend Marketing & PR Meetings: The team will be available throughout the run up of the festival to discuss your plans.

- Especially if it's your first time presenting at the festival.
- These sessions offer valuable insights and guidance for your campaign.

# Volunteers & Willing Workers

## I'LL NEED VOLUNTEERS. CAN YOU HELP?

Yes! We have a Volunteer Coordinator who recruits and schedules volunteers for the weeks of the festival. They are mainly scheduled for box office and front of house, but you can also contact the volunteer coordinator with specific requests. This needs to be done early as the scheduling needs to be finalised well in advance of the festival. Our Volunteer Coordinator will be in touch with all programmed artists in late July/early August.

## I'LL NEED SOMEONE TO WORK ON MY SHOW AS A DESIGNER/PRODUCER/DIRECTOR/TECHNICIAN ETC. CAN FRINGE HELP?

Yes! We have a database, called the Willing Workers List, available to all companies and artists programmed in the festival. The list is of people who want to work on Dublin Fringe Festival events in a backstage capacity - it doesn't include performers. Dublin Fringe participants are welcome to contact them directly. All agreements are made between the artist and the Willing Worker and do not involve the Festival in any way. This list will be circulated to Programmed Artists in their Artist Guide shortly after being programmed.

# Thank you

Phew! We know that's a lot of information but reading this will greatly help you to make the best application possible.

If you have any further questions about putting an event on in Dublin Fringe Festival you can contact our Programme Manager, [Katherine Murphy](#).