

CREDIT UNION ART COMPETITION 2020

# IMAGINE MORE



**Credit Union**  
IMAGINE MORE

**FURTHER INFORMATION CONTACT**

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## PROCEDURES MANUAL

Credit unions in the Republic of Ireland are regulated by the Central Bank of Ireland.  
Credit unions in Northern Ireland are authorised by the Prudential Regulation Authority,  
and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



**Credit Union**  
IMAGINE MORE



# INTRODUCTION

The Credit Union Art Competition continues to be one of the most successful annual promotions undertaken by the credit union movement.

The Credit Union Art Competition strives to encourage artists throughout Ireland through self-expression, creativity and imagination whilst also raising awareness of credit unions at local, regional and national level.

**BY TAKING PART IN THIS COMPETITION YOU AGREE TO BE BOUND BY THE TERMS OF THIS DOCUMENT**

## THE THEME OF THIS YEARS COMPETITION IS:

# “IMAGINE MORE”

1. As this is an Art Competition, and there is no need for the artist to illustrate the text of the theme on the art piece. What we are looking for is how they interpret the theme through their art.
2. All entries must be submitted in either A3 (420 x 297mm) or A2 (594 x 420mm) and landscape orientation. Other sizes and Portrait oriented entries will be disqualified from adjudication.

### PORTRAIT

NO

### LANDSCAPE

A2 or A3

3. Winners of each category (at the national level) will be used in the annual credit union calendar with all national prize recipients listed on the inside of the cover of the calendar.

This Procedures Manual is designed to help credit unions and chapters in the organisation and promotion of the competition in their specific areas, and covers such topics as:

- ▶ How the Competition Works
- ▶ Promotional Activities
- ▶ Guidelines for Credit Unions and Chapters
- ▶ Results
- ▶ Prizes
- ▶ Adjudicators' Guidelines



## HOW THE COMPETITION WORKS

The competition seeks to encourage young artists to draw or paint on this year's theme, using pencil, charcoal, pen or ink, felt-tip markers, crayon, pastel, water colours, gouache, acrylics, oils, poster colour or collage.

Entrants may only submit one entry and it must be accompanied by a fully completed entry form and returned by the notified closing date.

### CATEGORIES

There are two categories - General Category & Category for People with Disabilities - with the following age groups in each category:

Age limit applying as at December 31st 2020

- ▶ 7 years and under
- ▶ 8 - 10 years inclusive
- ▶ 11 - 13 years inclusive
- ▶ 14 - 17 years inclusive
- ▶ 18 years and over (Adult)

Proof of date of birth may be requested by the credit union.

The Category for People with Disabilities allows participants with a physical or intellectual disability to be actively encouraged by their teachers to submit entries in free expression painting or drawing, without the restrictions of the competition's official theme (should they so wish). There is a separate section for group entries in the Category for People with Disabilities only.

Entries for the Category for People with Disabilities and those under 18 years will require the signature of a teacher or facilitator or guardian to declare the work is the unaided effort of the entrants. Entrants will need to tick a box to declare the work is their unaided effort or the unaided effort of the entrants.

If less than five entries are received in any one category, credit unions have the option not to judge that category.

**Please ensure that the parental/guardian consent has been completed on all entry forms.**



# COVID-19 AND THE CREDIT UNION ART COMPETITION

Times are changing and so must we. In the midst of the global pandemic, the entire country craves everything to go back to normal. As we know for the most part, that is difficult to do. Credit unions across the country, as an essential financial service, adopted a business as 'almost usual' strategy.

And now we are looking to bring back even more normality, with the Credit Union Art Competition. With restrictions in place and schools, colleges and facilities closed for the most part, we hope that the Credit Union Art Competition continues to reach those who wish to take part.

So, in light of Covid-19, we have created some guidance on how to run the 2020 Credit Union Art Competition safely and successfully.

## MATERIALS:

On registering for the 2020 Competition, credit unions will receive an organisers pack containing entry forms, procedures manual, certificates for the winners and promotional material. There will also be a pdf version of all materials available for credit unions to put on their own website.

## CREDIT UNION LEVEL:

Below are our recommendations for running the competition safely and successfully.

### Entries

- ▶ For the most part we recommend entrants download the entry form from the credit union website. Please ensure that you clearly indicate your closing date for entries on your website. We will provide you with some hard copies to have in-branch, in the event that they are needed.
- ▶ Entrants will be required to drop their posters to the credit union by the closing date chosen by their credit union. Entry forms must be stuck to the back of the art work with details labelled clearly.

### Submission

- ▶ We recommend that entries dropped to the credit union are left for **48 hours** before being processed to ensure contamination of any kind is avoided. It is important to state that attempted disinfecting of the art work should not be carried out as this could damage the art itself.
- ▶ Remember to factor the 48 hour period into the deadline of the competition/judging process.

- ▶ It is recommended that credit unions have a **"drop box"** in which the art work can be submitted via to ensure unnecessary contact is avoided.
- ▶ Once the 48 hour period has passed, judging of the art can be carried out.

### Prize-giving

- ▶ Credit unions are encouraged to judge the competition in the normal way providing it is safe to do so. If credit unions feel it is unsafe to judge as normal, you may consider a virtual judging process (more information further on.)
- ▶ Credit unions may hold prize giving events as long as it is safe to do so and in keeping with the prevailing public health guidance. If not safe to so, alternative arrangements should be considered, such as virtual prize-givings (see below for more) or individual prize-giving time slots in the credit union.

## PROCESSING TO NEXT STAGE

- ▶ Once judging is completed, credit unions may be asked to photograph their winning posters, to be sent to the chapter liaison, along with the physical posters, for judging.
- ▶ Photographs will be used in the event that a chapter cannot hold their judging process for any reason. Please see below for guidance on photographing the art work correctly.

## CHAPTER LEVEL:

In the event your Chapter meetings are not proceeding due to Covid-19, judging of the second stage of the art competition can be done virtually (see below).

On receiving the art work from credit unions, you may also receive a photo of the winning entries from each credit union on request. This will allow you to carry out a virtual judging process if required.

Once Chapter winners are chosen they then need to be sent to the ILCU office at 33 - 41 Lower Mount Street, Dublin 2, marked for the attention of ILCU Events Dept.

## VIRTUAL JUDGING/PRIZEGIVING

### Virtual judging:

It is important that measures in are in place to ensure the judging process of the Credit Union Art Competition does not encounter any issues. To ensure this, it is important to put in place measures which will allow you to either run the judging process as normal or alternatively hold a virtual judging process.

The most effective way to carry out virtual judging is to photograph the poster options and host a virtual meeting. Taking a suitable picture is important as this competition is solely based on the visual aspect.

1. Ensure when you take the photo that it is taken in landscape mode from a height.
2. There should be no other objects visible in the photo, and you should ensure that it is taken in good natural light.
3. Once you have taken the photos, you can then insert them into a PowerPoint. It is important to place the relevant posters in the correct order, we would suggest putting age categories in sequence together. It will be easier to review the artwork for judging if artwork for each category is inserted together or in order.

Should hosting of a virtual judging session be required, you can use the share screen option to open up the power point presentation, go through the posters.

### Virtual prize-giving:

Virtual prize-giving can take two forms. Credit unions and Chapters can decide if they would prefer a live version or pre-recorded. Pre-recorded prize-giving would take the form of one presenter using a platform such as Zoom or Microsoft Teams, sharing their screen and presenting the winning posters in a sequence format. This would then be recorded, and shared across the credit unions social channels or alternatively on their website.

The live version of this can be facilitated either across Zoom or Microsoft Teams and set up as a webinar. This will allow people to log in to watch rather than be part of the meeting with cameras on.

As ever, the ILCU Events team are on hand to answer any queries you may have regarding the running of this year's Credit Union Art Competition. You can contact us at 01 6146700 or by emailing [ilcuevents@creditunion.ie](mailto:ilcuevents@creditunion.ie).



# COMPETITION STAGES

The three stages of the competition to be judged no later than:

	LEVEL	CLOSING DATE
<b>STAGE 1</b>	Credit Union level	Friday 23rd October 2020
<b>STAGE 2</b>	Chapter level	Friday 20th November 2020
<b>STAGE 3</b>	National level	Friday 4th December 2020

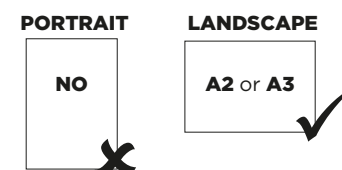
\*If credit unions wish to display winning entries at their offices during International Credit Union Day (October 15th), they should choose an earlier closing date but this must be clearly notified to all entrants.

The winning entries from stage one are passed to Chapter for adjudication at a regional (second) stage before the **winners only** at this level are forwarded to the Irish League of Credit Unions (ILCU) for final (national) judging.

## FORMATS

All entries must be submitted in either **A3 (420 x 297mm) or A2 (594 x 420mm)** and **landscape orientation**. Portrait oriented entries will be disqualified from adjudication.

**Entries not fulfilling these criteria must be deemed disqualified and must not** be forwarded for adjudication at any level.



## ENTRY FORMS

A number of entry forms containing the rules are enclosed with this manual **and each credit union should personalise these documents with its own name and closing date**. Additional copies of the entry form may be photocopied by the credit union or alternatively contact the ILCU for more (subject to stock availability)

The **name of the credit union and the closing date** must be clearly marked on the entry forms to avoid any misunderstandings or ambiguity and to comply with Data Protection. The closing date will generally be Friday Friday 23rd October 2020 (as above) unless a credit union wishes to nominate an earlier date. If putting the form on your website please ensure that these details are clearly indicated.

Entry forms **must** be securely attached to the back of each individual entry art work.

## PROMOTIONAL ACTIVITIES

National promotional activities will be used to promote the art competition but the art competition also gives credit unions an ideal opportunity to promote themselves at a local level with activities that can include:

### Promotional Material

Free posters, enclosed with the registration pack, are ideal for display in credit unions, libraries, community centres, schools, etc. A show-card is also included in the registration pack which can be displayed on a credit union counter.

### Personal Visits

Visits by credit union personnel to local primary and secondary schools and organisations to explain the competition have in the past always proven to be very beneficial, but may not be allowed to take place this year due to Covid-19. Instead of visits, inclusion in the schools weekly/monthly newsletter should be sought and the schools asked to display posters on their notice boards.

### Social Media

If credit unions produce local newsletters for members, the competition should be featured prominently in the relevant issues before, during and after the competition. Competition information and the web banner advert should be uploaded to your credit union website and information uploaded to your facebook page. Make sure you have signed consent (entry form) before any of the promotional material is used on line or otherwise.

### Prize-Giving Ceremony

Winners, runners-up and merit award winners at national level will have their entries displayed at the prize-giving ceremony to which they will be invited to attend subject to Covid-19 health and safety guidelines, if permitted.. We suggest where and if possible, you also have a special prize giving function and/or exhibition. This could be run at a local and/or chapter level (see Prize Giving Ideas for more detailsand the Covid-19 section for virtual prize giving ideas).

### Media Coverage

The local media will be interested in providing coverage. The sample Press Release shown to announce the launch of the competition can be adapted by individual credit unions and issued on their own headed paper to local media (newspapers and radio). Follow-up phone calls to editors or correspondents will also encourage interviews.

# SAMPLE PRESS RELEASE

## Insert Date

## ARE YOU READY TO IMAGINE MORE? THEN ENTER THE CREDIT UNION ART COMPETITION 2020

**XX Credit Union** is urging its local community to 'Imagine More' for its this year's credit union annual art competition.

This year's theme, 'Imagine More', is influenced by the creative role art plays in Irish society and encourages participants to unlock their imagination and look at how art inspires us and our communities. Despite the current challenges, art has kept people from all walks of life connected and this year's theme encourages participants to express this connectivity on paper or canvass.

Art has always been a huge part of Irish life and the Credit Union art competition, now in its 37th year, is dedicated to supporting and developing the arts in Irish society. Promoting and encouraging involvement in the arts across communities is an important message we want to spread. Art plays a critical role in enriching the lives of all people and is central to sustaining and increasing connections. Entrants are urged to reflect on the crucial role that the arts play in Irish society and how they help bind communities.

There are no age limits to the competition and it is open to children aged seven years and under right through to 18 years and over. There is also a category for those with physical or intellectual challenges. Winners at local level will go on to a regional level, and regional winners will progress to the national awards ceremony in February 2021.

**(Name, Title) of XX Credit Union** said "We believe that this year's theme will really inspire entrants and challenge them to unlock their imagination. The competition is a fantastic opportunity to promote involvement in the arts in the community and we are urging everyone from the **xx area** to enter. The art competition is hugely important as it raises our community spirit and brings great excitement to us here at xx Credit Union when we see these amazing entries coming in. Whether it's your first time to enter or you have entered before, we want to encourage everyone to participate and, as always, there are some fantastic prizes up for grabs!".

**(If you had a regional or national winner last year please mention it here).**

The annual competition is part of the Irish League of Credit Unions' (ILCU) commitment to supporting the artistic development of people of all ages and abilities in communities throughout Ireland.

Winners, runners-up and merit award-winners at local level will go on to represent the credit union at regional level and from there, winning artworks will go forward to national level. Local winners will receive their prizes at a local prize-giving ceremony and their artwork will be displayed as part of an art exhibition in the local (insert venue). National winners will receive cash-prizes at an award ceremony to be held in February 2021.

Entry forms are available from **XX Credit Union (insert address)**. The closing date to submit finished entries to **XX Credit Union** is **xx-xx-xx**.

**- ENDS -**

For further information please contact **XX at XX Credit Union on (phone number, email address)**.



# IMPORTANT INFORMATION FOR CREDIT UNIONS AND CHAPTER

## FOR CREDIT UNIONS

- ▶ Only send the winning entry in each category to Chapter for adjudication.
- ▶ Ensure that the entry form on the winning entry contains correct and complete information about the entrant **before** submitting it to Chapter.
- ▶ It is the responsibility of the credit union to ensure that the entrants are the **correct age** for each group.
- ▶ Check the entry form is securely attached to the back of the artwork.
- ▶ Remove blue tack, staples or sellotape from the back of the artwork as they can damage other artwork.
- ▶ Ensure entries are packed FLAT (not rolled up) when sending to Chapter.
- ▶ Check with the Chapter Secretary/Co-Ordinator where winning entries are to be delivered.
- ▶ Ensure delivery to the Chapter by the appointed deadline.
- ▶ Ensure the entry is the **correct size and shape**.

## FOR CHAPTERS

- ▶ Only send the winning entry in each category to the ILCU for final adjudication.
- ▶ Ensure that a **fully completed entry form** is securely attached to the back of each winning entry.
- ▶ Remove blue tack, staples or sellotape from the back of artwork as they can damage other artwork.
- ▶ Ensure entries are packed FLAT (not rolled up) when sending to the ILCU office.
- ▶ Ensure that poster is **correct size and shape**
- ▶ Ensure delivery to the ILCU by the appointed deadline.

## FOR CREDIT UNIONS AND CHAPTERS

REMEMBER the following:

- ▶ This year's theme is:  
**IMAGINE MORE**
- ▶ All entries **must be** submitted in either A3 (420 x 297mm) or A2 (594 x 420mm) and landscape orientation. **Other sizes and portrait oriented entries will be disqualified from adjudication.**
- ▶ Ensure ALL relevant details are filled in correctly on the entry form.

## NB: DATA PROTECTION RESPONSIBILITIES (CREDIT UNION AND CHAPTER)

Credit Union and Chapter officials must respect the rights to privacy of the applicant of the competition under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (data protection legislation).

Given the nature of the Art Competition, credit unions will be considered "data controllers". Chapter will be considered a data controller for stage 2 (Chapter level). The ILCU will be also be considered a "data controller" for the purposes of stage 3 (national level).

As an applicant can make an access or rectification request in respect of the personal data obtained in this form – the credit union (and Chapter) should ensure that they have a designated data protection officer/representative/lead within the credit union for any such requests.

Personal data received from applicants must only be processed for the purpose of this competition as provided for in the privacy notice.

The entry form requests personal data from the applicant which may include the personal data of minors.

## SECURITY

The security of personal data must be of paramount importance. As such the Credit Union and Chapter officials must ensure that the data is kept safe and secure. Appropriate security measures must be taken against unauthorised access to, or unauthorised alteration, disclosure or destruction of the data, in particular where the processing involves the transmission of data over a network, and against all other unlawful forms of processing. Only those officials who are required to have access to the personal data should be permitted access to the data.

## RETENTION

Personal data should only be kept for as long as is necessary, for the purpose for which it was obtained. Personal data should never be kept on a 'what if' basis, there should always be a definite reason and a predetermined time frame.

A term of this competition is that it the responsibility of the credit union to make available for collection by the applicant their application forms after winners are announced. You should destroy these forms in a secure manner when not collected by the applicant a year after winners are announced. The purpose of this time frame is to allow for the use of shortlisted artworks at ILCU AGM.

\*\*\*As the application forms of shortlisted applicants contain their permission and consent to use their photographic image – these consents should be retained for as long the photographic image is being used. Photographs may only be used for the purposes provided in the entry forms.

It is important that Chapter returns all application forms back to the relevant credit unions

Verification of age of applicant: Where the credit union seeks proof of age of an applicant, it is not necessary to retain the document. It is sufficient that the document is used to verify age and then a record of that check is kept.

## PRIZE MONEY TABLE:

STAGE	WINNING POSITION	7 YRS & UNDER	8 – 10 YEARS INCLUSIVE	11 – 13 YEARS INCLUSIVE	14 – 17 YEARS INCLUSIVE	18 YEARS & OVER (ADULT)	GROUP*
CREDIT UNION	1st	€35	€45	€55	€60	€65	€75
	2nd	€30	€35	€40	€55	€60	€60
	3rd	€20	€30	€35	€40	€55	€55
CHAPTER	1st	€40	€55	€60	€65	€75	€130
LEAGUE	Winner	€250	€350	€500	€700	€850	€850
	Runner-up	€100	€200	€300	€350	€400	€400
	Merit**	€75	€75	€75	€75	€75	€75

## RESULTS

After the national adjudication, the ILCU will write to the relevant credit unions and chapters in early 2021 to announce the national level winners.

Details of the national prize-giving ceremony will, subject to Covid-19 guidelines at that time, will be included in that letter.

## PRIZES

Each credit union and chapter has discretion as to the value of prizes at their particular levels and suggested prize-money values are illustrated in the table opposite.

It is recommended that credit unions and Chapters liaise as to the value of prizes.

In addition to their own prizes, credit unions will receive in their registration packs, standard certificates for presentation to the 1st prize winner in each category.

\*Group section applicable to Category for People with Disabilities ONLY.

\*\*A token prize for merit winners of €75 each.

## PRIZE GIVING IDEAS

Depending on the prevailing Covid-19 guidelines, if possible we suggest that you have a dedicated special prize giving function.

At your dedicated prize giving ceremony please have a photographer present and issue a press release with photos detailing the winners the following day to all your local media contacts.

It is also worth considering having an art exhibition to show your winners, runners up and merits in your local library, shopping centre or community hall. This could be run at a local and/or chapter level. The opening ceremony of this exhibition could also act as your prize giving ceremony and generate lots of local and media interest in your community.

If it is not possible to hold a prize giving function you may want to consider running a virtual ceremony - see the Covid-19 section for virtual prize giving ideas.

## ADJUDICATORS' GUIDELINES

It is most important that consistent standards of adjudication are maintained at all levels of the competition and guidelines for adjudicators are set out as follows.

The judging committee at both credit union and Chapter stages should comprise of 3 independent judges – one credit union representative, one person experienced in the visual arts (e.g. artist, art teacher or designer) and a third person from the local community (e.g. local media representative, Chamber of Commerce representative). The Judges must be made aware of the Data Protection Requirements and are bound by them.

At national level, the ILCU will have a panel of independent judges, one of whom will be specially qualified to review the Category for People with Disabilities.

The adjudicators need to bear in mind the following:

1. Discretion needs to be used when judging the Category for People with Disabilities (ideally one judge will be specially qualified to review this category).
2. The objective of the piece is to catch the eye and imagination of the viewer. Artistic merit is not sufficient – it must also impart a message or idea without confusion.
3. The pieces are also being sought to provide material for the annual credit union calendar and possibly also for promotional supplies for credit use.
4. Category for People with Disabilities entrants are not obliged to use the theme.
5. Entrants may only submit one entry and it must be accompanied by a fully completed entry form and returned by the notified closing date.
6. The age limits apply as at December 31st 2019.
7. Entries must be landscape shape on A3 or A2 paper or board – otherwise, they should be disqualified and not be sent on to the next stage. Portrait shaped entries must be disqualified from adjudication.
8. In addition to the various methods/mediums to be used (as per entry form), prints created from lino block, wood block or other methods may also be submitted.
9. No computer-aided designs (CAD) can be accepted or judged.
10. Entry forms must be securely attached to the backs of entries to validate the entry.
11. Judges must not look at the entry forms at any time during the judging process to ensure total impartiality.



