



Irish-language Theatre Production and Touring Award 2024

For activities commencing on before the end of 2024

Guidelines for Applicants

Deadline: 5.30pm (Ireland time), Thursday 6 June 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.

CONTENTS

Getting help with your application	3
Getting help with your application	3
Key points to remember	4
1. About the Irish-language Theatre Production and Touring Award	5
1.1 Objectives and priorities of the award	5
1.2 Who can apply?	7
1.3 Who is the applicant?	8
1.4 Who cannot apply?	8
1.5 What may you apply for?	8
1.6 How much funding should you apply for?	9
1.7 What may you not apply for?	10
1.8 What supporting material must you submit with your application?	11
1.9 Eligibility	14
2. How to make your application	15
2.1 Register with the Arts Council's Online Services	15
2.2 Fill in the application form	16
2.3 Prepare any supporting material required for the application	16
2.4 Make your application online	18
3. How we assess your application	20
3.1 Overview	20
3.2 The assessment process	20
3.3 Criteria for the assessment of applications	20
3.4 Peer panels	21
3.5 Scoring process	21
3.6 Declaration of interest	22
3.7 Outcome of applications	22
3.8 Appeals	22

Getting help with your application

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

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

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

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

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

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

<https://www.youtube.com/watch?v=-a3xeZdZj3oh>

Key points to remember

- In order to make an application, you **must** be registered for an Arts Council Online Services (OLS) account. If you do not have one, you can sign up for one [here](#). Please note that it can take up to **five working days** for a new user to be registered on OLS, so give yourself plenty of time to do this ahead of the deadline.
- We strongly advise that you read this document carefully before beginning the process of making your application.
- We also strongly advise that you start the process early, and give yourself **plenty of time** to make your application.
- We recommend that you aim to upload your application **at least forty-eight hours** before the advertised deadline. That way, if you encounter a technical problem you will have time to contact us so that we can assist you in resolving it.
- Please note that, on account of the large volume of applicants using the online system on the last day of the deadline, we cannot guarantee that we can resolve any technical issues you may have if you contact us **after 2.00pm on the day of the deadline**.
- Please read the following checklist carefully:

-
- I have read and understand these guidelines.
 - In the event that I have had an issue, I have contacted the Arts Council for assistance well in advance of the deadline.
 - I have filled in all of the sections of the application form relevant to my application.
 - I have prepared all required supporting material as set out in these guidelines, and have this ready to upload.
 - I have asked someone else to check over my application to make sure there are no errors and that nothing is missing.
-

1. About the Award

1.1 Objectives and priorities of the award

The Irish-language Theatre Production and Touring Award is an action research project, with support from the Arts Council of Northern Ireland (ACNI), with the objective of supporting the development, production and presentation of large-scale theatre in the Irish language to general audiences in order to ensure more people will enjoy high-quality theatre experiences in the Irish language throughout the country.

The successful applicant will be required to work closely with an evaluator during the award period as part of an action research project. Please note that unsuccessful applicants may also be contacted by the evaluator for research purposes.

The award is open to individuals and/or entities with a demonstrable and successful track record in theatre practice based on the island of Ireland.

Applicants can be either Arts Council-funded organisations (e.g. production companies, arts centres, Strategically Funded organisations) or entities applying in collaboration with artists and/or in partnership with existing theatre organisations, arts centres or festivals where that partnership is additional to, and separate from, that organisation's core activity.

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/>).

The emphasis of the award is on productions of pre-existing dramatic texts – either existing Irish language texts or translations of existing texts from any other language – although new plays written in the Irish language and/or translations of plays new to Irish audiences will also be considered where an argument can be made for their appeal to potential audiences (e.g. where the applicant artist/writer/producer/presenting partners have strong track records for attracting audiences).

Priority will be given to proposals from theatre artists/companies with a significant track record for the presentation of large-scale work, or those in partnership with such entities, that:

- Seek to present high-quality, technically excellent and artistically ambitious theatre in Irish
AND
- Include partners that have a track record of producing plays in the Irish language
AND
- Can offer subtitles/dual translation with each performance to ensure that the widest possible audience is reached
AND
- Have experience working on a North–South basis.

Proposals must:

- Include performances in at least four major urban centres on the island of Ireland, with a minimum of two nights in each centre, at least one of which must be in Northern Ireland

AND

- Be from or in partnership with existing theatre and/or Arts Council-funded and/or ACNI-funded organisations or individuals with a significant track record in the presentation of large-scale theatre to general audiences where that partnership is additional to, and separate from, that organisation's or individual's core-funded activity

AND

- Can demonstrate their feasibility by providing evidence of:
 - Realistic timelines and budgets
 - Realistic audience targets and income projections appropriate to the scale of the production – and which shows appropriate marketing budget and resources to ensure maximising the general audiences
 - Appropriate pay for all artists, including collaborators
 - Financial and/or in-kind supports from other sources
 - MOUs or letters of support from a minimum of four venues.

The successful applicant will have until December 2025 to complete their proposal.

Definitions for the purpose of this award

To assist with your proposal, please see below a list of terms and how the Arts Council defines them:

Theatre

The Arts Council's definition of Theatre is either dramatic or post-dramatic work performed by actors in front of a live audience in the same space or location (which may or may not be a formal theatre space). It should include the essential elements of theatre, such as performance, narrative momentum and dramatic tension. This does not mean there has to be a discernible story per se, but the work must adhere to the broad structures of what is generally understood to be live theatre. This definition specifically excludes proposals to develop:

- Audio-drama/radio plays
 - The recording of podcasts
 - Performance art or durational live art
 - Art installations
 - Stand-up comedy
 - Events such as public interviews, talks and lectures that are not linked and intrinsic to the theatrical work itself in a pre- or
-

post-show context

- Any type of filmed/videoed performance, except where a performance in front of a live audience is being captured for live broadcast and/or future dissemination, and/or where public-health guidance prohibits the attendance of audiences at live events.

For the purpose of the Irish-language Theatre Production and Touring Award, at least 90% of the production must be in the Irish language.

Please note also that theatre events where the primary artform is not theatre – e.g. dance, music – and/or the main performers are not theatre practitioners – e.g. dancers, musicians – and/or where the primary focus of the work is participatory practice, will not be prioritised for theatre funding, and you should apply to the relevant artform team’s available awards. Further information available on www.artscouncil.ie

Professional theatre artist

An individual working professionally in a creative capacity within a theatre context – e.g. playwright, theatre-maker, director, actor, designer (incl. lighting, sound, set, costume and/or creative producer). While they might not earn income continuously or exclusively from their arts practice, applicants must identify themselves, and be recognised by their peers, as professional practising artists.

Public engagement

A term covering the broad range of encounters the public may have with the arts. The Arts Council identifies three areas of particular interest:

- Where the public engages as audience members (readers, listeners, spectators)
 - Where the public engages as active participants, collaborators or co-creators of artistic work or arts practices
 - Where the public actively engages in the arts in a voluntary or amateur capacity.
-

1.2 Who can apply?

The award is open to organisations and individuals working professionally in theatre.

To be eligible to apply, applicants **must** be based on the island of Ireland. Please note that applicants must clearly show how their application would benefit the arts in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the island of Ireland. However, before admitting as eligible any such application, the applicant would need to explicitly outline within the application how

the outcomes of any such proposal would benefit the arts in the Republic of Ireland, and the Arts Council must be satisfied with same.

Organisations currently in receipt of funding under Strategic Funding, Arts Centre Funding, Partnership Funding and Arts Grant Funding are eligible to apply – although the activity must be separate from activities already funded through the Arts Council of Ireland and the Arts Council of Northern Ireland.

As part of its [Equality, Diversity and Inclusion Policy](#), the Arts Council is committed to offering **equality of access, opportunity and outcomes** to all potential applicants regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community, or 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:

- Individuals or organisations that do not have a demonstrable track record as professional theatre 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

Notes

- You cannot apply for the award both as an individual and as part of an organisation or collective – e.g. you cannot apply as the artistic director or core member of a company/collective and also apply separately under your own name.
- Please note that the focus of this award is to make theatre aimed at a general audience, and all applications should reflect this.

1.5 What may you apply for?

- The maximum award available is €400,000.

1.6 How much funding should you apply for?

- In applying for this award, you are required to submit a detailed budget ensuring that all costs and in-kind supports and income are listed. The Arts Council supplies a Budget Template that you **must** use for this purpose – you may download this from the [Irish-language Theatre Production and Touring Award page](#) of the Arts Council website. Applications that do not provide budget information in the required template will be deemed **ineligible**.

The maximum amount you may request is the difference between the **proposed expenditure** and **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, 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.

<p>* Note on artists' pay</p>	<p>The Arts Council is committed to improving the pay and conditions of artists. We have published a policy on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper and appropriate pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.</p>
<p>** Note on in-kind support</p>	<p>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.</p> <p>Time contributed by directors or board members may not be included as an in-kind cost.</p>

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

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

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

Access costs for artists or participants¹ with disabilities

In addition to the maximum amount permitted, the Arts Council will also consider access costs specifically relating to the making of work by artists or participants with disabilities and/or non-capital public-access costs (e.g. audio description, interpretation) in cases where your proposal has a public outcome.

The Arts Council takes the definition of disability from the UN Convention on the Rights of Persons with Disabilities, which states: 'Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.'

If you wish to apply for access costs, please upload the following information with your application:

- A short document outlining what your additional access costs are
- An amount for access costs in the expenditure section of your application-form budget. This figure should also be included in the total amount you request.

What is an access cost?

Access costs for artists or participants with disabilities cover any requirements you may have in order to remove barriers that might stop you from completing your proposal. This may include, for example, costs towards additional time needed to complete an element of your proposal or additional assistance required to deliver your proposed activity.

Note: in the event that you are requesting access costs, you should include information about the costs and how you arrived at them as part of your supporting documentation (see section 1.7 below).

1.7 What may you not apply for?

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

- To develop, produce or tour work that is not in the Irish language (this means the text needs to be a minimum of 90% in Irish)
- Costs directly related to the touring of work outside the island of Ireland
- Major capital purchases
- Ongoing core costs
- Activities or costs that do not fit the purpose of the award

¹ The Arts Council defines participants as those who express themselves creatively by taking part in artistic activities. In broader terms, this includes anyone who engages with the arts in any way at any level – e.g. those attending an event, reading a book, watching a performance, etc.

- 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 decisions are made on this process
- Activities undertaken for charity-fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council, unless you demonstrate that you have substantively 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.

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

In order to be considered eligible for assessment for the Irish-language Theatre Production and Touring Award, you **must** submit the following supporting material online:

- From every individual named in your proposal we require:
 - (A) An up-to-date CV/biography
 - (B) A letter or email of confirmation outlining the nature of the collaboration, the financial terms of their involvement and that the planned outcomes are understood and agreed.

In the instance where an individual has been named within an organisational context – e.g. a specific dramaturg within an organisation – then the letter must be on the letterhead or from the email of that organisation, their involvement must be confirmed as per point above, and a CV is still required.

- (C) In the case of collectives, please note that a CV and letter of confirmation is required from all members of the collective who are participating in the proposed work. As collectives are fluid in terms of individual members' active participation in projects, we now require this information and confirmation.
- Evidence of support from partner organisations. Such evidence may include letters/emails of support and/or copies of MOUs that outline the details of collaborations and/or terms of co-productions and/or confirm any commitments of income either in cash or in-kind towards the proposal. It should be clear from this material, and in your proposal, how each are contributing/supporting the development of this specific project.

Irish-language Theatre Production and Touring Award 2024: Guidelines for Applicants

- Evidence of commitment to supporting Irish-language theatre (this could include letters of support or a guarantee from the applicant)
- Applicants must complete both tabs of the Budget Template, including the summary of third-party agreements where applicable. This budget is separate from and in addition to the budgetary information requested within the application form. This should set out all of the individual costs, and any projected income, associated with the project. **Note:** 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.
- Public-engagement strategy (max. 3 pages) and/or a marketing plan: use this document to demonstrate how you will identify audience segments, and how you will target and maximise their engagement. You will need to demonstrate knowledge and experience in creating ambitious but realistic plans to target, engage and/or deepen public engagement with the artistic activity you propose. Please refer to 'Definitions' for the purpose of this award, above.
- Contingency plan: applications must include a contingency plan outlining alternative arrangements should restrictions or any other event prevent the original plan from being carried out. This must include a guarantee that commitments to artists will be met, even in the event of cancellation.
- At least one and no more than three samples demonstrating previous work relevant to the proposed project. Please see the section on acceptable file formats for further information on this.

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

- Still images
- Moving images/video material of no more than ten minutes' duration
- Script/writing samples of no more than ten pages in the Irish language.

Please note that you **must** use the latest version of the Irish-language Theatre Production and Touring Award budget to submit details of your budget; this is to ensure consistency and to enable assessors to analyse budgets in a competitive-funding context.

Note: if you fail to provide all of the above, your application will be deemed **ineligible** and will not go forward for assessment.

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.

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.

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 be sure to include your total access costs listed separately within the Irish-language Theatre Production and Touring Award 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

* Please note that the focus of this award is to make theatre aimed at a general audience, and all applications should reflect this.

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

- If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place.
- If successful, you will be required to complete the Arts Council's Child Protection and Welfare Quality Assurance Self-audit at <https://childprotection.artscouncil.ie/>. Please visit www.tusla.ie for more information on Children First.
- You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the 'Update your account' section).

For applications involving vulnerable adults

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

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

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

Format for supporting material

All supporting material for this award **must** be submitted online. Hard-copy supporting material will not be accepted. You are encouraged to group similar types of supporting

materials into single documents where you can (e.g. CVs, samples of previous work, letters/emails of support).

For further information on the formats you may use for supporting material, see section **2.3 Prepare any supporting material required for the application.**

1.9 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 to cover access costs).
6. You apply for an activity or purpose that you cannot apply for, as set out in section 1.6 above.
7. You fail to provide all mandatory supporting materials, as set out in section 1.7 above.
8. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case, we will redirect you to the more appropriate funding opportunity).

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

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/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 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/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.

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 application.doc
	russelljack performance clip.mp4
	russelljack Architecture budget template.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 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.
- 4 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
- 5 Shortlisted candidates may be asked to attend an interview and make a presentation for the panel based on their application.
- 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 involves 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 when they are approached to sit on the panel (if the ‘interest’ is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances, a panellist may not realise that a conflict of interest exists until they receive and review the panel papers. In such instances, the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the 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.

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 more 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

Deadline: 5.30pm, Thursday 6 June 2024

http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.