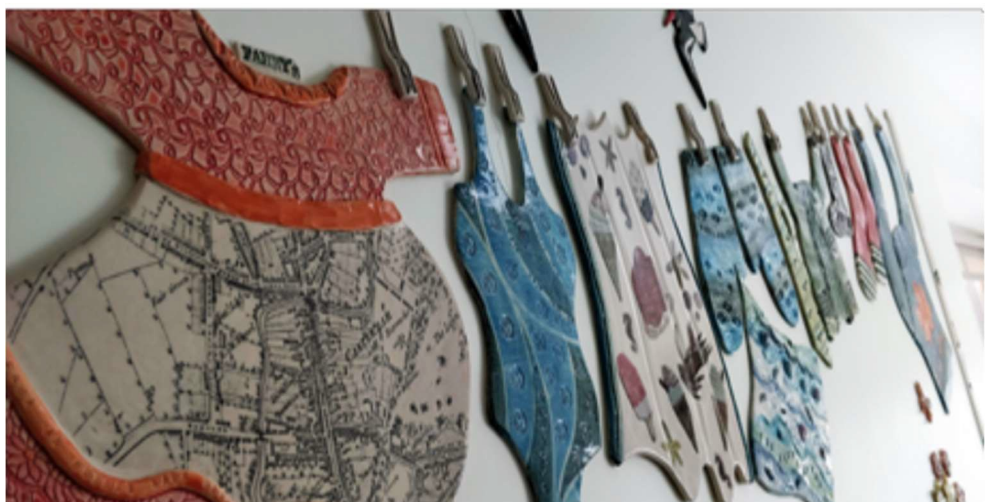




Per Cent for Art Scheme Guidance Document

Overview of the Scheme and Guidance on its
Implementation in HSE Capital Projects



Document Control

Title:	Per Cent for Art Scheme: Overview & Implementation Guide
Number:	Issue 01
Approved by:	
Approval Date:	
Issue Date:	February 2025
Review Date;	February 2026
Authors:	Architectural Advisors, HSE Centre/Corporate
Revision:	Annual Review

This HSE Per Cent for Art Scheme Toolkit follows the current General National Guidelines – 2004. It has been developed with knowledge of the emerging Whole of Government Policy Framework, to implement the Per Cent for Art Scheme (2025-2028). The policy making process was led by the National Per Cent for Art Committee, an interdepartmental and interagency group, and was convened by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media in 2022. The Committee, completed its work in 2024. When the current guidelines are updated, this toolkit will need to be reviewed and updated accordingly.

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Overview



Flow by Joy Gerrard
2004 - University Hospital Cork, A+E



Rose Window by Conall Cary & Peter McMorris
2020 - Waterford Residential Care Centre

Overview of the Scheme

HSE Arts in Healthcare Policy

It is Government policy to promote public art, to act as a “pump primer” for the commissioning or acquisition of new art from professional artists, while improving the mental & physical, health and wellbeing of those who use, visit or work in healthcare buildings.

Background

The *Per Cent for Art Scheme* (PCFA) is a government initiative, first introduced in 1978, whereby 1% of the net construction cost of any publicly funded capital, infrastructural and building development can be allocated to the commissioning of a work (or works) of art to set maximum limits as stated below. The current scheme is available to all capital projects across all government departments.

While the primary purpose of the scheme is to act as a “pump primer” to facilitate the commissioning or acquisition of new art from professional artists, there is an increasing evidence based appreciation for the role arts have in improving the mental & physical, health and wellbeing,¹ of those who use, visit or work in healthcare buildings. Artworks can provide more positive associations with healthcare environments for service users.

In 2020, in a Memorandum of Understanding (MOU) with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, the Department of Health and the Arts Council, the HSE agreed to support and promote creative activities in community and healthcare settings, in order to maximise the identified health benefits. As part of the MOU, a national Working Group called RENEW was established to oversee its implementation. Réalta (previously Waterford Healing Arts Trust WHAT) were appointed by the Arts Council to work with the HSE on initiatives to expand Arts within the Health Services. The *Per Cent for Art Scheme* in HSE capital construction projects, has been identified as a key area requiring clarification and practical guidance in order to maximise its full potential.

The HSE has prepared this Toolkit for staff to provide clarity and practical guidance on the *Per Cent for Art Scheme*, to help ensure that it is successfully implemented on all appropriate Capital Projects.

¹ “What is the evidence on the role of the arts in improving health and well-being?” World Health Organisation, 2019 Report <https://www.artsandhealth.ie/research-evaluation/who-report-what-is-the-evidence-on-the-role-of-the-arts-in-improving-health-and-well-being-a-scoping-review/>

Scheme Requirements

- When planning capital construction projects, Project Managers must proactively include the *Per Cent for Art Scheme* at inception stage to allow adequate time for planning and implementing the scheme. The scheme should not be a ‘postscript’ to a project.
- A project’s initial capital budget estimate must include a Per Cent for Art Budget, in line with the scheme’s thresholds. This budget allowance should be included in the ‘Other Cost’ category of the total project budget on the basis of one allowance per project. No allowance for art should be included in the construction cost limit.
- The *Per Cent for Art Scheme* must be implemented in accordance with Public Art: *Per Cent for Art Scheme, General National Guidelines – 2004*.²
- As noted on page 27 of the General National Guidelines,

“The procurement process for the expenditure of the Per Cent for Art Scheme budget must be fair, open, transparent and accountable, in line with the normal principles of the ‘Public Procurement Process’.”
- Appropriate construction projects include renovations, extensions, fit-outs, enabling works, etc., as well as new build. Minor capital works, such as roof repairs, electrical upgrades and fire alarm works would not be suitable. Where there are a number of such projects, it may be prudent to pool separate *Per Cent for Art* funds, to form a single Arts Project/ Programme. These may be supplemented with funds from other sources, such as private sponsorship.
- *Per Cent for Art* project values are based on net construction cost and exclude VAT, contingency sums, design team fees, cost of furniture, equipment, or other fees such as planning permission application fees etc.
- The *Per Cent for Art* budget must cover all costs associated with the scheme, including the tendering process, the commission(s), enabling works, installation, administering the scheme and insurances, otherwise the Client will need to supplement with additional funds from other sources, such as private sponsorship.

² Public Art: *Per Cent for Art Scheme, General National Guidelines – 2004*.

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/71995/efdf3bd9921d48f9aae7acd0724d907d.pdf#page=null>

Funding Requirements

- The commissioning body must include the *Per Cent for Art Scheme* budget in the overall capital project budget estimate at the inception of the project. Refer to previous page for description of net construction cost.
- The *Per Cent for Art Scheme* budget must be ring-fenced for its specific purpose, i.e. it cannot be used for any other element of the project.
- The amount of the *Per Cent for Art Scheme* budget relates to the total net capital construction cost, calculated in accordance with the revised limits, as noted below,

Investment bands and maximum limits (as from 1st January 2020):

- projects below €5,000,000: 1% of the cost of the construction cost to a maximum of €50,000
- projects between €5,000,000 and €20,000,000: 1% of the cost of the construction cost to a maximum of €125,000
- projects between €20,000,000 and €50,000,000: 1% of the cost of the construction cost to a maximum of €350,000
- projects in excess of €50,000,000: Up to €500,000

See below, three worked examples of how the Per Cent for Art Budget has been calculated.

Example 1:
Construction Project Budget Estimate

Building Costs	€	
1,500m ² @ €1,200 per m ²	1,800,000	
External Works	250,000	
Net construction Cost (expected contract sum)	2,050,000	2,050,000
VAT @ 13.5%	276,750	
Total construction cost	2,326,750	
Inflation @ 2%	46,535	
Consultant Fees @ 14% of net construction cost	287,000	
VAT @ 23%	66,010	
Contingency @ 5%	102,500	
Planning permission & fire certificate fees	6,750	
Utilities	15,000	
Per Cent for Art	20,500	20,500
Total Project Budget	€2,871,045	

Calculation Explained:

- The Total Project Budget is below €5,000,000 so the PCFA calculation is 1% of the net construction cost to a maximum of €50,000.
- Net Construction Cost = €2,050,000
- 1% Net Construction Cost = €20,500
- As this is below the maximum threshold of €50,000, the PCFA figure is **€20,500**.

Example 2:
Construction Project Budget Estimate

Building Costs	€	
8,000m ² @ €1,800 per m ²	14,400,000	
External Works	500,000	
Specialist fixtures	500,000	
Net construction Cost (expected contract sum)	15,400,000	15,400,000
VAT @ 13.5%	2,079,000	
Total construction cost	17,479,000	
Consultant Fees @ 15% of net construction cost	2,310,000	
VAT @ 23%	531,300	
Planning permission & fire certificate fees	18,000	
Utilities	25,000	
Per Cent for Art	125,000	125,000
Furniture and fittings	50,000	
Total Project Budget	€20,538,300	

Calculation Explained:

- The Total Project Budget is between €5,000,000 and €20,000,000 so the PCFA calculation is 1% of the net construction cost to a maximum of €125,000
- Net Construction Cost = €15,400,000
- 1% Net Construction Cost = €154,000
- As this is above the maximum threshold of €125,000, the PCFA figure is capped at **€125,000**

Example 3: Construction Project Budget Estimate		
Building Costs	€	
25,000m ² @ €1,900 per m ²	47,500,000	
External Works	2,500,000	
Specialist fixtures	1,750,000	
Net construction Cost (expected contract sum)	51,750,000	51,750,000
VAT @ 13.5%	6,986,250	
Total construction cost	58,736,250	
Consultant Fees @ 10% of net construction cost	5,175,000	
VAT @ 23%	1,190,250	
Contingency @ 3%	1,762,088	
Planning permission & fire certificate fees	112,500	
Utilities	100,000	
Per Cent for Art	500,000	500,000
Total Project Budget	€67,576,088	
Calculation Explained:		
▪ The Total Project Budget is in excess of €50,000,000 so the PCFA calculation is 1% of the net construction cost to a maximum of €500,000 ▪ Net Construction Cost = €51,750,000 ▪ 1% Net Construction Cost = €517,500 ▪ As this is above the maximum threshold of €517,500, the PCFA figure is capped at €500,000		

- Note: The *Per Cent for Art Scheme* budget is applicable to each construction contract within an overall project/ programme of works, i.e. individual construction contracts, such as enabling works, can avail of the scheme and pool these budgets to form a single Arts project/ programme.
- For Design Build or Public Private Partnership (PPP) capital construction projects, the client must ensure that the *Per Cent for Art Scheme* is embedded within the specification and contract.

Examples of the Scheme undertaken in HSE Capital Projects

New works of art under the scheme can be of any form, including visual, dance, film, literature, music, opera, theatre and architecture, and can include all contemporary arts practice such as performance, installation, live art, multimedia, video art and sound art. Works can be temporary or permanent.

As each public art project is unique, the commissioning body needs to clearly define the needs and expectations of each scheme, so artists can create unique, site appropriate artwork, reflective of the physical and social environment for which they are intended.

While the majority of HSE capital project commissions to date have been physical visual artworks, there have been a number of very successful non-physical projects (music, writing, visual arts) such as the variety of works built on a collaborative approach with service users at St. Brendan's Community Nursing Unit in Loughrea, County Galway in 2015.³

Reference Articles

- Public Art: Per Cent for Art Scheme, General National Guidelines – 2004
<https://www.gov.ie/pdf/?file=https://assets.gov.ie/71995/efdf3bd9921d48f9aae7acd0724d907d.pdf#page=null>
- *OpenWindow/ A Clinically Useful Artwork? By Artist Denis Roche*
A response to the expressed needs of patients in the National Bone Marrow Transplant Unit, St.James Hospital, Dublin. Patients who are in protective isolation for the treatment of leukaemia having to endure weeks with restricted access to their families and the outside world.
<https://publicart.ie/main/directory/directory/view/open-window-a-clinically-useful-artwork/f4d0a66ba550fb95c2fb19aa396ee80b/?print=1>
- Arts & Health Handbook
- NHS Art for Health
- OPW Art Management Handbook
- *The art at Nya Karolinska Solna should add a human perspective in a usually clinical environment* - Stockholm Science City Foundation
<https://ssci.se/sv/aktuellt/konsten-p-nya-karolinska-solna-ska-tillf-ra-ett-m-nskligt-perspektiv-i-en-vanligtvis>

³ <https://www.artsandhealth.ie/case-studies/15-miles/>

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Implementation



Maree Hensey & Mark Ryan
2021 – Adult Acute Mental Health Unit, UHG



Conall Cary
2021 - Mortuary, UHW

Implementation of the Scheme

Inform Client/ Commissioning Authority

At an early stage in the design/project initiation process, inform the Client/ Commissioning Authority of the HSE's Policy of implementing the Scheme on all appropriate Capital Projects. This formal notification should include the following information,

- Background to the Scheme
- Funding availability
- Need to set up a Committee
- Brief development.

The Client should set out a clear, project specific vision and criteria for how the scheme is to be implemented, cognisant of the importance of time and early engagement with the artist.

Refer to standard templates as listed in Section 3.

Commissioning Art Consultants

When appropriate, the client may procure, from the Percent for Art budget, the specialist skills of an art consultant with project manager skills to implement the scheme on their behalf. As noted in page 28 of the General National Guidelines,

“it must be borne in mind... that the funding under the per cent for art scheme should be used to the greatest extent possible for the commissioning or acquisition of art.”

Art Consultants/Project Managers appointed to undertake this role, should be experienced and competent. It is advisable to seek advice from colleagues regarding choice of candidates to be invited to tender for the role.

All tendering undertaken must be in accordance with current Office of Government Procurement (OGP), Public Procurement Guidelines for Goods and Services, currently Version 3: Issued October 2023.

Refer to standard templates as listed in Section 3.

Estimated Contract Value (exclusive of VAT)	Tendering process type
less than €5,000	Can be purchased on the basis of verbal quotes from one or more competitive suppliers BUT best practice is to seek a minimum of three quotes confirmed by email.
€5,000-€50,000	Can be awarded on the basis of responses to written specifications (for example – issued via email) to at least three suppliers or service providers.
€50,000 and up to value of EU thresholds	Should normally be advertised as part of a formal tendering process on eTenders using the open procurement process.
<i>Summary of Competitive Procedure, page 28 of OGP Public Procurement Guidelines for Goods and Services, Version 3: Issued October 2023</i> https://www.gov.ie/pdf/?file=https://assets.gov.ie/274554/f2343b55-9615-4708-b7d8-717fff330f1d.pdf#page=null	

Commissioning Artists

Artists can be commissioned through a variety of public art procurement processes including:

- Open Competition
- Limited Competition – between invited parties
- Direct Invitation or Purchase

The General National Guidelines state (page 27) that,

“The procurement process for the expenditure of the Per Cent for Art Scheme budget must be fair, open, transparent and accountable, in line with the normal principles of the ‘Public Procurement Process’.”

Refer to standard templates as listed in Section 3.

Project Steps

There are five steps in the overall process, these are;

1. Planning; 2. Selection; 3. Research and Development; 4. Realisation & 5. Review.

Step 1: Planning

- Client/ Commissioning Authority to establish context of the project - a researched and flexible approach is best.

- For larger projects, artistic advice should be sought as early as possible to maximise meaningful input and to develop a clear & creative vision for the commissioning process. Refer to standard templates regarding appointment of Art Consultant/ Project Manager.
- Client/ Commissioning Authority to establish Per Cent for Art Committee as early as possible in project's design and endeavour to engage artist(s) as soon as possible, to ensure appropriate design decisions can be made to accommodate the artworks. The Committee Membership must include at least one of the following; an independent person with experience in public art, a professional artist or a local arts officer. Refer to PCFA standard template document 1.4 for committee membership details.
- Commissioning type to be agreed as appropriate to Project budget, duration etc., i.e. Open Competition, Limited Competition or Direct Invitation to Purchase.
- Committee to prepare Artists Stage 1 Brief – Call for Artists. Refer to standard template 2.1;
 - The needs, expectations and context of the scheme should be clear, creative and well informed so artists can create unique, site appropriate artwork that relates to the physical and social environment for which they are intended, while cognisant of health environment issues and constraints such as infection control and sensitivities to environment.
 - Adequate time to be allowed for artists to respond to the brief following appropriate research and development, client feedback and productive dialogue.
 - Adequate time to be allowed prior to signing contract to allow further research, development and liaison with artist(s,) and key stakeholders.
- Client/ Commissioning Authority to satisfy themselves that adequate insurance cover is in place.
- Project Budget to be established by Client/ Commissioning Authority, taking into account, and allowing for all costs when commissioning new work, such as,
 - Artist(s) budget and fee (including materials etc.)
 - Fees and any agreed expenses for shortlisted artists
 - Fees and expenses for artistic and / or technical representatives on Public Art Working Group and selection panel
 - Costs of research and development (incurred by artist and commissioning body)

- Any attendances of relevant personnel (builder, engineer, artist, etc.) for installation or performance of an art project that might be due if not defined and incorporated in the contract for construction
- Transportation of artwork
- Insurance
- Documentation, public engagement initiative including information, education and labelling
- Advertising, promotion and publicity
- Project management costs/ administering the scheme, including review and evaluation
- Contingency of approximately 5% (optional but recommended.)

A clear record of the planning process must be kept for review. Refer to standard templates as listed in Section 3.

Step 2: Selection

- Selection panel to review the aims and objectives, and establish the selection criteria.
- Run the competition.
- Select an artist(s) and make proposal for the committee in line with the brief, or alternatively, the client/ commissioning authority may assign a single curator with specialist artistic expertise to shortlist and arrange for the appointment of an artist to work on a commission.
- Selection panel to inform successful and unsuccessful artists of decision.
- A clear record of the selection process, including feedback from the selection panel, must be kept for review and Lesson's learned process.
- Seek tax clearance certificate from chosen artist(s)
- Post completion review and evaluation methods to be established.

A clear record of the Selection process must be kept for review. Refer to standard templates as listed in Section 3.

Step 3: Research and Development

- Adequate time is to be allocated to allow productive dialogue for artists to respond to the brief, to undertake a process of research and development and for commissioner feedback to ensure that the project has definite achievable goals and that the designs/ proposals are identified and realistically costed in the budget
- A clear record of the research and development stage must be kept for review and lesson's learned process. Refer to standard templates as listed in Section 3.

Step 4: Realisation

- Client/ Commissioning Authority to issue Artist Contract Agreement to successful artist, confirming all relevant details, including timescale and schedule for payment of fees.
- When an art project is to be physically integrated into a building or structure, the commissioning process should where possible, be timed so that the building contractor is still on site.
- Engagement between the Artist, Per Cent for Art Committee and the Client/ Commissioning Authority to continue.
- Prior to commencement of the Per Cent for Art project, a payment schedule should be agreed and drawn up between the commissioning body and the artist.
- All stages of the commission to be documented, from the artists' proposal, through project development to realisation and performance or installation.
- When the art project is complete, it must be recorded / photographed and details forwarded to HSE Centre for inclusion in the HSE National PCFA Inventory.
- Client/ Commissioning Authority must maintain the art project, following the advice of the commissioned artist.

A clear record of the realisation stage must be kept for review and lesson's learned process.

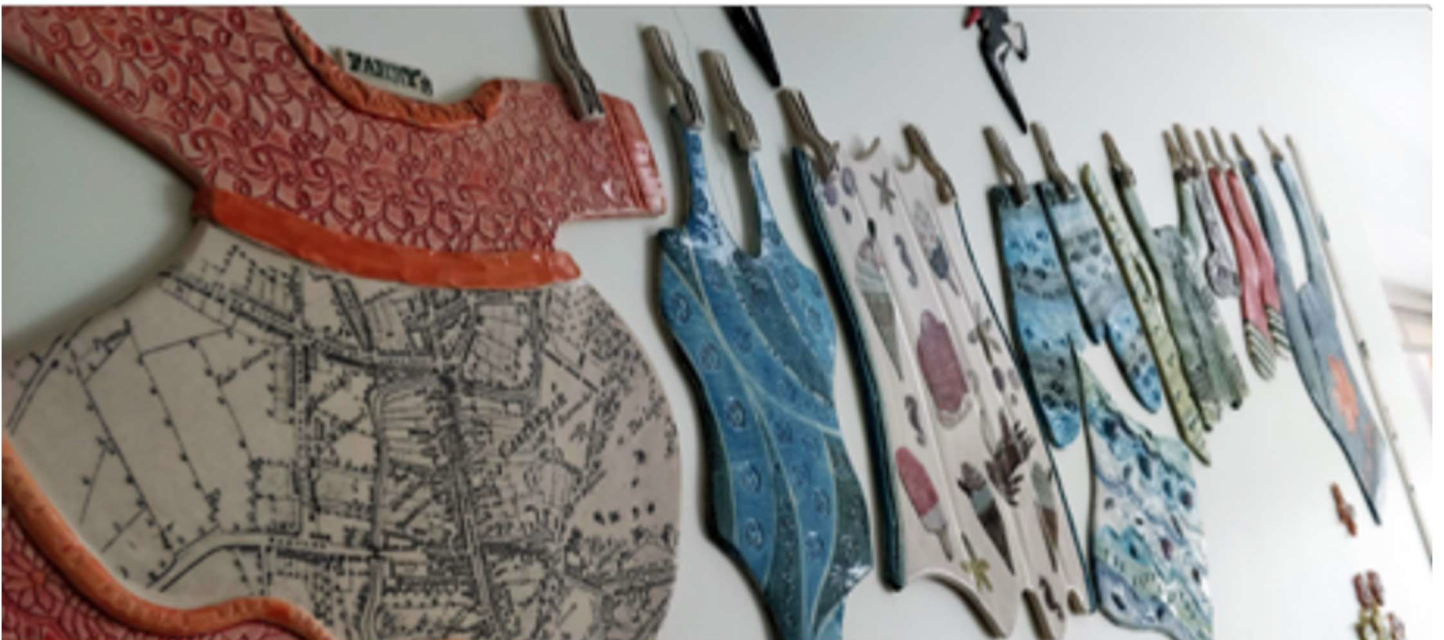
Step 5: Review

- Post completion review and evaluation to be undertaken as previously established.

A clear record of the review process must be kept for review. Refer to standard templates as listed in Section 3.

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Standard Templates



'Heyday by Diane McCormick
2018 - Sacred Heart hospital, Castlebar, Co Mayo

Step 1: Planning

- 1.1 Letter to Client - Implementation of PCFA Scheme
- 1.2 Client Information Memo - Implementation of PCFA Scheme
- 1.3 PCFA Examples in HSE Capital Projects
- 1.4 PCFA Selection Panel Committee Members
- 1.5 Art Consultant – Interest in Tendering
- 1.6 Request for Tender – Art Consultant/Project Manager
- 1.7 Tender Return Report
- 1.8 Art Consultant – Successful Tenderer
- 1.9 Art Consultant – Unsuccessful Tenderer
- 1.10 Art Consultant – Letter of Appointment
- 1.11 Art Consultant – Tender Feedback

Step 2: Selection

- 2.1 Artist Stage 1 Brief - Call for Artists
- 2.2 Artist Stage 1 Brief - Expression of Interest Application Form
- 2.3 Professional Artist - Letter of Appointment
- 2.4 Selection Panel Declaration
- 2.5 Artist Stage 1 - Successful Tenderer
- 2.6 Artist Stage 1 - Unsuccessful Tenderer
- 2.7 Artist Stage 2 Brief - Request for Proposal
- 2.8 Artist Stage 2 Brief - Proposal Form
- 2.9 Stage 2 Selection Panel Report and Proposal
- 2.10 Artist Contract Agreement

Step 3: Research and Development

- 3.1 Vendor Set-up & Payments Tracker
- 3.2 Vendor Form & Instructions on how to complete
- 3.3 Employee v Self Employed Checklist Template

Step 4: Realisation

Step 5: Review

- 5.1 Project Completion Report
- 5.2 PCFA Inventory
- 5.3 Project Review & Evaluation