



Visual Arts Project Award 2027

Guidelines for applicants

Deadline for submitting applications:

5.30pm (Ireland time)

Thursday, 23 July 2026

Strand 1

Planning and Pre-production

Strand 2

Production and Engagement

Strand 3

Partnership Production and Engagement

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Important information

You need an Arts Council Online Services account to apply for the Visual Arts Project Award 2027.

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 person applying. If you receive funding, it will be paid into the bank account of the applicant.

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: disabilityaccess@artscouncil.ie

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

Data protection

The Arts Council collects data from you as part of your application. We ask you to supply this data to enable you to apply for funding and to allow us to assess your application.

The data we collect includes personal data such as your name and email address.

We recommend that you read [our privacy notices](#) for information on how we process and protect your personal data.

If you have any concerns about your data, contact us at dataprotection@artscouncil.ie.

1. About the Visual Arts Project Award 2027

The Visual Arts Project Award is an Arts Council funding scheme that supports the commissioning, production and presentation of new works by visual artists in public spaces, conventional gallery settings, festivals and unconventional sites or venues.

It prioritises projects that specifically aim to enhance and extend the public's experience of, and involvement with, the visual arts in the Republic of Ireland.

The award is open to applications from the breadth of contemporary visual arts practice. Applicants will need to demonstrate evidence of a track record of practice that is well-situated within visual arts contexts.

Applications from beyond the recognised scope of contemporary visual arts practice are not eligible for this award. Some examples include:

- Traditional crafts and applied arts
- Jewellery-making
- Design
- Commercial illustration
- Commercial photography
- Commercial art direction
- Commercial animation
- Documentary filmmaking
- Film/theatre prop-making
- Costume making
- Fashion design.

This is a one-year award. It is not a multi-annual award.

1.1 Objectives of the award

There are three strands to the award:

- Strand 1: Planning and Pre-production
- Strand 2: Production and Engagement
- Strand 3: Partnership Production and Engagement.

Each strand has its own objectives.

You can only apply for one strand of the award in this funding round. Enter the strand that you are applying for in section 1.4 of the application form.

Strand 1: Planning and Pre-production

The purpose of Strand 1: Planning and Pre-production is to support artists, curators, producers or eligible organisations to research, prepare and confirm plans for new ambitious visual arts projects that will be presented in the future.

Strand 1 is for the initial phase of a project. It supports the development and preparation of a project or commission rather than its public presentation or outcome.

We will give priority in this strand to proposals that:

- Demonstrate a capacity to deliver a specific project or commission outcome in the future by providing project plans, timelines, proposed collaborators and/or partners.
- Demonstrate plans for the project's production, presentation and engagement with the public.

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- 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 artmaking, producing and commissioning.

The Arts Council encourages applicants that have been successful under Strand 1 to apply to Strand 2 or Strand 3.

Strand 2: Production and Engagement

The objective of Strand 2: Production and Engagement is to support the production and commissioning of ambitious projects in the visual arts. It focuses on presentation and engagement with the public.

We will prioritise projects that specifically aim to enhance and extend the public's experience of and involvement with the visual arts.

Strand 2 is for the final phase of a project. These projects can take place in public spaces, gallery settings, festivals and unconventional sites or venues.

We will give priority 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.
- Present visual art to the public in alternative and innovative settings.

Strand 3: Partnership Production and Engagement

The objective of Strand 3: Partnership Production and Engagement is to support the production and commissioning of ambitious projects in the visual

arts. It focuses on presentation and engagement with the public on a very ambitious scale.

Applications under Strand 3: Partnership Production and Engagement must be supported by organisations with a **significant** track record in the presentation of visual arts to audiences.

We will prioritise projects that specifically aim to enhance and extend the public's experience of and involvement with the visual arts.

Strand 3 is for the final phase of a project. These projects can take place in public spaces, gallery settings, festivals, unconventional sites and venues.

We will give priority 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.
- Present visual art to the public in alternative and innovative settings.
- Produce art that results from commissions, collaborations and partnerships.
- Reflect strong relationships and support structures and/or level of investment between the applicant and project partner(s) to lead to high-quality production values for the completed work.

Strategic priorities

We will prioritise projects that specifically aim to enhance and extend the public's experience of, and involvement with, the visual arts in the Republic of Ireland.

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The priorities of this award align with the priorities of our [Visual Arts Policy and Strategy 2019](#).

1.2 Changes to the Visual Arts Project Award 2027

You must submit a Visual Arts Project Budget as part of your supporting materials. We highly recommend that you use the latest version of the Arts Council's budget template, which you can download from the [Visual Arts Project Award webpage](#).

We used plain language guidelines to update the Visual Arts Project Award documents.

1.3 Who can apply?

The Visual Arts Project Award is open to:

- Individuals
- Groups of individuals working collectively
- Organisations.

Individuals and groups of individuals

This award is open to professional artists and arts practitioners (such as curators and producers) who are resident or based in the Republic of Ireland. It is open to people working in all genres of visual arts and at all stages of their professional careers.

A group of individuals can apply through one lead applicant.

A **professional visual artist or arts practitioner** is someone who:

- Actively pursues a career as a visual artist or arts practitioner.

- Has a professional practice evidenced by a track record of working within visual arts contexts. Your application may be ineligible if you do not sufficiently demonstrate this.
- Considers their arts practice to be their main profession or career. This applies even if their work in the arts is not their main source of income or they have other employment.
- Is recognised by their peers as a professional practising visual artist or arts practitioner.

We may accept applications from applicants who are not resident in the Republic of Ireland. In this case, you must explain in section 2.5 of your application form how your proposal would benefit the arts in the Republic of Ireland.

We'll determine the eligibility of your application based on your explanation.

Organisations

This award is open to organisations who are based in the Republic of Ireland.

It is not open to organisation in receipt of Strategic Funding, Arts Centre Partnership Funding or Partnership Funding.

We may accept applications from organisations who are not based in the Republic of Ireland. In this case, you must explain in section 2.5 of your application form how your proposal would benefit the arts in the Republic of Ireland.

We'll determine the eligibility of your application based on your explanation.

Note about employees of organisations funded by the Arts Council

Employees of organisations funded by the Arts Council are eligible to apply. These employees can apply, or be part of an application, if the activities in the application are not:

- Usually undertaken by their employer.
- Financially beneficial to their employer.

Project Award rounds

There is **only one round** of the Visual Arts Project Award in 2027.

You cannot apply for more than one Project Award in any artform or arts-practice area in any one round of funding. For example, you cannot apply for a Visual Arts Project Award and a Theatre Project Award in the same round.

You also cannot make more than one application for a Visual Arts Project Award in the same round.

Note about equality, diversity and inclusion

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

This includes, but is not limited to, any of the characteristics in the list below. It also includes 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 cannot apply?

We cannot accept your application if you are:

- An organisation currently in receipt of funding under the following Arts Council schemes:
 - Strategic Funding
 - Arts Centre Partnership Funding
 - Partnership Funding.

Note: Recipients of these schemes are welcome as partners to applicants for Project Awards.
- An organisation or individual in receipt of Arts Grant Funding 2027.
- An organisation that does not have a track record as a professional organisation.
- An individual that does not have a demonstrable track record as a professional artist or arts practitioner.
- A member of the Council of National Cultural Institutions (CNCI) and directly funded by the Department of Culture, Communications and Sport.

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- A full-time undergraduate student (including foundation courses) or in full-time education during the period that the award is offered in.
- Looking for support towards fees for postgraduate/higher education or study (including unaccredited courses). For example, you cannot apply for [a QQI accredited course](#) such as a FETAC certificate, a degree or a master's degree.
- Looking for support towards work you're doing as part of a formal course, internship or volunteer work.
- Not resident or based in the Republic of Ireland (see [1.3 Who can apply?](#) for exceptions to this).

Note: You cannot apply for this award as both an individual and as part of an organisation.

For example, you cannot apply as the artistic director of a company and also separately under your own name.

1.5 How much can you apply for?

There are three bands of funding available according to the strand that you are applying for and according to the scale of the proposal.

Strand	Maximum amount available
Strand 1: Planning and Pre-production	Up to €12,000
Strand 2: Production and Engagement	Up to €60,000
Strand 3: Partnership Production and Engagement	Up to €150,000

However, you can include additional access costs in your application if they specifically relate to artists and participants with disabilities making work. These costs are separate to the amount that you request for your proposal.

If you want to apply for additional access costs, you should provide information in your application outlining what these costs are.

How much funding should you apply for?

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

You must submit a detailed budget listing all items of income and expenditure relating to your proposed project.

For Strands 2 and 3, you are required to submit a detailed budget as part of your supporting material. It must contain all of the costs, income and in-kind support involved in your project. We highly recommend that you use the latest version of the Arts Council's budget template, which you can download from the [Visual Arts Project Award webpage](#).

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

You must enter the totals for income, expenditure and amount you are requesting in:

- Your detailed budget
- Section 3 of the application form
- Your online application in Online Services.

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Make sure that the totals are the same in all three places.

The amount that you request should equal your total expenditure minus your total income.

Note about the [Paying the Artist policy](#)

The Arts Council is committed to improving the living and working conditions of artists. Our [Paying the Artist policy](#) outlines this commitment to fair and equitable remuneration and contracting. Recipients of Arts Council funding are expected to pay artists fairly and engage them appropriately.

When you're considering an appropriate fee to pay yourself or to pay a collaborator or mentor:

- We recommend that you review rates offered by resource organisations that are specific to your artform.
- We publish a list of these [representative and resource organisations](#) which includes links to the resources they provide.
- When reviewing these rates, you should consider the low base from which current standards are set and understand that minimum rates are not an acceptable ambition.

The fee you propose to pay yourself and any individual, organisation or group should also reflect:

- Your/their career stage
- The nature of your/their practice
- The duration of your proposal and the full scope of any collaborators' involvement.

You should also think about the terms with which you contract collaborators or mentors.

Our Paying the Artist policy includes a list of Best Practice Principles. These should be applied by anyone engaging other artists and freelance arts workers.

Note about in-kind

An ‘in-kind’ support refers to anything that your project receives that is not financial. For example, this could be someone providing space, equipment or expertise 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 to make the value of your proposal 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.

1.6 Disability access costs for artists or participants with disabilities

The Arts Council is committed to making our funding programmes 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

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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.

We require your consent to process this data. The Arts Council treats data related to disabilities confidentially and securely. For more on how we're protecting your data, see [our privacy notices](#).

Participant or 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.

Examples of support may include:

- 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 participant or personal disability access costs in addition to the maximum amount available for the award.

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.

Example of access costs to make your work accessible to your audience 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 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 personal 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 from the [Visual Arts Project Award 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.

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

In your application form, you must also:

- Select 'Yes' in section 2.10
- Enter the costs as expenditure in section 3.1

The Arts Council treats data related to disabilities confidentially and securely. For more on how we're protecting your data, see [our privacy notices](#).

Note: This consent is for receiving sensitive data and supporting material. If you're awarded disability access costs, we hold on to relevant data on a different basis for legal and other requirements.

What if the funding I'm offered is less than I requested?

If you're offered funding that is less than you requested, we'll discuss with you how you plan to deliver your proposed activity when reviewing the revised budget.

We'll 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'll give you information on how to draw down your funding.

Personal disability access costs are drawn down separately from your core funding. If you receive €1,500 or more in personal disability access costs, you will need to complete a short report on how you used these funds.

1.7 What are your chances of receiving support

This is an extremely competitive award. We receive many more applications than it's possible for us to fund.

In 2026, 22% of Visual Arts Project Award applications were successful.

There were 164 eligible applications, and 36 applications received funding.

If your application is successful, we aim to provide you with the full amount of funding that you've requested.

However, we reserve the right to offer you a lower amount if your proposal is feasible at a reduced scale.

1.8 Costs that you cannot apply for

You cannot apply for:

- Costs that do not fit [the purpose of the award](#).
- Major capital requests for purchasing equipment or improvements to workspaces.
- Ongoing core costs.
- Costs of producing exhibition and retrospective catalogues.
- Subscriptions that are unrelated to this proposal. This includes ongoing software licenses.
- Membership fees.
- Costs for formal education – for example, you cannot apply for a QQI accredited course such as a FETAC certificate, a degree or a master's degree.

1.9 Activities that you cannot apply for

You cannot apply for:

- Activities that do not fit [the purpose of the award](#).
- Activities that are better suited to another Arts Council 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.
- Activities that you've already completed or that will start before 1 January 2027.
- Activities that are taking place exclusively outside of the Republic of Ireland.
- Activities by registered charities that are for fundraising for other organisations.
- Activities that are for participating in a competition.
- Activities that are for profit-making.
- Projects that solely involve the touring of existing work.

You cannot apply for activities that the Arts Council has already assessed unless you can demonstrate that you have developed your proposal significantly.

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.

1.10 Supporting materials that you need to submit

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

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

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

In the Visual Arts Project Award 2026, 13% of applications were ineligible due to a lack of mandatory support material. This was largely due to the omission of a project plan or public engagement plan.

To assess the volume of applications that we typically receive in a timely manner, we **cannot** review any supporting material other than those listed below.

Mandatory supporting materials for all applicants

Strand 1: Planning and Pre-production

- A **separate** detailed **up-to-date CV or biography** (three pages maximum) with a clear description of your area of artistic practice and track record.
- **Examples of previous work** relevant to the proposed project. The work should be clearly labelled and accompanied by a brief context note for each example. Depending on the nature of your proposal, examples of work might include:

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- Still images: A minimum of five and maximum of 10 good-quality still images (such as detailed images and installation shots).
- Moving images/video material/recordings: A maximum of three excerpts from moving image/video work/recordings (three-minute samples) with corresponding explanations.
- Relevant writing samples/reviews/brochures/articles: A maximum of 10 pages. You should limit the file size of brochures.
- Evidence of prizes/awards.
- Other document types you think may be relevant to your proposal (three pages maximum).
- **A basic project plan** that documents proposed stages and milestones that are most important to the project such as:
 - Timeline
 - Roles and responsibilities
 - Actions required.

If you've included other people or organisations in section 2.9 of your application form, you must also submit additional supporting materials with your application.

- Brief CVs or biographies outlining their expertise, accreditation and track records
- Letters/emails of support and memorandums (MOUs) outlining details of collaboration, producing partners, and their involvement in your proposed work, including confirmation of fee.

Strand 2: Production and engagement

Note: We suggest you consider additional support that could assist you with the delivery of the artistic and/or public engagement ambitions of this strand. For example, some artists and organisations find it useful to engage a producer or production supports to help them to realise projects of scale.

- A **separate** detailed **up-to-date CV or biography** (three pages maximum) with a clear description of your area of artistic practice and track record.
- **Examples of previous work** relevant to the proposed project. The work should be clearly labelled and accompanied by a brief context note for each example.

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

- Still images: A minimum of 5 and maximum of 10 good-quality still images (such as detailed images and installation shots).
 - Moving images/video material/recordings: A maximum of three excerpts from moving image/video work/recordings (three-minute samples) with corresponding explanations.
 - Relevant writing samples/reviews/brochures/articles: A maximum of 10 pages. You should limit the file size of brochures.
 - Evidence of prizes/awards.
 - Other document types you think may be relevant to your proposal (three pages maximum).
- **A detailed project plan** that confirms the stages and milestones that are most important to the project such as:

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- Timeline
- Roles and responsibilities
- Actions required.
- **A completed Visual Arts Project Budget** (Microsoft Excel only). We highly recommend that you use the latest version of the Arts Council's budget template, which you can download from the [Visual Arts Project Award webpage](#).
 - This budget is separate from and in addition to the budgetary information that you must provide in your application form.
 - This should set out any proposed income and expenditure associated with the project.
 - This must include proposed rates of pay for all personnel involved. Rates of pay should be realistic and commensurate with the practitioners' level of professional experience.
 - For **higher cost budget line items**, make sure that budget costs are clear and transparent and provide quotes for them.
- **A detailed public engagement plan** that outlines who the work is for and how they will be enabled/encouraged to engage with the project.
 - This plan must focus on achievable audience/participant targets along with a proposed methodology for achieving these (five pages maximum).
 - The public engagement plan must be specifically designed for this proposal.

If you've included other people or organisations in section 2.9 of your application form, you must also submit additional supporting materials with your application.

- Brief CVs or biographies outlining their expertise, accreditation and track records
- Letters/emails of support and memorandums of understanding (MOUs) outlining details of collaboration, producing partners, exhibiting venues, and their involvement in your proposed work, including confirmation of fee.

Strand 3: Partnership Production and Engagement

Note: We suggest you consider additional support that could assist you with the delivery of the artistic and/or public engagement ambitions of this strand. For example, some artists and organisations find it useful to engage a producer or production supports to help them to realise projects of scale.

- A **separate** detailed **up-to-date CV or biography** (three pages maximum) with a clear description of your area of artistic practice and track record.
- **Examples of previous work** relevant to the proposed project. The work should be clearly labelled and accompanied by a brief context note for each example.

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

- Still images: A minimum of 5 and maximum of 10 good-quality still images (such as detailed images and installation shots).

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- Moving images/video material/recordings: A maximum of three excerpts from moving image/video work/recordings (three-minute samples) with corresponding explanations.
- Relevant writing samples/reviews/brochures/articles: A maximum of 10 pages. You should limit the file size of brochures.
- Evidence of prizes/awards.
- Other document types you think may be relevant to your proposal (three pages maximum).
- **A detailed project plan** that confirms the stages and milestones that are most important to the project such as:
 - Timeline
 - Roles and responsibilities
 - Actions required.
- **A completed Visual Arts Project Budget** (Microsoft Excel only). We highly recommend that you use the latest version of the Arts Council's budget template. You can download this template from the [Visual Arts Project Award webpage](#).
 - This budget is separate from and in addition to the budgetary information that you must provide in your application form.
 - This should set out any proposed income and expenditure associated with the project.
 - This must include proposed rates of pay for all personnel involved.
 - Rates of pay should be realistic and commensurate with the practitioners' level of professional experience.

- For **higher cost budget line items**, make sure that budget costs are clear and transparent and provide quotes for them.
- **A detailed public engagement plan** that outlines who the work is for and how they will be enabled/encouraged to engage with the project.
 - This plan must focus on achievable audience/participant targets along with a proposed methodology for achieving these (five pages maximum).
 - The public engagement plan must be specifically designed for this proposal.

If you've included other people or organisations in section 2.9 of your application form, you must also submit additional supporting materials with your application.

- Brief biographies outlining their expertise, accreditation and track records
- Letters/emails of support and memorandums of understanding (MOUs) outlining details of collaboration, producing partners, exhibiting venues, and their involvement in your proposed work, including confirmation of fee.

Note about moving image or video files

For any moving image/video files you submit, you must provide relevant contextual information. This might include:

- Details of the piece
- When and where it was presented

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- Thematic/general comments
- The name(s) of the artist(s) involved
- How the work was financed (for example, an award or self-financed).

Extracts should be no more than three minutes long, and no more than three extracts should be submitted.

Include all contextual information for moving image/video files in a clearly labelled text file.

Additional materials in certain cases

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

Disability access costs

If your application includes disability access costs, you must upload a document listing these costs.

Include your total disability access costs in a separate budget document. This can be your own document or the disability access costs template that you can download from the [Visual Arts Project Award webpage](#).

Note: Make sure that you have read [our privacy notices](#) and that you provide us with your consent in your application form. We cannot process your application for disability access costs without your consent.

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

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.

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 [2.6 Preparing your supporting materials](#).
- You asked for more than the allowed amount. However, you can ask for additional personal disability access costs if your proposal requires it. See [Disability access costs for artists or participants with disabilities](#).
- Your application is for activities or costs that are not covered by this award. See [1.8 Costs that you cannot apply for](#) and [1.9 Activities that you cannot apply for](#).
- Your application is for activities that are taking place exclusively outside of the Republic of Ireland.
- 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 if you are able to address the issues that made your application ineligible.

1.12 Getting technical help for your application

To learn more about using the Online Services funding portal, visit the [Guidance for Applicants 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 materials).

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 [1.3 Who can apply?](#) and [1.4 Who cannot 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 material

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

Make sure that you have enough time to prepare your materials 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 Visual Arts Project Award.

We do not accept application forms or supporting material in any other way (for example, by post, fax or email).

You need an [Online Services account](#) to submit your application. As an individual you must have a PPS number to create an Online Services account. If you do not have a PPS number, contact onlineservices@artscouncil.ie.

New applicants

If you're applying for the first time, you should register for your account **as soon as possible**.

It can take up to five working 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 individual

1. Go to [the Online Services funding portal](#).
2. Click **Sign up**.
3. Select **An individual**.
4. Click **Next**.
5. Enter your email address and PPS number.
6. Click **Next**.
7. Under **Name**, select your title and enter your name.
8. Under **Contact details**, enter your address and select your country.
9. Under **Email and PPS**, enter a contact number.
10. Enter the code for the spam filter.
11. Click **Register**.

How to register as an organisation

1. Go to [the Online Services funding portal](#).
2. Click **Sign up**.
3. Select to register as 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.
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 for an account, you do not need to create 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](#).

2.3 Technical requirements for using Online Services

To use the Online Services funding portal, your computer and web browser must meet the following requirements.

PC

- Windows 7 operating system (or a newer version of Windows)
- The latest version of one of these browsers:
 - Microsoft Edge
 - Google Chrome
 - Safari
 - Mozilla Firefox

Mac

- Mac OS X v10.5 Leopard (or a newer version of Mac OS)
- The latest version of one of these browsers:

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- Microsoft Edge
- Google Chrome
- Safari
- Mozilla Firefox

2.4 Making sure that you apply under your name

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

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

Example

- You apply to the Arts Council for funding under the name ‘Maire de Barra’.
- Any documentation that you submit must be in this name.
- The bank details and tax details that you submit must also be in this name.
- We cannot accept variations such as Mary Barry or Máire Barry.
- If your application is successful, we’ll only pay any funding that we offer into a bank account held in your name.

2.5 Checking 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.

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 use 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.

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

2.6 Taking time to prepare your application

You should give yourself plenty of time to prepare for submitting your application. This is so that 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're applying for the right award
- You've downloaded the correct application form
- Your application follows 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'll 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 materials may take much longer than usual to upload.

2.7 Preparing your supporting materials

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

To see exactly what you need to submit, see [1.10 Supporting material that you need to submit](#).

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

You can submit your supporting materials as separate files or as a single combined file.

Acceptable file formats

Check the table below to see the acceptable 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

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Sound files	.wav .mp3 .m4a
Video files	.avi .mov .mp4
Spreadsheet file	.xls
PDF files	.pdf

Naming your files

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

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 Jack Russell:

- Jack Russell - Visual Arts Project Award application.docx
- Jack Russell - Video Clip.mp4
- Jack Russell - Personal Disability Access Costs.doc

Note: Do not use the characters " * : < > ? / . \ in your filenames.

File-size limits

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

2.8 Preparing 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 (Desktop), OpenOffice Writer or a PDF document. Then, upload the document in Online Services along with your supporting materials.

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

We do not accept links to supporting material from the following sources:

- File-sharing sites such as Google Drive or OneDrive.
- Social-media platforms such as Facebook or Instagram.
- Streaming platforms that limit access to paid subscribers.
- Personal websites.

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

You must upload other supporting materials such as CVs, biographies or letters/emails of support as files.

Tips for using URL links

- Assessors can only review the materials in the URL links you provide.
- Make sure to check that any links you submit work and that they bring the viewer to the correct source.

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- Make sure that you set the viewing permissions of your material to 'Public'.
- We will not be able to view materials that are set to 'Private'.
- For example, if you want to share a YouTube video with us but you do not 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.

2.8 Key activities for your proposal

List any key activities related to your application/proposal, and in each case indicate the location and dates.

Click and type inside the grey boxes. Do not delete them.

Activity	Location	From date dd/mm/yyyy	To date dd/mm/yyyy

You must complete all the required sections of the application form. If you do not, your application will be ineligible and we cannot assess it.

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

It’s very important that you:

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

If you do not 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 to 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.
 - If they're correct: tick the checkbox next to **Please confirm that your details are correct**.
 - If they're not correct: click **Do you need to update your profile?** and update your contact details.
5. Click **Next**.

4.3 Choose the funding that you want to apply for

6. Under **Choose funding programme**, select **Project** using the Funding dropdown menu.
7. Under **Available award**, select the relevant artform or arts practice.

8. Enter a name for your application in the **Your reference** field.

A. Choose funding programme

If you need more information about the range of funding available from the Arts Council, please go to the [available funding](#) section of the Arts Council website

Funding*

Your reference*

[Back](#) [Save draft](#) [Next](#)

9. Click **Download application form** to download the form for this award. [Learn more about completing your application form.](#)

10. Click **Next**.

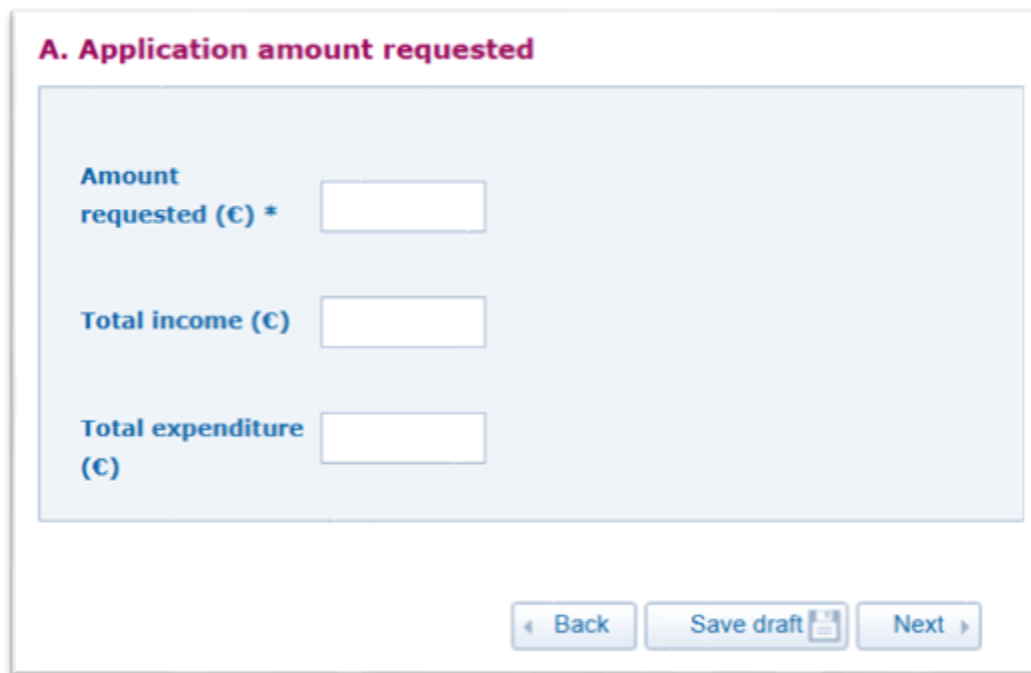
Note: While you're completing the form, you may get logged out of Online Services. You can sign back in to continue submitting your application.

4.4 Enter your requested funding amount

11. Under **Application amount requested**, enter:
- The amount that you are asking for
 - The total income you expect
 - The total expenditure you expect.

The **Amount requested** should equal the **Total expenditure** minus

the **Total income**.



The screenshot shows a web form titled "A. Application amount requested" in a red font. The form has a light blue background and contains three input fields, each with a label in blue text: "Amount requested (C) *", "Total income (C)", and "Total expenditure (C)". Each label is followed by a white rectangular input box. At the bottom right of the form, there are three buttons: "Back" with a left arrow, "Save draft" with a floppy disk icon, and "Next" with a right arrow.

12. Click **Next**.

4.5 Upload your materials

13. Under **Upload application form**, click **Choose File**.
14. Select your application form from where you've saved it on your computer.
15. 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 cannot upload it, [contact us](#).

16. Under **Upload supporting material**, select the type of document that you want to upload using the dropdown menu. Important: Do not select 'Post document'.

17. (Optional) Add a note to describe the material that you're uploading.
18. Click **Browse**.
19. Select the supporting material file from your computer.
20. Click **Upload**.
21. Repeat steps 16–20 for all of your supporting materials.
22. Click **Next**.

4.6 Submit your application

23. Check the details of your application carefully.
24. Under **Declaration**, tick the checkbox beside **I agree to the above declaration**.
Note: You cannot submit your application unless you tick this box.
25. 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 to it until you submit it.
- After you submit your application, you will not be able to make any more changes. Review your application 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.

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Need technical 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 cannot 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 do not receive these emails from us, contact us at onlineservices@artscouncil.ie as soon as possible.

For your decision, you'll get:

- An email within 12 to 15 weeks to let you know if your application has not been shortlisted. If your application has been shortlisted, it will go forward for panel review.
- An email within 12 to 15 weeks to tell you if your application has been successful or not.

Note: This time frame depends on the volume of applications that we receive.

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 that we receive as follows:

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1. We check the [eligibility of the application](#). All eligible applications progress to the assessment stage.
2. We notify any ineligible applicants by email.
3. In some cases, we may think that the arts area you applied to may not be the best fit for your proposal. In these cases, we'll contact you and ask you if you're happy for us to move your application to a more appropriate arts team. You can then choose to move it or leave it as it is.
4. Arts Council staff and advisers assess the eligible applications based on our criteria for assessment and our scoring process.
5. Arts Council staff and advisers recommend some of the applications for shortlisting.
6. A peer panel reviews all shortlisted applications and their associated supporting materials. The panel then scores the applications and makes decisions.
7. We communicate the decisions by email to applicants.
8. The Arts Council board notes the decisions.

The arts team for the award that you selected in Online Services is the primary assessor for your application.

If you also selected other artforms or arts practices in your application form, the primary assessors may ask for assessments from other arts teams.

5.2 How we assess your application

Arts Council awards are competitive. We assess applications in this competitive context.

Our assessors are specialists in different artforms and areas of arts practice. You can select other artforms or arts-practice areas as being relevant to their application. However, your application will be assessed by the team responsible for **your chosen primary artform**.

In certain instances, the primary artform team may ask for a secondary assessment from another team.

Assessment criteria

In this assessment, we consider the following criteria:

- Artistic quality
- How the proposal meets the objectives and priorities of the award
- Feasibility.

Artistic quality

Our assessment of artistic quality focuses on your previous practice as an artist as well as on the nature of the proposal.

In this assessment, we consider:

- The quality of your idea and your proposed arts activity.
- Your track record and the potential that you've demonstrated through your application form, your CV or biography and the other supporting materials that you submitted.
- The track record and the potential of any other artistic personnel involved in the project as demonstrated in their CVs or biographies and other supporting materials that you submitted.
- The artform/arts-practice context that your proposed activity is in.

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- The ambition, originality and competency that you have demonstrated in your proposal.
- The innovation, experimentation and collaboration that your application demonstrates.
- **If you intend to work with partner organisations:** The extent of involvement or commitment of identified project partners.

Meeting the objectives and priorities of the award

We assess applications on how well they meet the objectives and priorities of the award. See [1.1 Objectives of the award](#) for more information.

Feasibility

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

In this assessment, we consider:

- The track record of personnel involved in managing, producing, administering and delivering the project.
- The extent to which you demonstrate the provision of equitable conditions and remuneration for participating artists.
- The extent of involvement or commitment of any identified project partners.
- The feasibility of your proposed timetable or schedule.
- The feasibility that your proposed budget is suitable for the nature and duration of the work that you propose.

- Any other sources of income that are available to you.
- Any other resources that are available to you or that you have access to.

5.3 The peer panel process

We use peer panels to include a diversity of expert views in our assessment process.

Peer panels normally consist of at least three external adjudicators. These adjudicators generally have:

- Relevant artform expertise
- Arts-practice expertise
- A broad working knowledge and general understanding of the professional arts.

In the case of artforms with smaller numbers of applications, we may convene panels to consider groups of applications at the same panel meeting.

Each peer-panel meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council staff and advisers also attend if required. Team members who were involved in the initial assessment of applications are available to the peer panels to provide information if needed.

Panellists have access to all the shortlisted applications and associated materials before the day of the meeting. During the meeting, they review, discuss and score shortlisted applications. They then rank the shortlisted applications by score.

Note: The level of competition for awards is high. The Arts Council can only fund a proportion of the applications that we receive.

Panel scoring process

We ask each panel member to score applications according to the following system:

- **A – Must Fund (10 points):** The application has fully met the criteria for the award and merits funding to the full amount requested (if possible).
- **B – Should Fund (8 points):** The application has met the criteria to a sufficient extent to merit funding if the funding scheme has enough budget.
- **C – Could Fund (5 points):** The application has met the criteria, but to a lesser extent than other applications.
- **D – Not a Priority (2 points):** The application has not met the criteria well enough to merit funding.

5.4 Declaration of conflict 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, advisers and panellists must declare a conflict of interest where:

- They have a close personal or professional link with the applicant
- They're 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, adviser or panellist must declare their interest as soon as they become aware of it.

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

Declaration of conflict of interest of panellists

Panellists must declare a conflict of interest as soon as they become aware of it. This may be at the point when they're approached to sit on the panel (if the interest is known at that stage) or following receipt of the list of applicants.

When a panellist declares a conflict of interest, they will not receive assessment materials relating to that applicant. They will also be required to leave the room when the specific application is being reviewed. The chair will vote instead of the panellist.

In some situations, a panellist may not realise that they have a conflict of interest until they receive and review the assessment material. In these cases, the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware of the potential conflict of interest.

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 art team's 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

situation the head of the relevant art team will chair the discussion on the application.

5.5 Next steps if your application is successful

If you're successful, we'll 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 must accept your offer of funding through your Online Services account.

In a separate email, you'll receive the payment guide for this award.

This contains instructions on how to accept your offer and how to draw down your funding.

5.6 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 an assessment report from Arts Council staff.

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

Applying again with the same activity

If your application is unsuccessful, you cannot apply for the same activity for another Arts Council award.

If we feel that your proposal is better suited to a different award, we may make an exception. In this case, we'll contact you.

5.7 Making an appeal

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

- We did not follow our published procedures for administration and assessment
- We did not apply 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](#)