



Culture Night Late 2025

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 6 March 2025

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

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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:

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- 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.
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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

- **01 618 0200**
- **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 **at least forty-eight hours** before the advertised deadline. <http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/>

To watch our video guide to making an application on YouTube, go to <https://www.youtube.com/artscouncildemos>

1. About Culture Night Late

1.1 Objectives and priorities of the award

Culture Night Late is designed to support events that will begin after 9pm and continue late into the night on Culture Night, Friday 19 September 2025. The award is offered in partnership with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media under the Night-Time Economy Taskforce. The award is to encourage more inclusive and innovative flagship late-night arts events suitable for a range of audience types. Events should attract a large, diverse audience and offer audiences a greater diversity in their Culture Night experience late into the night.

The award will support:

Strand 1: Culture Night Late Flagship Events

Strand 1 will support innovative, large-scale, flagship late-night events, beginning after 9pm, with an audience capacity of over 500 people. The lead applicant must be either a local authority arts office, arts centre, arts organisation, arts festival or production company.

Applications must be made in partnership and involve a local authority arts office, either as lead applicant or project partner.

Each local authority arts office can only submit one application as lead applicant or supporting partner under Strand 1.

In 2025 it is anticipated that up to eight awards will be made under Strand 1.

Strand 2: Culture Night Late Events

Strand 2 will support innovative late-night events for a unique audience experience, beginning after 9pm, with an audience capacity of over 200 people. The lead applicant must be either a local authority arts office, arts centre, arts organisation, arts festival or production company.

Applications must be made in partnership and involve a local authority arts office, either as lead applicant or project partner.

Each local authority arts office can only submit one application as lead applicant under Strand 2.

In 2025 it is anticipated that up to ten awards will be made under Strand 2.

The scheme is rooted in the policies set out in 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 in the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media *Report of the Night-Time Economy Taskforce* (see here: <https://www.gov.ie/en/publication/c1ba7-report-of-the-night-time-economy-taskforce/>).

The Arts Council has identified the following as strategic priorities for support through this award:

- **Public space:** the importance of accessible shared places and spaces and how these are or can be used for the wider engagement of the public through the arts – e.g. outdoor spaces (parks, streets, town squares) and public buildings/spaces not ordinarily used for the arts with due consideration for permissions and noise curfews as they apply locally
- **Artistic excellence:** high-quality, ambitious and collaborative approach for excellent arts activities in any or multiple artforms or practices
- **Innovative and unique events:** testing new ground and exploring multidisciplinary arts activities across many artforms
- **Younger audiences:** proposals that demonstrate (through a track record) that the applicant and partners involved have the capacity to deliver a high-quality artistic project that will be relevant and engaging for younger audiences (18–24 years).
- **Partnership:** i.e. identifying relevant arts and public partners that can support the delivery of a Culture Night Late event
- **Public engagement and inclusion:** i.e. have core considerations around access, equality, diversity and inclusion as per the Arts Council's [Equality, Diversity and Inclusion policy](#) and which address the challenges outlined in pages 12–13 of the *Report of the Night-Time Economy Taskforce*
- **Supporting artists:** ensuring best practice in payment of artists as per [Paying the Artist policy](#) and ensuring due consideration is given to working with artists with disabilities
- **Financial support:** the level of cash and/or in-kind investment by the supporting partner(s). This must be a minimum of 25% of the event's total costs.
- **Open and free to the public:** events must be free to the public, with ticketing or pre-booking arrangements in place as appropriate
- **Commencing at 9.00pm** or later and continuing late into the night with due consideration for licensed opening hours, permissions, noise curfews, etc. as they apply locally.

1.2 Who can apply?

- The award is **open to local authority arts offices (including Ealaín na Gaeltachta), arts festivals, arts centres, production companies and arts organisations only** to create a Culture Night Late event in a public space or place.
- Lead applicants must be **either:**
 - a) A local authority arts office in partnership with one or more arts centre/arts organisations/arts festival/producer/curator/production company, **or**
 - b) An arts centre/arts organisation/arts festival/production company in partnership with a local authority arts office and other arts partners/artists.
- In partnerships where more than one applicant qualifies to be lead applicant, the identification of the lead applicant is at the discretion of the partners.
- **All applications must involve a local authority Arts Office, who are the local coordinators of Culture Night.** Other potential partners include arts centres, arts

organisations, arts festivals, artists, non-arts groups/organisations/production companies /agencies etc.

- Non-arts organisations could be considered partners in a project on condition that the project involves two or more arts partners.
- The applicant is the organisation that will receive any grant offered and which will be required to accept the terms and conditions of the grant.
- The grant will be paid only into a bank account held in the name of the lead applicant.
- All documentation provided must be in the name of the lead applicant.

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

- Age
- Civil or family status
- Disability
- Gender
- Membership of the Traveller community
- Race
- Religion
- Sexual orientation
- 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 cannot apply?

This scheme is only open to local authority arts offices or arts centres/arts organisations/arts festivals/production companies in the Republic of Ireland, including Ealaín na Gaeltachta.

Applications must be made in partnership and involve a local authority arts office either as lead applicant or project partner.

An organisation or individual who does not fit into this category is not eligible to apply as lead applicant.

1.4 What may you apply for?

This award has two strands for events that will take place on Culture Night 2025:

- **Strand 1: Culture Night Late: innovative, large-scale, flagship late-night events** (audience capacity of over 500 people)

The maximum you can apply for is €16,500.

- **Strand 2: Culture Night Late events: innovative late-night events for a unique audience experience** (audience capacity of over 200 people)

The maximum you can apply for is €5,000–€8,000

The award will cover 75% of costs, and the remainder (at least 25%) should be matched by the applicant/project partners.

The award will cover artists' fees, curatorial fees, production fees and costs (this can include the hire or creation of temporary structures), technical costs and security. The award will not cover fixed capital costs or assets.

In addition to the normal limits stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining these additional costs.

Access costs for artists or participants¹ with disabilities

We are committed to making our funding schemes and the work we fund accessible to everyone. To meet this goal, we offer financial supports to remove barriers for artists and participants with disabilities. These are known as disability access costs.

We take the description of disability from the UN Convention on the Rights of Persons with Disabilities, together with Irish legislation and case law. We broadly include all people with disabilities. For example, people with physical, medical, cognitive, intellectual, learning, emotional, or sensory impairments.

There are two types of disability access costs that you may need to consider for your application: personal disability access costs and audience disability access costs.

The Arts Council provides separate funding for personal disability access costs in addition to your core budget. You must fund audience disability access costs from within your core budget.

1. Personal disability access costs

These supports should help you to 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, mentors or collaborators
- Production staff
- Core staff or key administrative personnel

¹ The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities.

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

- An ISL interpreter for a participant or participants
- Services of an access support worker
- Additional rehearsal or studio time.

Note: you can apply for these costs in addition to the maximum amount available for the award.

2. Audience disability access costs

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

Examples of supports 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 Braille or audio.

Note: the Arts Council does not currently provide additional funding for these costs. You must include these costs in your core application budget.

How to apply for disability access costs

If you include disability access costs in your proposal, you must upload a document listing these costs with your supporting material. An optional template is available in the Payments Templates page on the Arts Council website. You must also show the costs in two separate lines in your application form:

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

Note: whether you use your own document or the Arts Council template, the two types of disability access costs must be shown separately.

What if the funding I am 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. We will also discuss an appropriate adjustment to your disability access costs.

How do I claim my personal disability access costs?

If your application is successful, we will give you information on how to draw down your funding. Personal disability access costs are drawn down separately from your core funding. You may be asked to complete a short report on how you used these funds.

How much funding should you apply for?

The maximum amount you may request is 75%, this is the difference between the **proposed expenditure** and the **proposed income (25%)** 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, sponsors or benefit in kind.
- In applying for Culture Night Late, you are required to submit a detailed budget listing all items of income and expenditure relating to your proposal.

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. 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 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:

- In 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 in all three; and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.5 What may you not apply for?

Each local authority arts office can only submit one application as lead applicant or supporting partner under Strand 1.

Each local authority arts office can only submit one application as lead applicant under Strand 2.

Costs that you may not apply for include the following:

- Major capital purchases or investment into fixed capital expenditure or assets
- Ongoing core costs; however, project-management costs as they relate to the delivery of the proposal are eligible
- Costs that do not fit the purpose of the award.

Activities that you may not apply for include the following:

- Activities that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place before a decision is made on your application
- Activities that are for fundraising for other organisations by registered charities
- Activities that are for participating in a competition
- Activities that are for profit-making
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have 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.

1.6 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 very carefully the following list of required supporting material as failure to comply with this is the most common reason for applications being deemed ineligible.

You **must** submit the following supporting material online:

- A statement/letter of support from each participating partner/performer outlining their permissions, objectives, expectations and commitment in relation to the project – see ‘Acceptable file formats’ under section **2.3 Prepare any supporting material required for the application**
- Detailed budget listing all items of income and expenditure relating to your proposal
- Detailed up-to-date CVs or profiles for all the artists involved in the proposed project (if known at the time of the application)
- Examples of any previous large-scale productions/presentations by relevant partner organisations that demonstrate a track record in delivering similar-scale events
- Evidence of other financial support, including benefits in kind or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of offer, a statement of support, or a similar document
- Health-and-safety compliance/guidelines or draft event-management plan showing that the programme of work can take place safely at the time of the event.

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

Additional material required in certain circumstances

- Please provide a document outlining the audience disability access 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](#)).

* Please note that 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.

1.7 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 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 1.3 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 1.4 above.
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.5 above (except where you are applying for an additional amount to cover participant or personal disability access costs).
7. You fail to provide all mandatory supporting materials, as set out in section 1.6 above through OLS.
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: if 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.

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 Internet browser will need to meet the following requirements to use Online Services successfully:

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- | | |
|------------|--|
| PC | <ul style="list-style-type: none">• Windows 7 operating system or a newer version of Windows• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox |
| Mac | <ul style="list-style-type: none">• Mac OS X v10.5 Leopard or a newer version of the Mac operating system• OLS will work with the latest versions of all browsers – e.g. Microsoft Edge, Google Chrome, Safari, Mozilla Firefox |
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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=iT9Xxgmg0Eo>

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 **1.6 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 PDF 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 (Desktop)/OpenOffice Writer or a PDF document and upload it as a weblink-supporting document.

While not an exclusive list, examples of acceptable sharing platforms would be YouTube, Vimeo, SoundCloud, 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**.

Note: these characters are not allowed in filenames " * : < > ? / \

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 return 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 or CVs, detailed budget and any other required supporting material (see section **1.6 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. Processing and assessment of applications

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

All applications received are processed by the Arts Council as follows:

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- 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 for funding.

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

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- 2 Your application is checked for eligibility. Please see section **1.7 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 recommend an application as shortlisted or not shortlisted.
 - 5 A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
 - 6 Decisions are communicated in writing to applicants.
 - 7 Decisions are noted by Council.
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Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it may take up to ten weeks from closing date to decision.

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.

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 material submitted
- The potential of the applicant and the artistic personnel, as evidenced in the application form and the supporting materials submitted
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration in the context of the night-time economy
- The artform/arts-practice context in which the activity is proposed.

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**).

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.

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.

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 when 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 Arts Council staff member would replace one of the panellists so that two are not sharing the same conflict. If this is not possible, the arts team manager and the panel 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.

3.5 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 circumstances you will be informed in writing.

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.