



# Young People, Children and Education (YPCE) Residencies 2024

Guidelines for Applicants

For residencies commencing in 2024

**Deadline: 5.30pm, Thursday 4 April 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](mailto:access@artscouncil.ie)) as early as possible before the deadline.

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## Key points to remember

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

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

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If you have questions about using the Online Services website, visit the FAQ section on our website: [www.artscouncil.ie/FAQs/online-services/](http://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](mailto: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 YouTube guide on making an application, go to <https://youtu.be/a3xeZdZj3o?feature=shared>

## 1. About the YPCE Residencies

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### 1.1 Purpose and priorities of the scheme

YPCE Residencies supports artists or arts organisations to spend an academic year in residence in a higher-education institution in Ireland that provides initial teacher education (primary, post-primary or further education) and/or a recognised qualification in early childhood education and care. The residencies are open to all artform and arts-practice areas and aim to:

- Provide opportunities for artists to develop their skills and experience in education settings, and to develop their artistic work in a collaborative and supportive environment
- Provide opportunities for teaching staff/lecturers in initial teacher education and early childhood education and care to engage with practising artists in creating bespoke, creative initiatives with and for their students
- Support future teachers and early-years educators to engage with practising artists as part of their learning experience
- Support future teachers and early-years educators to develop the skills and confidence to facilitate arts experiences for the children in the schools and settings where they work, and to champion the arts in these settings.

The Arts Council aims to support residencies across a diversity of artforms, with a diversity of artists, arts organisations and educational institutions.

All awards and schemes are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

All awards and schemes are also informed by the Arts Council [Equality, Human Rights & Diversity Policy & Strategy](#) and our policy on [Paying the Artist](#).

#### **Additional information:**

- Residencies should take place within a twelve-month period beginning in 2024.
- Residencies may include remote aspects – i.e. some aspects of the residency may not require the artist or arts organisation's physical presence on campus
- The total number of days the artist or arts organisation will be resident in the setting (whether remotely or on campus) should be agreed in advance by the artist and host institution, and should be calculated to ensure artists are fairly paid for their time. This should include artists' time for planning and reflection, delivery of residency initiatives, and development of their practice. Please see the Arts Council [Paying the Artist Policy](#) when budgeting for artists' time and fees.
- In your application you should indicate the process by which the host institution and the artist or arts organisation agreed to collaborate on the residency proposal
- You should make sure to include sufficient time and resources to plan collaboratively, and to document, reflect on and share learning. If you are awarded funding, you will be asked to report on the residency when it is complete.

## 1.2 Who can apply?

The scheme is open to higher-education institutions that provide initial teacher education and/or a course leading to a level-7 or level-8 degree in early childhood education and care.

Host institutions must apply in partnership with an artist or arts organisation.

Please see [here](#) for a list of higher-education institutions that provide initial teacher education and which may apply.

Please see [here](#) for a list of higher-education institutions that provide courses leading to a level-7 or level-8 degree in early childhood education and care and which may apply.

Artists, arts organisations and host institutions must be based in the Republic of Ireland.

Artists or arts organisations may specialise in any artform or combination of artforms.

Host institutions may not apply in partnership with an artist/arts organisation who/that has already been in residence with them through this scheme for three academic years.

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. 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 Making a joint application and how any funding offered will be paid

- Applications must be made jointly by a host institution with a proposed artist or arts organisation
- The host institution and artist or arts organisation must each have their own Artist Reference Number (ARN)
- The application should be submitted using the ARN of the host institution
- Any funding offered will be paid only into a bank account held in the name of the artist or arts organisation. The name of the artist or arts organisation on their ARN must be exactly the same as the name on the bank account into which any funding will be paid.

Both the host institution and the proposed artist or arts organisation must be registered separately and individually with Online Services in order to generate their ARNs. Applicants will need the ARN of the host institution and the ARN of the artist or arts organisation to hand when filling in the application form.<sup>1</sup>

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<sup>1</sup> If you and/or the commissioned artist are not currently registered with the Arts Council's OLS website, select 'New user? Sign up'. Please note that it can take up to **five** working days for an ARN to be issued.

#### 1.4 What may you apply for?

The maximum amount that may be awarded to each successful application is:

**€20,000**

You may only apply for fees for the artist or arts organisation. Where relevant, fees may incorporate essential costs that the artist regularly incurs in order to carry out their work.

In the event that a residency involves more than one artist, the applicant must clearly state fees for each artist by submitting an additional detailed budget. If the artist or arts organisation is in receipt of other funding from the Arts Council in 2024, or is in the process of applying for other Arts Council funding in 2024/2025, the proposal should clearly demonstrate that the residency proposal is additional to any other funded or proposed projects.

You should only apply to the Arts Council for artist fees that you expect to incur after June 2024, as the outcome of your application will not be known before then.

#### How much funding should you apply for?

In applying for this funding, you are required to submit a budget listing all items of income and expenditure relating to your proposed residency.

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

- Proposed expenditure should include artist fees to be funded by the Arts Council if your application is successful\* along with all other costs that will be covered by the host institution, such as additional fees, technical and administrative costs, promotion and publicity costs, staff/researcher costs, artist workspace, accommodation, access to services/resources, performance/exhibition costs, etc.
- Proposed income should include what the host institution will invest – including the value of in-kind investment – and any income you expect to receive from other funders, box-office receipts, programme sales, etc. where relevant.

It is important to reflect all in-kind support\*\* in both income and expenditure, so reflecting the full and true value of your proposal.

#### \* Note on artists' pay

The Arts Council is committed to improving the pay and conditions of artists. We have published a [policy](#) on the fair and equitable remuneration and contracting of artists. It is important that you read this policy in advance of making your application. You will be asked as part of the application process to set out how you will ensure proper pay and conditions for the artists that you work with. This will help us assess the feasibility of your application.

<b>** Note on in-kind support</b>	<p>A key feature of these residencies is the in-kind support offered by host institutions and their partners. You need to put a financial value on this so that the contribution the institution or other partners are making 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 reckoned as an in-kind cost.</p>
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You are asked to indicate income, expenditure and amount requested at three stages during your application:

- Online, when you initiate the application (totals only)
- In section 3 of the application form
- In the detailed budget that you submit as part of your supporting material. This is required where the fee to the artist or arts organisation will be used to engage more than one artist.

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

#### **Access costs for artists or participants<sup>2</sup> 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?**

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<sup>2</sup> 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.

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 1.6 below).

### 1.5 Can a host institution submit an application for more than one residency?

Yes. However, host institutions may submit **no more than three** applications each year.

- If submitting more than one application, the host institution must ensure that each application is with a different artist or arts organisation.
- In addition, each application should have a different artform focus **and/or** should engage with a different student cohort and teaching staff at the institution.
- Applications should be feasible in their own right, and should be enhanced by, but not reliant on, additional applications being supported.
- Host institutions applying for more than one residency should outline in each proposal the opportunities resident artists will have for collaboration and connection with each other should more than one residency be supported.

Host institutions may apply in partnership with the same artist/arts organisation with whom they have partnered on an application in a previous year. In such cases, the proposal must clearly demonstrate how investment in the residency for an additional year will extend and enhance the residency, and will build on and develop the partnership to date. Please note that host institutions may not apply in partnership with an artist/arts organisation who/that has already been in residence with them through this scheme for three academic years.

**Note:** the Arts Council aims to support residencies across a diversity of artforms, with a diversity of artists, arts organisations and educational institutions. Submission of an application for one or more residencies is not a guarantee of support. Applications will be assessed in a competitive context in accordance with the assessment criteria contained in these *Guidelines for Applicants*.

### 1.6 Required supporting material

In addition to, and separate from, your application form, you **must** submit the following support material online with your application form:

- A signed draft memorandum of understanding (MoU) between the host institution and the artist or arts organisation (please use form provided). Note: if funding is awarded, the final MoU must be provided in order to draw down payments.
- An up-to-date CV or biography for the proposed artist or arts organisation
- An up-to-date CV or biography of other collaborating artists, where relevant

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- At least one and no more than three examples of the artist's or arts organisation's work
- A detailed budget in cases where the fee to the artist or arts organisation will be used to engage more than one artist.

**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 also ensure that you include this additional amount as part of your budget.
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

### For applications involving children and young people under the age of eighteen

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

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

### For applications involving vulnerable adults

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

\* Please note that you may be asked to provide more evidence of adherence to these policies should your application be successful.

### **Format for supporting material**

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

For further information on the formats you may use for supporting material you wish to upload as part of your application, see section **2.3 Prepare any supporting material required for the application**.

### **1.7 Eligibility**

Only host institutions meeting the definition in section 1.2 and applying in partnership with an artist or arts organisation as outlined in section 1.3 will be considered eligible. Please note that host institutions may not apply in partnership with an artist/arts organisation who/that has already been in residence with them through this scheme for three academic years.

In addition, if you do not submit a fully completed application form along with the required supporting material indicated in section 1.6, your application may be deemed ineligible.

## 2. How to make your application

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### 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.

For YPCE Residencies, both the host institution and proposed artist or arts organisation must have their own ARN. You should submit your application using the ARN of the host institution. You will need to have the ARN of the proposed artist or arts organisation to hand to include in the application form. If your application is successful, the artist's or arts organisation's ARN will be needed to draw down payments.

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

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**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.

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**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.

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**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=iT9Xgmg0Eo>

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](mailto: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. This includes your draft MOU, a CV and samples of your current work – e.g. text, video, images or sound recordings (see section **1.6 required supporting material**)

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 PDF document and upload it as a weblink-supporting document.

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

Please note that we will not accept links to file-sharing sites (e.g. Google Drive) nor links to social-media platforms nor to individual applicants' websites.

**Note:** assessors will only view materials as submitted by you according to the URL link that you provide. Check that the link works from within the document you upload – i.e. that it links correctly to your material.

If you do not wish material you upload to YouTube for your application to be publicly viewable, you can flag your video as ‘unlisted’ in the settings. Please do not flag your material as ‘private’ as it will not be accessible to Arts Council assessors.

### 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.

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<b>Good filenames for an applicant called Jack Russell</b>	russelljack Architecture Project application.doc
	russelljack performance clip.mp4
	russelljack Architecture Project budget template round 2.xls
	russelljack youtube link.doc

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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 or CVs, detailed budget and any other required supporting material (see section **1.6 Required supporting material?**). 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](mailto:onlineservices@artscouncil.ie) if you **do not** receive the second confirmation email containing the application number.

## 3. How we assess your application

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### 3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for making awards is fair and transparent

### 3.2 The assessment process

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

1. Your application is checked for eligibility – all eligible applications then progress to the assessment stage.
2. Adviser(s) and/or staff make an assessment of the application.
3. Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted.
4. A peer panel reviews all shortlisted applications and associated materials, then scores and makes decisions.
5. Decisions are communicated in writing to applicants.
6. Decisions are noted by Council.

### 3.3 Criteria for the assessment of applications

Application forms and supporting material will be assessed and scored against the following three criteria:

#### a) The quality and suitability of the proposal

- Track record of the proposed artist or arts organisation
- Potential for creative collaboration between the artist or arts organisation, the host institution, and any other partners that will engage with the residency
- Potential of the proposal to develop and enhance the practice of the artist or arts organisation, the host institution, and any other partners
- Opportunities for the artist, teaching staff and students to have a voice in the development of the residency in a manner that is ambitious, original and collaborative
- Where children in early childhood or school settings are involved, opportunities for children to have a voice in the development of the residency.

**b) The extent to which the proposal meets the purpose of the award**

- See section 1.1 above

**c) The feasibility of the proposal**

- Demonstrated capacity of the host institution to effectively manage and support the residency
- Suitability of resources the host institution will make available to the resident artist to support a programme of engagement with students and staff
- Suitability of resources the host institution will make available to the artist for the development of their practice
- A schedule and process that will support shared planning and reflection, and will enable the development of bespoke collaborative engagements
- An agreement that demonstrates fair payment and conditions for the resident artist and any other collaborators. The Arts Council has 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.
- An appropriate plan and allocation of resources to document, reflect on and share the outcomes of the residency
- Priority will be given to proposals where the level of investment from the host institution matches or exceeds that of the Arts Council – this may include a combination of in-kind or cash investment in the residency programme, and should be clearly set out in section 3.1 of the application form.

**3.4 Peer panel**

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 and contextual expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

## Scoring process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

## Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when they are approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

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

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest they must declare it in writing in advance of the meeting as soon as they become aware of it. In this instance the head of team will chair the discussion on the conflicted application.

### 3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been better suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

#### Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at [http://www.artscouncil.ie/en/fundInfo/funding\\_appeals.aspx](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.