![The Arts Council / An Chomhairle Ealaíon logo](the arts council an chomhairle ealaíon)

Architecture Project Award 2025

for activities commencing on or after 1 January 2025

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 25 July 2024

Note for people with disabilities or access requirements

The Arts Council makes every effort to provide reasonable accommodation for people with disabilities or access requirements who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council's Access Officer, by phone (01 618 0200/01 618 0243) or by email (access@artscouncil.ie) as early as possible before the deadline.

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Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on our website: www.artscouncil.ie/FAQs/online-services/

If you have a technical question about the online application process and your question is not answered in the FAQ section, you can email onlineservices@artscouncil.ie or call the Arts Council on

- o **01 618 0200**
- o **01 618 0243**

If you have a query about your application that is not technical in nature, you should email or phone the arts team to which you are applying for funding.

http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/

To watch our video guide to making an application on YouTube, go to

https://youtu.be/-a3xeZdZj3o?feature=shared

Key points to remember

- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one [here](). Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.

- We strongly advise that you read this document carefully before beginning the process of making your application.

- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application.

- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem you will have time to contact us so that we can assist you in resolving it.

- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline**.

- Please read the following checklist carefully:

☐ I have read and understand these guidelines.

☐ In the event that I have had an issue, I have contacted the Arts Council for assistance well in advance of the deadline.

☐ I have filled in all of the sections of the application form relevant to my application.

☐ I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.

☐ I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.

1. About the Architecture Project Award

1.1 Objectives and priorities of the award

There are three strands to this award and each has a specific purpose.

Strand 1: Research and Development

The purpose of this strand is to offer applicants an opportunity to explore, test and develop ideas in architecture that relate to and could be developed into either Strand 2 (Production) **OR** Strand 3 (Engagement) projects.
Ideas for projects developed under Strand 1 are eligible to apply for Strand 2 **OR** Strand 3 funding, as appropriate, in a subsequent year.
It is a requirement of this strand that an **architect**[1] or **architecture graduate**[2] is the applicant OR a core member of the team in a group application (e.g. in an application from a curator, community group, festival, arts centre, local authority, etc. in the case of an application that could be developed into a Strand 3 (Engagement) project).

Strand 2: Production

The purpose of this strand is to support once-off ambitious new work from **architects** or **architecture graduates** at all career stages, in, or about, architecture through the creation of spatial, material or other physical work that has a real and tangible output that can be experienced by the public (in a public space in the case of built or material work).
Potential proposals could be those that:

- Enable the production of work in architecture that is challenging and embraces artistic and creative risk
- Enable the exploration and/or testing of creative ideas in architecture
- Develop and expand critical discourse on architecture as an artform (e.g. through writing, film, etc.).

It is a requirement of this strand that the applicants must be **architects** or **architecture graduates**.

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[1] By architect we mean an individual who has completed their architectural education and is listed on a recognised statutory professional Register for Architects (e.g. the RIAI in Ireland) or is fully qualified and registered as an architect in accordance with EU Directive 2005/36/EC, or, outside Europe, has a qualification recognised by the relevant member section of the Union Internationale d'Architecture (UIA).

[2] By architecture graduate we mean an individual who has been awarded a 5-year formal qualification in architecture prescribed under the Building Control Act 2007, or its equivalent.

Strand 3: Engagement

The purpose of this strand is to support the delivery of high-quality once-off projects that are ambitious, innovative, creative and that specifically aim to **enhance and extend the public's experience of, and involvement with, architecture** (e.g. exhibitions, events, festivals and programmes).

Potential proposals under this strand could be those that:

- Deliver a clearly devised project or programme, with the central objective of engaging a public with architecture
- Are innovative and ambitious in the ways in which architecture is exhibited, mediated, communicated, debated or presented.

It is a requirement of this strand that an **architect** or **architecture graduate** is the applicant OR a core member of the team in a group application.

It is important for the Arts Council that the outcome of Architecture Project Awards made with its support are documented and recorded. This is so that they are made available to the public into the future and so that architects can develop their creative practice by learning from precedent and the work of others. For this reason, recipients of an Architecture Project Award are required to deposit a record of the outcome of the award at the Irish Architectural Archive, and budgetary provision should be made for this within the application. Details of these requirements are available on our website (http://www.artscouncil.ie/Arts-in-Ireland/Architecture), and will be issued to successful applicants with their letter of offer.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: http://www.artscouncil.ie/arts-council-strategy/) and the Arts Council's architecture policy, *Championing Architecture* (see here: https://www.artscouncil.ie/Publications/Architecture/Championing-Architecture---Arts-Council_s-architecture-policy/)

1.2 Who can apply?

All strands of the award are open to individuals; groups of individuals working collaboratively; organisations working in architecture.

To be eligible to apply, applicants must:

- Meet the applicant requirements for the strand for which they are applying as outlined in section 1.1 above.
- If applying as an architect (whether as an individual or as part of a group), you must have completed your architectural education and be listed on a recognised statutory professional Register for Architects (e.g. the RIAI in Ireland) or are fully qualified and registered as an architect in

accordance with EU Directive 2005/36/EC, or, outside Europe, have a qualification recognised by the relevant member section of the Union Internationale d'Architecture (UIA).

- If applying as an architecture graduate (whether as an individual or as part of a group), you must have been awarded a 5-year formal qualification in architecture prescribed under the Building Control Act 2007, or its equivalent.

- Documented proof of the above will satisfy this requirement and **must** be supplied at the time of application.

- Be resident in the Republic of Ireland. However, we may accept applications from outside the Republic of Ireland. In this case, you must detail in your application form how your proposal would benefit the arts in the Republic of Ireland. We would need to be satisfied with your explanation.

- Please note that organisations in receipt of funding through other Arts Council grant programmes are eligible to apply for Strand 1 (where applications relate to and could be developed into a Strand 3 Engagement project) OR Strand 3 Engagement.

As part of its Equality, Diversity and Inclusion Policy, the Arts Council is committed to offering **equality of access, opportunity and outcomes** to all potential applicants regardless of their

- Gender
- Sexual orientation
- Civil or family status
- Religion
- Age
- Disability
- Race
- Membership of the Traveller community
- Socio-economic background.

In this funding scheme the Arts Council particularly welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above, and/or initiatives that deliver equitable opportunities or outcomes for those involved.

1.3   Who is the applicant?

The applicant is the person or organisation that will receive any grant offered and who will be required to accept the terms and conditions of that grant. **Any grant offered will only be paid into a bank account held in the name of the applicant, and changes are not possible.**

All documentation provided must be in the name of the applicant (individual artist or arts organisation) – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4   Who cannot apply?

Applicants who are not eligible to apply include the following:
- Organisations/individuals currently in receipt of funding under the following Arts Council programmes: Strategic Funding, Arts Centre Funding, Partnership Funding or 2025 Arts Grant Funding may not apply for Strand 1 (where the application relates to or could be developed into a Strand 2 Production project) OR Strand 2 Production, though the involvement of such organisations as partners is welcome
- Individuals who work on an ongoing basis with organisations funded through any of the above programmes
- National Cultural Institutions (CNCI) (or their Council members) directly funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
- Individuals or organisations who do not have a demonstrable track record as professional artists or organisations
- Individuals currently in undergraduate education (including those undertaking foundation courses) or who will be during the period for which this award is offered
- Individuals seeking support towards fees for postgraduate (including unaccredited)/higher education or study
- **Note:** you cannot apply for the award both as an individual and as part of an organisation – e.g. you cannot apply as artistic director of a company and also apply separately under your own name.

1.5   What may you apply for?

There are three funding levels available according to the strand you are applying for:

	Amount available*
Strand 1: Research and Development	Up to €7,000
Strand 2: Production	Up to €80,000
Strand 3: Engagement	Up to €25,000

* The amount denotes the **maximum** you can request under each strand – there is no minimum.

You may apply for **only one strand** of the award. If you apply for Strand 1, you may apply for Strand 2 or Strand 3, as appropriate, in the future. You must clearly indicate which strand you are applying for in section 1.3 of the application form.

The Arts Council must be kept informed of when Strand 2 and Strand 3 funded activities will take place.

How much funding should you apply for?

In applying for Architecture Project Award funding, you are required to submit a detailed budget listing all items of income and expenditure relating to your proposed project.

The maximum amount you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget.

- Proposed expenditure should include all fees*, wages, technical costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, etc.

It is also important to reflect all in-kind support** in both income and expenditure, so reflecting the full and true value of your proposal.

* Note on artists' pay	The Arts Council is committed to improving the pay and conditions of artists (including architects and architecture graduates). We have published a policy on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.

** Note on in-kind support	If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side you should also declare on the income side.
	Time contributed by directors or board members may not be reckoned as an in-kind cost.

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

Access costs for artists or participants[3] with disabilities
The Arts Council is committed to making our funding programmes and the work we fund accessible to everyone.

The Arts Council takes the description of disability from Article 1 of the UN Convention on the Rights of Persons with Disabilities, which states:

'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

You can include access costs within your application and there are two types that you can apply for.

1. Participant or personal access costs

These costs should remove barriers for artists or participants with disabilities who are delivering your proposal. For example:

- You
- The main artists, individuals, groups, or organisations involved in your proposal
- Partners or collaborators
- Production staff

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[3] The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities.

- Core staff or key administrative personnel

Examples of support are, but not limited, to the following:

- An ISL interpreter
- Services of an Access support worker.

Note: you can apply for these costs in addition to maximum amount available for the award and include them in the total amount requested.

2. Costs for making your work accessible to others – public access costs

We want to ensure that more people enjoy high-quality arts experiences and that everyone can access and enjoy the work we fund.
These are costs for making your work accessible to persons with disabilities and should be considered a normal part of your work.

Example of access costs to make your work accessible to your audience may be:

- Having an ISL interpreter for your event or performance
- Using an audio description service
- Making your website compatible with screen readers
- Producing exhibition materials in other formats such as in Braille or audio

What if the funding provided is less than I requested?
If you are offered funding that is less than you requested, we will discuss with you how you plan to deliver your proposed activity when reviewing the revised budget.

We do not expect you to dilute or remove any access support for making your work accessible to others that you have included in your application.

Note: include these costs in the total amount requested within the maximum amount available for the award.

How to apply for access costs
We need to understand why you are applying for access costs and how they meet the needs of your participants or your audience.

If you include access costs in your proposal, you must

> - Show the costs in two separate lines where indicated within the application form.
>
>   a) Line for personal or participant access costs only.
>   b) A line for public access costs only
>
> **Note:** whether you use the Arts Council budget templates or your own budget document, the two types of access costs must be shown separately within your budget.
>
> To see how we assess your application, see section 3 of the guidelines below.

1.6   What may you not apply for?

You may not apply for more than one project award in any artform/arts practice area in any one round of funding – i.e. the same applicant cannot apply for an Architecture Project Award and a Theatre Project Award in the same round. Activities and costs that you may not apply for include the following:

- In Strands 1, 2 and 3: works that are more suitable for support in an academic context
- In Strands 2 and 3: works that cannot be experienced by the public in some way (e.g. works to be made for a private space or on private land)
- Works that form part of other building or construction projects
- Works that are reconstructions of existing works
- Activities that are concerned with the management and running of an office/practice
- Activities that form part of a postgraduate programme of work
- Activities to be delivered in a formal education setting
- Activities to be delivered for / in collaboration with students in third-level education
- Publication of academic theses or other academic works
- Major capital purchases
- Ongoing core costs
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies
- Activities that have already taken place or which will have **commenced** before 1 January 2025
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes

- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have significantly developed the proposal since previously applying **or** if the Council has specifically advised you to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.
- Projects that solely involve the touring of existing work.

1.7 What supporting material must you submit with your application?

Supporting material means material that is **separate from** and **additional to** your application form. This helps the person assessing your application to get a clearer understanding of your proposal. Please read what supporting material is required below very carefully, as failure to comply with this is the most common reason for applications being deemed ineligible.

In order to be considered eligible for assessment for an Architecture Project Award, you **must** submit the following supporting material online:

Strand 1: Research and development
- A completed Architecture Project Award application form
- Detailed up-to-date CVs (max. two pages) for each of the personnel involved in the proposal, including the mentor where relevant.
- Architects or architecture graduates must supply **evidence of their qualification** as outlined in section **1.2 Who can apply?**
- A document (max. one page) outlining the motivations for applying for Strand 1 in the context of the development of your individual work practices and experience
- A document (max. two pages) clearly outlining the concept and context of the project to be researched and developed, and also outlining a work plan, time frame and the intended outcomes for this activity
- A document (max. one page) outlining the agreement between the applicant and any proposed partners or mentors – any such document should include a clear breakdown of roles and responsibilities and include evidence of agreement to participate

Strand 2: Production
- A completed Architecture Project Award application form
- Detailed up-to-date CV (max. three pages) or detailed biography of the applicant.
- Architects or architecture graduates must supply **evidence of their qualification** as outlined in section **1.2 Who can apply?**

- Examples of the artist's recent work in architecture that are indicative of their creative practice and inform the proposed work
- Detailed up-to-date CVs of all other artists involved in the proposed project
- A separate detailed budget setting out proposed income and expenditure for the project – this must be in addition to the budget information provided in the application form.
- Evidence of any financial support or sponsorship identified in the project budget – e.g. this could be a memorandum of understanding, a letter of offer, a statement of support, or a similar document
- A dissemination strategy for the proposed work, detailing how a public will engage with/experience the finished work. This must be uploaded as a separate supporting document labelled '**Dissemination Strategy**'.

Strand 3: Engagement

- A completed Architecture Project Award application form
- Detailed up-to-date CVs (max. two pages) for each of the personnel involved in the proposal.
- Architects or architecture graduates must supply **evidence of their qualification** as outlined in section **1.2 Who can apply?**
- A separate detailed budget setting out proposed income and expenditure for the project (this must be in addition to the budget information provided in the application form)
- Documents outlining the agreement between the applicant and any proposed partners – any such document should include a clear breakdown of roles and responsibilities
- Evidence of appropriate and relevant previous work – e.g. examples of programmes, events, workshops or exhibitions in which you or team members were involved
- A written description (max. two pages) of the **engagement and mediation plan** for your project. This should include strategies relating to your idea, rationale and methodology in this area. This document should outline how you intend to ensure the public's engagement with architecture as a result of your initiative. This document is not simply a marketing plan.

In order to assess in a timely manner the volume of applications that we typically receive, we **cannot** review any supporting materials other than those listed above.

Additional material required in certain circumstances:

- If you are seeking additional access costs to support work by individuals with access requirements, or to support access to your work by audiences with disability requirements, please provide a document outlining these costs, and outlining how they have been arrived at. Please also ensure that you include this additional amount as part of your budget.

- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

For applications involving children and young people under the age of eighteen

The Arts Council requires all individuals and organisations providing services (e.g. cultural, recreational, educational) to *children and young people under the age of eighteen* to have suitable child-protection policies and procedures in place. When making an application, you **must** indicate in section 1 of the application form whether or not your proposal is relevant to this age group.

- If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place.

- If successful, you will be required to complete the Arts Council's Child Protection and Welfare Quality Assurance Self-audit at https://childprotection.artscouncil.ie/. Please visit www.tusla.ie for more information on Children First.

- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

For applications involving vulnerable adults

When making an application, you **must** indicate in section 1 of the application form whether or not your proposal involves work with or for vulnerable persons. By ticking the Yes box, you are indicating that you will work with, or present work to, this cohort as part of your proposal, and that you acknowledge that you have familiarised yourself with and adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse** (see here).

***Note:** you may be asked to provide more evidence of adherence to these policies should your application be successful.

If you do not submit the required supporting material, your application will be deemed ineligible.

Format for supporting material

All supporting material for this funding programme must be submitted online.

Moving-image/video files	For any moving-image/video files you submit, you must provide relevant contextual information. This might include details of the piece, when and where it was presented, thematic/general comments, the names of artists, and how the work was financed (e.g. award, self-financed). Extracts should be no more than **ten minutes** long, and no more than three extracts should be submitted.
	Include all contextual information for moving-image/video files in a clearly labelled text file.

For further information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

Note: links to streaming platforms may be used to provide samples of work. Stand-alone supporting material such as CVs and letters of support, etc. must be uploaded as separate documents with your application, as detailed above and in section **2.3 Submitting URL links.**

1.8   Eligibility

Your application will be deemed **ineligible**, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.

2. You do not submit a completed application form through the Arts Council's Online Services (an application form attached as a supporting document will not be accepted).

3. You fail to complete all of the sections in the application form relevant to your proposal.

4. You cannot apply as set out in sections 1.2 to 1.4 above.

5. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying, as set out in

section 1.5 above (except where you are applying for an additional amount for participant or personal access costs).

6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.

7. You fail to provide all mandatory supporting materials, as set out in section 1.7 above.

8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case we will redirect you to the more appropriate funding opportunity).

Note: in the event that your application is ruled ineligible, it will not be assessed, and you will be able to apply again with the same proposal in future funding rounds.

1.9 How long will it take to get a decision?

The length of time it will take us to make decisions will depend on how many applications we receive. In general, depending on the volume of applications, it will take somewhere between twelve and fifteen weeks.

2. How to make your application

2.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted. You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: https://onlineservices.artscouncil.ie/register.aspx.

Within five working days you will be emailed a unique ARN (Artist Reference Number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

Note: you will need to use a computer or laptop to submit your application. Our Online Services website does not work on phones or tablets.

Your computer and web browser will need to meet the following requirements to use Online Services successfully:

PC	Windows 7 operating system or a newer version of Windows *with* browser versions: Microsoft Edge (v.94) or Firefox (v.27) or Chrome (v.33), or a newer version of any of these browsers.
Mac	Mac OS X v10.5 Leopard or a newer version of Mac operating system *with* browser versions: Safari (v.3.1) or Firefox (v.27) or Chrome (v.32) or Microsoft Edge (v.94), or a newer version of any of these browsers. **Note:** if Safari 11 prevents the upload of documents, use a newer version of Safari or use a different browser such as Firefox, Chrome or Microsoft Edge.

Note: you will also need to have Microsoft Word (Desktop) or OpenOffice Writer installed to complete the application form itself. OpenOffice Writer is free software that can be downloaded here: https://www.openoffice.org.

OpenOffice Users

Please refer to our video *Using OpenOffice to download, complete and upload the application form* at https://www.youtube.com/watch?v=iT9XxgmgoEo

You **must** use OpenOffice Writer version 4.0.1 or earlier. More recent versions of OpenOffice Writer than 4.0.1 have changed how our application forms appear when they are submitted through Online Services.

Important notes for Apple Mac users

- Note the section in the YouTube video (at 1 min. 20 secs; link provided above) that deals with the issue of downloading version 4.0.1 on Macs with the operating system Mac OS Mojave or an earlier version installed.
- You cannot download OpenOffice 4.0.1 onto a Mac with the operating system Mac OS Catalina. If your Mac has this operating system or a newer version installed, you will have to download and use OpenOffice version 4.1.9 or newer.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far as possible in advance of the deadline.

Give yourself enough time to complete the application

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare your application and submit it well in advance of the deadline. Upload times can be much longer than download times. It may take longer than you think to upload your supporting materials.

Getting technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200/01 6180243. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us. We deal with queries on a first-come first-served basis.

Please note that there is often a high volume of calls as the deadline approaches and that technical-support calls received after 2.00pm on the closing date may not be resolved before the deadline.

2.2 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word (Desktop)/OpenOffice Writer document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Note: the application form is formatted in such a way that the Arts Council can extract information from the form for assessment purposes. It is **very**

important that you type inside the grey boxes in the form, and that you do not delete them and/or type outside them. If you do this, the form will not upload properly.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. For example, this might include a CV, or samples of your current work – e.g. text, video, images or sound recordings (see section **1.7 What supporting material must you submit with your application?**).

You must submit all such supporting material online – if necessary, you should scan or save material in electronic format.

Acceptable file formats

The following table lists file formats for your supporting material.

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

For convenience, gather together all the files you need in an accessible location on your computer.

Submitting URL links

Note: links to streaming platforms may be used to provide samples of work. Stand-alone supporting material such as CVs and letters of support, etc. must be uploaded as separate documents with your application.

Instead of uploading material directly, you may provide links to material hosted on streaming platforms that do not limit access through financial subscription. To do this, copy the URL (the full address of where your material is hosted) into a Microsoft Word/OpenOffice Writer or a PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms include YouTube, Vimeo, Soundcloud and Bandcamp.

Please note that we will not accept links to the following sources:

- File-sharing sites – e.g. Google Drive, OneDrive
- Social-media platforms – e.g. Meta, Instagram
- Your personal website

Note: assessors will only view materials in the URL links that you provide. It is important that you check that any links in the document work **and** that they bring the viewer to the correct source to be able to access and view your supporting material.

Please do not flag your material as 'private' as it will not be accessible for the assessment. Change the settings on your video to 'unlisted' if you do not wish the application supporting material on your YouTube channel to be publicly viewable.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – i.e. it should be clear from the filename whether the document is a CV, a sample text, or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack Architecture Project application.doc russelljack performance clip.mp4 russelljack Architecture Project budget template round 2.xls russelljack youtube link.doc

The total combined limit for all supporting material uploaded with a single application is **40MB**.

2.4 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

2.4.1 Choose a funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

2.4.2 Request funding amount

At this stage specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The **Amount requested** should equal the **Total expenditure** minus the **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

2.4.3 Upload application form and supporting material

Follow the prompts to upload your completed application form, CV/CVs, detailed budget and any other required supporting material (see section **1.7 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft and come back to it later.

Note: if you have completed your application form as a **.docx** file, and you are confident that your application form is filled in correctly (including typing inside the grey fields) but Online Services displays a message saying 'Cannot upload form', please try saving it as a **.doc** file and uploading it again.

2.4.4 Submit application

When you are satisfied that you have uploaded everything you need to support your application and ticked the declaration, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence relating to this application. **Note**: it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

3.   How we assess your application

3.1   Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent.

3.2   The assessment process

Once received, your application will be processed by the Arts Council as follows:

1   After you submit your application, you should receive two emails:

- The first will be sent immediately and will acknowledge your application.

- The second should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.

   Note: these emails only mean that our online system recognises that you have submitted an application. They do not mean that your application is eligible to be assessed.

   If you do not receive the email with your application number, contact onlineservices@artscouncil.ie

2   Your application is checked for eligibility. Please see section **1.8 Eligibility** above.

3   In some cases, the arts area to which you have applied may not be the best fit for your proposal. In such a case, we will contact you and ask you if you are happy for us to move your application to a more appropriate arts team. You will then have a choice to have your application moved, or for it to remain under the arts area to which you applied.

4   Adviser(s) and/or staff make a written assessment of the application based on the criteria for assessment set out in section 3.3 below.

5   Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.

6   A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.

7   Decisions are communicated in writing to applicants.

8   Decisions are noted by Council.

3.3   Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. All applications

are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

A. Artistic merit

The assessment of artistic merit focuses on the applicant and on those involved in the project, as well as on the nature of the proposed arts activity, and includes consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The artform/arts-practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration.

B. Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award (see section **1.1 Objectives and priorities of the award**).

C. Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of:

- The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners
- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

3.4 Peer panels

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts-practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

3.5 Scoring process

The panel is asked to score applications according to the following system:

A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.

B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.

C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.

D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

3.6 Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).
The interest must be declared as soon as the panellist becomes aware of it. This may be at the point at which they are approached to sit on the panel (if the

'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until they receive and review the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.
In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest, they must declare it in writing in advance of the meeting as soon as they become aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.7 Outcome of applications

All applicants are informed in writing about the outcome of their application.

You will be informed by email if your application has not been shortlisted. If your application has been shortlisted, it will go forward for panel review.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been better suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

3.8 Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's

published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.