



Co-funding Award 2025

Guidelines for Applicants

Strand 1

Co-funding Award for Creative Europe Cooperation Projects and European Platforms commencing in 2025.

Funding towards an Irish partner's financial contribution to the project.

Strand 2

Co-funding Award for Partner Meetings in preparation for Creative Europe Cooperation Projects applications.

Funding of up to €2,000.

Deadline: 5.30pm (Ireland time), Thursday, 5 December 2024

CONTENTS

- Important notes.....4**
- 1. About the Co-funding Award 20255**
 - 1.1 Co-funding Award strands for 2025.....5
 - 1.2 Priorities of this award6
 - 1.3 Who can apply6
 - 1.4 Who can't apply.....8
 - 1.5 How much you can apply for9
 - 1.6 Costs that you can apply for..... 10
 - 1.7 Costs that you cannot apply for..... 12
 - 1.8 Activities that you cannot apply for 12
 - 1.9 Disability access costs for artists, participants and audiences..... 13
 - 1.10 What supporting material you need 16
 - 1.11 Eligibility – applications that we won't accept 19
 - 1.12 Getting technical help for your application.....20
- 2. Before you apply.....21**
 - 2.1 Breaking the application process into steps21
 - 2.2 Registering for an Online Services account.....22
 - 2.3 Making sure that you apply under your organisation's name24
 - 2.4 Check the software on your computer before applying.....24
 - 2.5 Take time to prepare your application26
 - 2.6 Prepare your supporting documents26
 - 2.7 Prepare your URL links28
- 3. Completing your application form.....30**
- 4. Submitting your application.....31**
 - 4.1 Log in to your account to start your application31
 - 4.2 Check your contact details31

Deadline: 5:30pm, Thursday 5 December 2025

4.3 Choose the funding that you want to apply for	31
4.4 Enter your requested funding amount	32
4.5 Upload your documents	32
4.6 Submit your application.....	33
5. After you apply – what happens next.....	34
5.1 How we make decisions.....	34
5.2 How we assess your application	35
5.3 Declaration of interest	37
5.4 Next steps if your application is successful	38
5.5 Next steps if your application is unsuccessful	38
5.6 Making an appeal.....	39

Important notes

You need an [Arts Council Online Services account](#) to apply for the Co-funding Award 2025.

You must register for an Online Services account **at least five working days** before you apply.

It can take up to five working days for us to process your registration.

Your registration name and the applicant name on the application form must be in the name of the organisation applying. If you receive funding, it will be paid into the bank account of the applicant organisation.

Applicants with disabilities

The Arts Council makes every effort to provide reasonable accommodations for people with disabilities to engage with our services.

If you have a disability and need help with submitting your application, please contact us as early as possible before the deadline.

Contact: Disability Access Officer

Phone: 01 618 0200 or 01 618 0243

Email: access@artscouncil.ie

Learn more about personal disability [access costs](#) for artists or participants with disabilities.

1. About the Co-funding Award 2025

The Co-funding Award is designed to support Irish arts organisations towards their artistic activities under the [European Cooperation Projects](#) and [European Platforms](#) strands of the Creative Europe Programme 2021–27.

1.1 Co-funding Award strands for 2025

The Co-funding Award 2025 has two strands to support Irish arts organisations.

Strand 1: Co-funding Award for Creative Europe Cooperation Projects and European Platforms commencing in 2025

Strand 1 is for Irish organisations that **have already secured funding** for artistic activities under the Cooperation Projects and European Platforms strands of the Creative Europe Programme 2021–27.

This strand allows them to apply for funding to support **the Irish arts activities** in their project that align with the priorities of this award.

Strand 2: Co-funding Award for Partner Meetings in preparation for Creative Europe Cooperation Project applications

Strand 2 offers support to Irish organisations towards **meetings with potential European partners** in preparation for applications to the Cooperation Projects strand of the Creative Europe Programme 2021–2027.

This strand allows organisations to apply for costs towards flights, accommodation and subsistence **directly related** to planned meetings with potential European partners.

These meetings must take place in Europe.

1.2 Priorities of this award

The priorities of this award align with the priorities of the Arts Council's ten-year strategy (2016–25).

[Learn more about the Arts Council's ten-year strategy.](#)

The specific priorities that apply to your application depend on the strand that you choose.

Strand 1

- Activities that recognise the value of international practice and relationships for both the applicant organisation and for individual artists
- Activities that demonstrate the promotion and development of good practice in the area of audience development along with deepening and growing public engagement in Ireland
- Activities that contribute to ensuring the arts sector is skilled, resourceful and committed to its own renewal

Strand 2

- Proposal demonstrates that the applicant has identified potential European partners and plans are confirmed for meetings in Europe
- The focus of the proposed meetings is clear
- The applicant and potential partners are planning to apply to Creative Europe Cooperation Projects

1.3 Who can apply

Use the criteria below to check if this award is right for your organisation.

Strand 1 criteria

- Arts organisations based in Ireland
- Must have received an offer of funding from Creative Europe Cooperation Projects or European Platforms in 2024
- This offer can be as lead coordinator or partner
- Your application for this award must be in the same calendar year that you received an offer of funding from the European Education and Culture Executive Agency (EACEA)
- You can only apply for one Strand 1 award per Creative Europe Cooperation Project or European Platforms

Note: Non-arts organisations can apply if:

- You identify an Irish arts organisation as a partner in the project
- The funding from this award is used for that partner's Irish arts activities

Strand 2 criteria

- Arts organisations based in Ireland
- You have identified potential European partners
- You are preparing for a Creative Europe Cooperation Project application with a European partner
- You are planning to hold meetings with these potential European partners

Note: You can only apply for one strand in any one year.

Co-Funding 2025: Guidelines for Applicants

Note about equality, diversity and inclusion

As part of our [Equality, Diversity and Inclusion \(EDI\) Policy](#), we encourage applications from all areas of the community.

For this funding scheme, we particularly welcome applications that are representative of the diversity of Irish society. This includes, but is not limited to, any of the characteristics in the list below and initiatives that deliver equitable opportunities or outcomes for everyone involved.

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

1.4 Who can't apply

You can't apply for this award if your organisation is not based in the Republic of Ireland. You may apply for only **one strand** in any one year.

Each strand also has other limitations.

Strand 1

You can't apply for Strand 1 if:

- You have not received funding from Creative Europe Cooperation Projects or European Platforms in 2024
- You previously received a Co-funding Award for this project.

Strand 2

You can't apply for Strand 2 if:

- Your project is a film project
- You previously received a Co-funding Award in preparation of the same project.

1.5 How much you can apply for

The amount that you can apply for depends on the strand that you choose.

Note: Arts Council awards are competitive. We assess applications and the amounts that we award in this competitive context. We also consider the resources that applicants have available to them.

Strand 1 amount

The amount you can apply for depends on the total cost of the Irish arts activities of the project that meet the objectives and priorities of this award.

Example

- Your organisation's total budget for the project is €50,000
- Your portion of the EACEA grant is €30,000
- This means that you need to raise €20,000 for this project
- In this example, €20,000 is the maximum that you can apply for.

Co-Funding 2025: Guidelines for Applicants

However, we expect to see a mixed funding model in your application.

The amount that you are requesting from the Arts Council should not be the sole source of additional income for your project.

Strand 2 amount

The maximum amount that you can apply for is €2,000.

1.6 Costs that you can apply for

The costs that you can apply for depend on the strand that you choose.

Strand 1 costs

You can apply for costs directly related to the implementation of the Irish elements of the successful Creative Europe Cooperation Project or European Platforms.

Some examples of these may include:

- Artists' fees
- Production costs
- Travel and subsistence costs
- Dissemination and publication costs
- Research costs where applicable (i.e. areas of alignment with the objectives of [the Arts Council's ten-year strategy](#)).

You must outline the costs that you want to apply for in the detailed budget template that you submit as part of your application.

Note about artists' fees

The Arts Council is committed to improving the pay and conditions of artists. Our [Paying the Artist Policy](#) outlines this commitment to the fair and equitable remuneration and contracting of artists.

It is important that you read this policy before you apply. You must explain in your application how you ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.

Note about in-kind support

An “in-kind” support refers to anything that your project receives that is not financial. For example, this could be someone donating their time or professional skills to your project without charging a fee.

If you expect to receive in-kind support, you must put a financial value on it. This is so that the contribution it makes to the real value of your proposal is clear.

You should think of in-kind support as both expenditure and income. Whatever amount you declare on the expenditure side, you should also declare on the income side.

Strand 2 costs

You can apply for costs that are **directly related** to meetings that you have with partners to prepare for a Creative Europe Cooperation Project application. These meetings must take place in Europe.

These costs may include:

- Travel and subsistence costs
- Accommodation,

Co-Funding 2025: Guidelines for Applicants

Access costs

You can include disability access costs within your application.

Learn more about [disability access costs](#) for artists, participants and audiences.

1.7 Costs that you cannot apply for

You cannot apply for the costs below as part of this award.

- Costs that do not fit [the priorities of this award](#)
- Costs that are already funded by the EACEA and national funding agencies, including the Arts Council
- Capital costs
- Ongoing core costs.

1.8 Activities that you cannot apply for

You cannot apply for the activities below as part of this award.

- Strand 1 only: activities that are not outlined in the detailed budget that you included with your successful Creative Europe Cooperation Project application
- Activities that do not fit the priorities of this award
- Activities that are better suited for support from another government agency or public agency. Some examples include Culture Ireland, Screen Ireland and third-level institutions
- Non-artistic activities, such as heritage costs or academic activities
- Activities that are better suited to another type of Arts Council award
- Activities for charity fundraising purposes, for the participation in a competition, or for primarily profit-making purposes

Deadline: 5:30pm, Thursday 5 December 2025

- Activities that the Arts Council have already assessed. The exception to this is if we have specifically recommended that you redirect your application to this award.

Note: This recommendation is not an indication that the application will receive funding.

1.9 Disability access costs for artists, participants and audiences

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 disability access costs within your application. There are two types that you can apply for.

Personal disability 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

Co-Funding 2025: Guidelines for Applicants

- Core staff or key administrative personnel.

Examples of support may include:

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

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

Costs for making your work accessible to others – audience disability 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.

Examples of audience disability access costs may include:

- 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 I'm offered 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.

Deadline: 5:30pm, Thursday 5 December 2025

We don't expect you to dilute or remove any disability access support 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 disability access costs

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

If you include disability access costs in your proposal, you must show the costs in two separate lines in the application form:

- A line for personal disability access costs only
- A line for audience disability access costs only.

You should also upload a document listing these costs with your supporting material. If you are applying for both personal disability access costs and audience disability access costs, you should include a document for each type.

Note: Whether you use the Arts Council budget templates or your own budget document, the two types of disability access costs must be shown separately within your budget. See section 4 of the application form for more information about creating your budget.

To see how we assess your application, see section 5 of the guidelines below.

1.10 What supporting material you need

You **must** include supporting material with your application in addition to your application form. These documents help the person assessing your application to get a clearer understanding of your proposal.

If you do not upload supporting material, your application is incomplete and we cannot assess it. Missing supporting material is the most common reason for ineligible applications.

It's important that you read the information below carefully and include the supporting material that we ask for in your application.

The type of supporting material that you must submit depends on the strand that you choose.

Any documentation that you submit as part of your application must be in the name of your organisation.

We will not review any material that is not listed below due to the volume of applications that we receive.

Strand 1 mandatory supporting material

- Copy of your EACEA decision letter
- Copy of the Creative Europe Cooperation Project or European Platforms application form that you submitted for your successful application
- Copy of the Creative Europe Cooperation Project or European Platforms detailed budget form that you submitted for your successful application. It should be in Excel file format.
- A completed Co-funding Award budget sheet. You must use the Excel template file on [our Co-funding Award webpage](#).

Deadline: 5:30pm, Thursday 5 December 2025

- Letters, emails and copies of memorandums of understanding (MOUs) that detail any collaborations or commitments of income towards the proposal that were **not listed** in your Creative Europe Cooperation Project budget form.

Strand 2 mandatory supporting material

- Short up-to-date CVs for you and your proposed partners. Each CV should be a maximum of two pages.
- A detailed budget including your travel, accommodation and subsistence costs. You can use your own budget template or use the Excel file template on [our Co-funding Award webpage](#).
- Evidence of engagement with proposed European partners. Examples of evidence would be a letter of invitation or formal email communication detailing your planned meetings.

Additional supporting material in certain cases

In some cases, you may need to submit some additional supporting material along with your application.

Disability access costs

If your application includes disability access costs, you should upload a document listing these costs. If you are applying for both personal disability access costs and audience disability access costs, you should include a document for each type.

Make sure to list your total disability access costs separately in your own budget document or in the Co-funding Award Excel budget-sheet template.

Learn more about [disability access costs](#) for artists, participants and audiences.

Co-Funding 2025: Guidelines for Applicants

Working with animals

If your proposal involves working with animals, you must provide a copy of your animal welfare protection policies and procedures.

Working with children or young people

If your proposal provides cultural, recreational, educational or other services to children or young people under the age of 18, you must have suitable child-protection policies and procedures in place.

- You must indicate that your proposal is relevant to this age group in section 1 of the application form.
- If you answer 'Yes' and your application is successful, you must demonstrate that you have suitable child-protection policies and procedures in place.
- You must complete our child-protection self-audit form. You do not need to upload an additional document at this time. If your application is successful, you may need to demonstrate that you have suitable child protection policies and procedures in place.
- For more information on child safeguarding and Children First: National Guidance for the Protection and Welfare of Children, you can refer to the [Tusla \(Child and Family Agency\) website](#).

Working with vulnerable adults

If your proposal involves working with vulnerable adults, you must indicate this in section 1 of the application form.

By doing this, you acknowledge that you adhere to the [National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse](#).

Note: We may ask you to provide more evidence of adherence to these policies and procedures if your application is successful.

1.11 Eligibility – applications that we won't accept

We will not accept your application in the following situations.

- You missed the application deadline.
- You did not upload your application form and supporting material through our Online Services funding portal.
- You did not meet the criteria in [1.3 Who can apply](#)
- You did not complete all the required parts of the application form.
- You did not provide the supporting material that we asked for.
- You did not provide your supporting material in the correct format. See [2.5 Prepare your supporting material](#).
- You asked for more than the allowed amount. However, you can ask for additional personal disability access costs if your proposal requires it. See [1.9 Disability access costs for artists, participants and audiences](#)
- You applied for activities or costs that are not covered by this award. See [1.6 Costs that you cannot apply for](#) and [1.7 Activities that you cannot apply for](#).
- Your application is better suited to another Arts Council award. If this happens, we will direct you to the other award.
- Your application is better suited to another government body or public body.

If your application is ineligible, we will not assess it. In that case, you will be able to apply again with the same proposal to a future funding round.

1.12 Getting technical help for your application

To learn more about using the Online Services funding portal, visit the [Frequently Asked Questions \(FAQ\) section](#) of our website.

You can also watch our video guide on [downloading, completing and uploading your application form](#).

If you need technical support while you're making your application, you can contact the Arts Council in the following ways:

- **Email:** onlineservices@artscouncil.ie
- **Phone:** 01 618 0200 or 01 618 0243

Report any technical issues to us as soon as possible ahead of the deadline (for example, not being able to upload your documents).

We deal with queries on a first-come first-served basis.

Note: There is often a high volume of calls as the deadline approaches. We may not be able to resolve technical support calls that we receive after 2.00pm on the deadline date.

2. Before you apply

Read this section before you start your application.

It contains advice to help you create your application in the correct way and on time.

2.1 Breaking the application process into steps

We recommend breaking the application process into the following steps. This will help you to make sure that you submit your application on time.

1. Check if you're eligible

We only assess applications that meet the eligibility criteria for this award.

Read [1.2 Who can apply](#) and [1.3 Who can't apply](#) to make sure that this award is right for you.

2. Register on the Online Services funding portal

You must create an account on the Arts Council's [Online Services funding portal](#) to make an application.

Register early. It can take up to five working days for us to process your registration.

3. Prepare your supporting documents

You must upload your supporting documents through the Online Services funding portal [in the correct file formats](#).

Make sure you have enough time to prepare your documents in these formats.

4. Submit your application on Online Services

Make sure to familiarise yourself with the Online Services funding portal before you submit your application. It's a good idea to do this well before the deadline date.

2.2 Registering for an Online Services account

We can only accept online applications for the Co-funding Award. We don't accept applications in any other way (for example, by post, fax or email).

You need an [Online Services account](#) to submit your application.

New applicants

If your organisation is applying for the first time, you should register for your account as soon as possible.

It can take up to five days for us to complete the registration process for you.

Online Services will email you a unique Artist Registration Number (ARN) and a password for your account within five working days.

How to register as an organisation

1. Go to the Online Services funding portal.
2. Click **Sign up**.
3. Select An organisation / group.
4. Click **Next**.
5. Enter the name of your organisation and your main contact's first name and surname.
6. Enter your organisation's address.

Deadline: 5:30pm, Thursday 5 December 2025

7. Enter your organisation's email address and contact number.
8. If you have one, enter your organisation's tax number.
9. Enter the code for the spam filter.
10. Click **Register**.

Previous applicants

If you've previously registered your organisation for an account, you don't need to make a new account for this application.

You should use your existing account and ARN to apply. If you've forgotten your password, you can [request a new one](#).

Technical requirements for using Online Services

To use the Online Services funding portal, your computer needs to meet the following requirements.

PC

- Microsoft Windows 7 operating system (or a newer version of Windows).

Mac

- Mac OS X v10.5 Leopard (or a newer version of macOS).

You can use any of the popular web browsers to access Online Services, e.g. Google Chrome, Microsoft Edge, Safari, Firefox.

2.3 Making sure that you apply under your organisation's name

We can only pay any funding that we offer into a bank account that is held in the name of the organisation that you registered with and enter in section 1.1 of the application form.

This means that any documentation that you submit as part of your application must be in the name of your organisation.

Example

You apply to the Arts Council for funding under the name “Ballyfermot Arts Centre”. Any documentation that you submit must be in this name. This includes bank details and tax details.

Strand 1

The applicant is the Irish-based organisation that will receive any grant offered and that will be required to accept the terms and conditions of the grant.

Strand 2

The applicant is the Irish-based organisation applying to undertake planned meetings with potential European partners in preparation for a Creative Europe Cooperation Project application.

2.4 Check the software on your computer before applying

You must use a desktop or laptop computer to submit your application. You cannot apply using a mobile phone, tablet or other device.

Deadline: 5:30pm, Thursday 5 December 2025

You need to use Microsoft Word (Desktop) or OpenOffice Writer to complete your application form. Make sure that you have one of these programs installed on your computer.

Using OpenOffice

OpenOffice Writer is free software that you can download from [OpenOffice's official download page](#).

You can learn more about using OpenOffice to complete your application form in [this Arts Council video](#).

You must use OpenOffice Writer version 4.0.1 or earlier.

More recent versions of OpenOffice Writer can alter how our application forms appear when they're submitted through Online Services.

If you have any issues installing or using OpenOffice, contact onlineservices@artscouncil.ie as soon as possible. This is to make sure that we have enough time to help you resolve the issue.

Important notes for Apple Mac users

If you have a Mac with the operating system Mac OS Mojave (10.14) or earlier, the OpenOffice website might tell you that you need to download version 4.1.1 or 4.1.2.

Ignore this recommendation and download 4.0.1 instead.

If you have a Mac with the operating system Mac OS Catalina (10.15) or newer, you won't be able to install OpenOffice 4.0.1. You need to install OpenOffice version 4.1.11 or newer instead.

2.5 Take time to prepare your application

You should give yourself plenty of time to prepare for submitting your application. This is so you have enough time to make the best possible application that you can.

Download the application form from your Online Services account as early as possible so that you can get familiar with it.

Make sure to check that:

- You are applying for the right award
- You have downloaded the correct application form
- Your application meets the guidelines in this document
- You have enough time to complete all the application tasks before the deadline.

You should upload your application to the Online Services funding portal **at least 48 hours** before the deadline.

That way, if you have any technical difficulties, you will have time to contact us to help you.

Note: Online Services often has heavy traffic on the final afternoon of the closing date and your documents may take much longer than usual to upload.

2.6 Prepare your supporting documents

You must include supporting documents with your application in addition to your application form. This helps the person assessing your application to get a clear understanding of your proposal.

Deadline: 5:30pm, Thursday 5 December 2025

To see exactly what you need to submit, go to [1.9 What supporting documents you need.](#)

We will only accept supporting documents that you upload in electronic format to the Online Services funding portal. If you have documents that are not in electronic format, you should scan them and save them so that you can upload them.

You must also submit all your supporting documents in separate files.

Acceptable file formats

Check the table below to see the file formats that you can use as part of an application. You can only submit these file types.

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
PDF files	.pdf

Co-Funding 2025: Guidelines for Applicants

Naming your files

It's a good idea to collect all your files in one folder on your computer so that they are easier to upload altogether.

Use filenames that make it clear what your files contain or represent.

It should be clear from the filename whether the document is a CV, a budget sheet or another type of supporting material.

Here are some examples of files with clear filenames for an applicant called Ballyfermot Arts Centre:

- BallyfermotArtsCentre - Budget.xls
- BallyfermotArtsCentre - Personal Disability Access Costs.doc

File size limits

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

2.7 Prepare your URL links

To provide us with samples of your work, you can:

- Upload them directly to Online Services
- Use URL links (the full addresses where your material is hosted) to streaming platforms.

If you want to use links, copy the URLs into a Microsoft Word, OpenOffice Writer or a PDF document. Then, upload the document in Online Services along with your supporting documents.

Deadline: 5:30pm, Thursday 5 December 2025

Some examples of acceptable sharing platforms include YouTube, Vimeo, SoundCloud and Bandcamp.

We don't accept links to the following sources:

- File-sharing sites – e.g. Google Drive, OneDrive
- Social-media platforms – e.g. Meta, Instagram
- Streaming platforms that limit access to paid subscribers
- Your personal website.

Important: You can only provide samples of work using URLs.

You must upload other supporting documents such as CVs or letters of support as files.

Tips for using URL links

- Assessors can only use the materials in the URL links you provide
- Make sure to check that any links you submit are working and make sure that they bring the viewer to the correct source
- Make sure that you set the viewing permissions of your material to “Public”.
- We won't be able to view materials that are set to “Private”
- If you want to share a YouTube video with us but you don't want the video to be public, you can [change your video's privacy setting to 'Unlisted'](#)

3. Completing your application form

Each section of the application form has guidance to help you know what to include.

You must complete all the required sections of the application form. If you don't, your application will be ineligible and we can't assess it.

Important: The application form has a special format so that we can extract information from it for assessment.

It is very important that you:

- Type inside the grey boxes in the form
- Do not delete them or type outside them.

If you don't follow this advice, your application form will not upload.

4. Submitting your application

After you've completed your application form, you can follow the steps below to upload it through the Online Services funding portal and submit it.

4.1 Log in to your account to start your application

1. Go to the [Online Services login page](#).
2. Log in to your account.
3. Click **Make an application** at the bottom of the page.

4.2 Check your contact details

4. Under **Declaration of identity**, check that the contact details are correct.
5. If they're correct: tick the checkbox next to **Please confirm that your details are correct**.
6. If they're not correct: click **Do you need to update your profile?** and update your contact details.
7. Click **Next**.

4.3 Choose the funding that you want to apply for

8. Under **Choose funding programme**, select **Co-funding Award** using the Funding dropdown menu.
9. Under **Available Award**, select the relevant artform or arts practice.
10. Enter a name for your application in the **Your reference** field.
11. Click **Download application form** to download the form for this award. [Learn more about completing your application form](#)
12. Click **Next**.

Co-Funding 2025: Guidelines for Applicants

Note: While you're completing the form, you may get logged out of Online Services. You can sign back in to continue submitting your application.

4.4 Enter your requested funding amount

13. Under **Application amount requested**, enter the amount you want to ask for, the total income you expect, and the total expenditure you expect.
14. The **Amount requested** should equal the **Total expenditure** minus the **Total income**.
Note: The amounts you enter here should match what you entered in your detailed budget file.
15. Click **Next**.

4.5 Upload your documents

16. Under Upload application form, click **Choose File**.
17. Select your application form from where you have saved it on your computer.
18. Click **Upload**.
Note: If you see a message that says "Cannot upload form", try saving your application form as a .doc file and upload it again. If you still can't upload it, [contact us](#).
19. Under **Upload supporting material**, select the type of document you want to upload using the dropdown menu.
Important: Do not select "Post document".
20. (Optional) Add a note here to describe the material that you're uploading.
21. Click **Browse**.
22. Select the supporting document file from your computer.

23. Click **Upload**.
24. Repeat steps 4-8 for all of your supporting documents.
25. Click **Next**.

4.6 Submit your application

26. Check the details of your application carefully.
27. Under **Declaration**, tick the checkbox beside **I agree to the above declaration**.
Note: You cannot submit your application unless you tick this box.
28. Click **Submit**.

Notes about submitting your application

- Click **Save Draft** at any time to save your application without submitting it.
- You can come back to your application and make changes until you submit it.
- After you submit your application, you won't be able to make any more changes. Review it carefully before you submit it.
- If you realise you've made a mistake after you've submitted your application, contact us as soon as possible.

Need support?

Contact us if you need technical support while submitting your application.

- **Email:** onlineservices@artscouncil.ie
- **Phone:** 01 618 0200 or 01 618 0243

We can't guarantee technical support if you call after 2.00pm on the closing date.

5. After you apply – what happens next

After you submit your application, you'll get:

- An email immediately to tell you that we received your application.
- A second email a few minutes later with your application number.
Note: if you don't get this email, contact us as soon as possible.
- A decision email within 15 weeks to tell you if your application has been successful. However, this time frame depends on the volume of applications that we receive.

Note: If you don't receive these emails from us, contact us at onlineservices@artscouncil.ie as soon as possible.

5.1 How we make decisions

The Arts Council assesses all eligible applications that we receive. We make decisions on these applications and communicate our decisions to applicants according to our procedures.

Our aim is to make sure that the system for awarding funding is fair and transparent.

We process all applications we receive as follows:

- We check the [eligibility of the application](#). All eligible applications progress to the assessment stage.
- We notify any ineligible applicants by email.
- Arts Council staff assess the eligible applications based on our criteria for assessment and our scoring process.
- Arts Council staff decide if an application should receive funding.
- We communicate the decisions by email to applicants.

- The Arts Council board notes the decisions.

Your application is assessed by the team responsible for managing this programme.

If you also select other artforms or arts practices as relevant to your application, the primary team may ask for a secondary assessment from another team.

5.2 How we assess your application

Arts Council awards are competitive. We assess applications in this competitive context. We also consider the available resources that applicants have.

In 2024, 67% of Strand 1 applicants and 71% of Strand 2 applicants were successful.

Your application will be assessed based on the following:

- How it meets the purpose and priorities of this award
- Feasibility.

Meeting the purpose and priorities of this award

We assess applications on how well they meet the objectives and priorities of this award as outlined in section [1.2 Purpose and priorities of the award](#).

These objectives and priorities align with the Arts Council's strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland*.

The priorities that apply to your application depend on the strand that you choose.

Co-Funding 2025: Guidelines for Applicants

Strand 1

- Activities that recognise the value of international practice and relationships for both the applicant organisation and for individual artists
- Activities that demonstrate the promotion and development of good practice in the area of audience development, along with deepening and growing public engagement in Ireland
- Activities that contribute to ensuring the arts sector is skilled, resourceful and committed to its own renewal

Strand 2

- Proposal demonstrates that the applicant has identified potential European partners and plans are confirmed for meetings in Europe
- The focus of the proposed meetings is clear
- The applicant and potential partners are planning to apply to Creative Europe Cooperation Projects

Feasibility

We assess the feasibility of your application based on how you demonstrate your capacity to deliver your proposed activities.

The aspects of feasibility that we assess depend on the strand that you choose.

Strand 1

- 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 other resources
- The access to other resources

Strand 2

- The track record of personnel involved
- The extent of commitment of identified project partners
- The proposed timetable or schedule

5.3 Declaration of interest

The Arts Council has a Conflict of Interest (Col) Policy to make sure that the assessment process is not unfairly influenced. To ensure fairness and equity in decision-making, staff members and advisers must declare a conflict of interest where:

- They have a close personal or professional link with the applicant
- They are linked in any way with the application.

An “interest” can be either “pecuniary” or “non-pecuniary.”

- Pecuniary: where a person may stand to gain financially from a decision
- Non-pecuniary: familial relationships or partnerships, personal friendships, or formal or informal business partnerships, etc.

The staff member or adviser must declare their interest as soon as they become aware of it.

Co-Funding 2025: Guidelines for Applicants

The Arts Council will ensure the staff member or adviser is not involved in any aspect of the decision-making process relating to this application.

5.4 Next steps if your application is successful

If you're successful, we will email you with an offer.

This offer has the details of the amount of funding we have awarded you and the terms and conditions of the award. You will also receive information about how to draw down your award.

You must accept your offer of funding through your Online Services account.

In a separate email, you will receive the payment guide for this award. This contains instructions on how to accept your offer and draw down your funding.

5.5 Next steps if your application is unsuccessful

The Arts Council receives a large volume of applications. Demand for funding always exceeds the resources that we have available.

If your application is not successful, you can request feedback from Arts Council staff.

Note: Complying with our eligibility guidelines and application procedures does not guarantee that you will receive funding.

Applying again with the same activity

If your application is unsuccessful, you can't apply for funding for the same activity through another Arts Council award.

If we feel that your proposal is better suited to a different award, we may make an exception and allow you to apply.

In this case, we will inform you by email.

5.6 Making an appeal

You can appeal against a funding decision if you feel that:

- we have not followed our published procedures for administration and assessment
- we have not applied our published procedures for administration and assessment fairly

You must be able to show us the reasons for your appeal.

[Learn more about our appeals process](#)