Visual Arts 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 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 Visual Arts Project Award

1.1 Objectives and priorities of the award

There are three strands to the award: Strand 1 for Planning and Pre-Production; Strand 2 for Mid-Scale Production; and Strand 3 for Large-Scale Production. The Arts Council encourages applicants that have been successful under Strand 1 to apply to Strand 2 or Strand 3 at a later date.
Each strand has its own **objectives and priorities:**

Strand 1: Planning and Pre-Production

The purpose of the Planning and Pre-Production strand is to support artists, curators, producers or eligible organisations to research, prepare and confirm plans for new, ambitious visual artwork that will be presented in the future. This strand supports the development and preparation of a project or commission rather than its public presentation or outcome. Strand 1 is for the initial phase of a project.

Priority in this strand will be given to proposals that:

- Demonstrate a capacity to deliver a specific project or commission outcome in the future providing project plans, timelines, proposed collaborators and/or partners
- Demonstrate plans for the project's production, presentation and engagement with the public
- Build relationships, partnerships and collaborations towards a specific ambitious project or commission
- Secure permission for art in public spaces, unconventional sites and venues
- Support the process of art-making, producing and commissioning.

Strand 2: Mid-Scale Production

The purpose of the Mid-Scale Production strand is to support the producing and commissioning of ambitious projects in the visual arts, focusing on presentation and engagement with the public. Projects that specifically aim to enhance and extend the public's experience of, and involvement with, visual arts will be prioritised. These projects can take place in a public space, a gallery setting, unconventional sites and venues or on digital platforms. Strand 2 is for the final phase of a mid-scale project.

Priority in this strand will be given to proposals that:

- Create and present work that is ambitious in its vision and execution
- Focus on the public's experience of the visual arts
- Produce art commissions, collaborations and partnerships at mid-scale

- Present visual art to the public in alternative and innovative settings.

Strand 3: Large-Scale Production

The purpose of the Large-Scale Production strand is to support the producing and commissioning of ambitious projects in the visual arts, focusing on presentation and engagement with the public. Projects that specifically aim to enhance and extend the public's experience of, and involvement with, visual arts will be prioritised. These projects can take place in a public space, a gallery setting, unconventional sites and venues or on digital platforms. Strand 3 is for the final phase of a large-scale project.

Priority in this strand will be given to proposals that:

- Create and present work that is ambitious in its vision and execution
- Focus on the public's experience of the visual arts
- Produce art that results from commissions, collaborations and partnerships at a large scale
- Present visual art to the public in alternative and innovative settings.

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/).

1.2 Who can apply?

The award is open to professional artists[1] and arts practitioners (e.g. curators, producers) working in all genres and at all stages of their professional careers. It is also open to organisations that are not currently funded by the Arts Council through its grant programmes.

To be eligible to apply, applicants must:

- 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.

> 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

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[1] The Arts Council defines a professional artist as an individual who identifies themselves, and is recognised by their peers, as a practising professional artist. The applicant does not have to make their living exclusively through their arts practice.

- 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 that 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.

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 cannot apply include the following:

- Organisations currently in receipt of funding under the following Arts Council programmes: Strategic Funding, Arts Centre Funding, Partnership Funding – 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

- Organisations or individuals in receipt of 2025 Arts Grant Funding

- 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 different funding levels available according to which strand you are applying for:

	Maximum amount
Strand 1: Planning & Pre-Production	**€12,000**
Strand 2: Mid-Scale Production	**Under €25,000**
Strand 3: Large-Scale Production	**€25,000 to €80,000**

You may apply for only **one** strand of the award per round. If you apply for Strand 1, you may apply for Strand 2 or Strand 3 in the future for the production and presentation of the project.

You must clearly indicate which strand you are applying for in section 1.3 of the application form.

How much funding should you apply for?

For all strands, 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. We have published a <u>policy</u> 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 two stages during 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 both, and make sure that the amount requested equals **total expenditure** minus **total income**.

Note: when applying for Visual Arts Project Award Strand 2: Mid-Scale Production or Strand 3: Large-Scale Production funding, you must also submit a **separate detailed budget** listing all items of income and expenditure relating to your proposed project.

Access costs for artists or participants[2] 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,

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

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
- 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 can you not apply for?

You cannot apply for more than one project award in any artform/arts-practice area in any one round of funding – e.g. the same applicant cannot apply for a Visual Arts Project Award and a Theatre Project Award in the same round.

Activities and costs that you may not apply for include the following:

- Ongoing core costs (e.g. subventions to organisational revenue, unrelated salaries, etc.)

- Major capital purchases (e.g. heavy machinery, workspace improvements, etc.)
- Activities or costs 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 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
- Projects that solely involve the touring of existing productions
- The cost of producing exhibition and retrospective catalogues
- 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.

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.

Note: there are different supporting materials required for Strand 1 and Strands 2 and 3 of the Visual Arts Project Award.

In order for your application to be considered eligible, you **must** provide the following:

For applications under Strand 1: Planning & Pre-Production:

1. Up-to-date CVs or biographies (max. three pages) for each of the key artists and personnel involved in the proposed project.
2. A basic project plan that documents proposed stages and milestones that are most important to the project (e.g. timeline, roles and responsibilities, actions required).
3. Letters/emails of support and/or copies of MOUs that outline the details of collaborations, producing partners and/or confirming any commitments of income either in cash or in kind.

4. <u>Examples of previous work</u> relevant to the proposed project. The work should be clearly labelled and accompanied by a brief context note for each example.

Please see Section 2.3 on **acceptable file formats** for further information on this.

Depending on the nature of your proposal, examples of work might include:

   a. Still images: a maximum of ten good-quality still images (e.g. detailed images, installation shots, etc.)

   b. Moving images/video material/recordings: a maximum of three excerpts from moving image/video work/recordings (three-minute samples) with corresponding explanations

   c. Relevant writing samples/reviews/brochures/articles – no more than ten pages (please limit the file size of brochures)

   d. Evidence of prizes/awards

   e. Other document types you think may be relevant to your proposal within a limit of three pages.

For applications under <u>Strand 2: Mid-Scale Production or Strand 3: Large-Scale Production</u>:

1. <u>Up-to-date CVs or biographies</u> (max. three pages) for each of the key artists and personnel involved in the proposed project.

2. <u>Letters/emails of support and/or copies of MOUs</u> that outline the details of collaborations, producing partners, exhibiting venue(s) and/or confirming any commitments of income either in cash or in kind.

3. <u>Examples of previous work</u> relevant to the proposed project. The work should be clearly labelled and accompanied by a brief context note for each example.

Please see Section 2.3 on **acceptable file formats** for further information on this.

Depending on the nature of your proposal, examples of work might include:

   a. Still images: a maximum of ten good-quality still images (e.g. detailed images, installation shots, etc.)

   b. Moving images/video material/recordings: a maximum of three excerpts from moving image/video work/recordings (three-minute samples) with corresponding explanations

      c. Relevant writing samples/reviews/brochures/articles – no more than ten pages (please limit the file size of brochures)

      d. Evidence of prizes/awards

      e. Other document types you think may be relevant to your proposal within a limit of three pages

4. <u>A public-engagement plan</u> that outlines who the work is for and how they will be enabled/encouraged to engage with the project. These plans must focus on achievable audience/participant targets along with a proposed methodology for achieving these (max. five pages).

5. <u>A detailed project plan</u> that confirms the stages and milestones that are most important to the project (e.g. timeline, roles and responsibilities, actions required)

6. <u>A detailed budget</u> **separate from and in addition to** the budgetary information requested within the application form. This should set out all of the project's costs and any projected income. **Note:** this must include proposed rates of pay for artists and all personnel involved. Rates of pay should be realistic and commensurate with the practitioners' level of professional experience.

Note: if you fail to provide the mandatory support material listed under the strand you are applying for, your application will be deemed **ineligible** and will not be assessed.

In order to assess the volume of applications that we typically receive in a timely manner, we **cannot** review any supporting material 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).

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

Format for supporting material

All supporting material for this funding programme must be submitted online**.** Hard-copy supporting material will not be accepted. Please follow these guidelines.

- Please ensure that any image list includes contextual information outlining details of the work, when and where it was presented, and thematic/general comments.
- The Arts Council asks applicants to upload all supporting material as **one single document**. If you choose to do this, you should include a contents page at the front of the document listing the page numbers for all sections, such as CVs, image-list, links, budgets, etc.

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 up to three samples of moving-image work, 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: if your application is ineligible, it will not be assessed and you can apply again with the same proposal in future funding rounds. If you do reapply, you should ensure that you meet the eligibility requirements.

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.