Local Authority Grant

2014

Guidelines for Applicants

Local Authority Grant: application checklist

Use the checklists below to make sure that your application for Annual Funding is complete.

Items that are mandatory for all applications (tick all of these items)

- ☐ We have filled all of the sections of the application form that are relevant to our application.
- ☐ We have filled in the *Local Authority Financial Data Relating to the Arts 2013* template and have this ready for upload.

Items that are mandatory for certain applications (tick those that apply to your application)

- ☐ Our proposal involves working with children or young people, and we have a copy of our *Child Welfare Protection Policies and Procedures* ready for upload.
- ☐ Our proposal involves working with animals, and we have a copy of our *Animal Welfare Protection Policies and Procedures* ready for upload.

Second opinion (tick this item)

- ☐ At least two persons in our organisation have checked over our application to make sure there are no errors and nothing is missing.

Getting help with your application

- If you have a technical query about using the online services website you can email onlineservices@artscouncil.ie.
- Answers to common questions about using online services are available in the FAQ section on the Arts Council's website at: http://www.artscouncil.ie/en/fundInfo/funding_faqs.aspx
- To watch our YouTube guide on making an application go to http://www.youtube.com/artscouncildemos
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@artscouncil.ie.
- If you have access requirements, contact the Access Officer on 01 6180219.

1. About Local Authority Grant funding

1.1 Deadline for submission of applications

All applications must be made using the Arts Council's Online Services.

The deadline for receipt of applications is: **5.30pm, Thursday 7 November 2013**

1.2 Purpose of Local Authority Grant funding

The purpose of Local Authority Grant funding is to support the ongoing programme and strategic actions of the local authority arts services in developing the arts locally. This funding scheme is open to local authority arts services only.

2. Making 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.

Requirements for using online services

Your computer and internet browser will need to meet the following requirements to use Online Services successfully:

PC	Windows XP or higher *with* Internet Explorer 7.0 or higher OR Firefox 2.0 or higher
Mac	Mac OS X v10.5 Leopard or higher *with* Safari 3.1 or higher OR Firefox 2.0 or higher

Please note: You will also need to have Microsoft Word or OpenOffice installed to complete the application form itself. OpenOffice is free software which you can download here: http://www.openoffice.org.

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 and submit well in advance of the deadline.

Upload times can be much longer than download times. It may take you longer than you think to upload your support materials.

There is frequently a high volume of enquiries and phone calls on the day of any funding deadline, so if you have a last minute query you may find it more difficult to get through to us.

If you experience technical difficulties at any time while making an online application you can contact the Arts Council for help by emailing onlineservices@artscouncil.ie.

2.2 Fill in the application form

If you have not already done so, download the Local Authority Grant application form. The application form is a Word document which you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

1. Organisation details

Enter your local authority name and ARN.

2. Arts programme and initiatives: 2014

The Arts Council takes into account your proposed arts programme and initiatives for 2014 when assessing your application. Use **TABLE A** to provide details on the elements and strands of work that make up the arts programme that your local authority proposes to undertake in 2014 and for which you are seeking Arts Council funding support – do not include any arts activities for which you are not seeking Arts Council funding support.

Include details of your ONGOING PROGRAMME AND INITIATIVES and your NEW INITIATIVES AND DEVELOPMENTS, as provided for in TABLE A.

ONGOING PROGRAMME AND INITIATIVES	This is the arts work that you carry on from year to year, and with which the Arts Council is already familiar. Describe each element or strand of work briefly, highlighting any significant achievements in 2013 and relevant plans for 2014. Include the names of artists involved and any key events or activities planned for 2014.
NEW INITIATIVES AND DEVELOPMENTS	Give a brief description of any new elements or strands of work that you propose to introduce in 2014. In each case, provide the following information: ● How the initiative relates to the Arts *Council's Strategic Overview: Developing the Arts in Ireland 2011–2013* ● How you propose to target particular audiences or participants ● Details of any new strategic partnerships or sources of support that you have.

For each element or strand of work (ongoing and new), provide the following information in the appropriate columns:

- The total cost of the element / strand of work
- The amount of your own (local authority) funding you are applying to the element / strand of work
- The contribution that other income or funding will make to the element / strand of work
- The amount of Arts Council funding you are seeking for each element / strand of work. The amount you enter here should be the difference between Total cost and the sum of Local authority funding and Other funding.
- Audience: specify your projected audience figures for each element / strand of work. Specify what your audience figures relate to – numbers of people attending a performance or taking part in an event, or readership (number of copies sold) or participants or beneficiaries of other kinds.

  Provide actual numbers, not percentage capacity of a venue or other measures. Don't include website visits, unless the element is web-specific. In the case of publications, provide information on the number of copies issued/sold, not the number of copies printed.

Enter the totals at the foot of each column. The total amount of Arts Council funding sought (in the red box) must be within the indicative budgetary figure in the Arts Council's provisional offer.

2.3 Fill in the financial template: Local Authority Financial Data Relating to the Arts 2013

Local Authorities applying for Arts Council funding for 2014 are required to provide financial information on their total expected arts-related expenditure in 2013. This information must be provided by the Arts Officer and the Finance Officer and must be entered on the Arts Council's dedicated financial template, which you can download from Online Services.

This document is a locked spreadsheet and contains formulas to make it easier to complete. Please do not alter the format of the template in any way. You may enter details in the blue cells only. The yellow cells are calculated automatically.

In total, you are asked to provide information under eleven different categories. In each case, provide details of expected amounts relating to:

- **Local authority contribution**: the amount you contributed to the item from your own (local authority) resources
- **Arts Council contribution**: the amount of Arts Council funding you allocated to the item (where appropriate)
- **Other contributions**: the amount of funding from other sources that you allocated to the item (where appropriate) – this could include box office and programme sales, sponsorship, central Government funding, and so on
- **Total expenditure**: the total cost of each item.

Required information categories

1. Direct expenditure by the local authority on arts-related core staff costs and administration in 2013	Core staff costs and administration should include the salary costs of the Arts Officer, other staff related costs, administrative costs, expenses, and so on.
2. Direct expenditure by the local authority on its Arts Programme in 2013	The Arts Programme consists of all the projects, events and programmes across artforms and arts development areas that the local authority's Arts Office operated, managed or led in 2013. Include all the items in your Arts Programme for 2013, irrespective of whether or not you allocated Arts Council funding to them. Where you did allocate Arts Council funding, please specify how much in each case.
3. Direct expenditure on Arts Act grants by the local authority in 2013	Provide details of your expenditure on grants awarded under the Arts Acts 1973 and 2003.
4. Direct expenditure by the local authority on bursaries and awards in 2013	Provide details of your expenditure on bursaries and awards to artists. ● *Bursaries* are monies given to artists to support a specific need – for example, to assist in creation of work, for travel, to buy materials, and so on. ● *Awards* are monies given in recognition of artistic achievement.
5. Revenue expenditure by the local authority on municipal arts venues in 2013	Provide details of your expenditure on your own local authority / municipal venues – these are venues directly owned and operated by the local authority with directly employed staff. Give the expenditure details for each venue.
6. Revenue expenditure on local authority developed venues (now operating independently) in 2013	Provide details of your expenditure on venues that you developed (or largely developed) but which now operate as independent entities. Typically, there are venues that continue to have significant local authority involvement – board representation, funding, and so on. Give the expenditure details for each venue.
7. Revenue expenditure by the local authority on other independent venues in 2013	Provide details of your expenditure on any other venues. Give the expenditure details for each venue.
8. Direct capital expenditure by the local authority on the arts in 2013	Provide details of any capital expenditure on the arts. This should include any direct financial contributions and the value of any significant in-kind contributions (buildings or land) made to arts venues and companies for capital purposes.

9. Other direct grant aid from the local authority to arts organisations, festivals and individuals in 2013	Provide details of any other direct grant aid that you provided to individuals, organisations, festivals or events that are not covered in any of the categories above.
10. Direct expenditure in the local authority area on public art / per cent for art in 2013	Provide details of any monies granted from the Department of the Environment, Community & Local Government for **public art / per cent for art** in your local authority area.
11. Other direct expenditure on the arts in the local authority area in 2013	Provide details of any other arts expenditure you incurred, and indicate (where appropriate) if funding from the Arts Council or other sources was also applied.

2.4 Assemble the required documents and any additional support material you wish to include

To make an application for Local Authority Grant funding, you **must** submit the following material online:

- A completed Local Authority Grant application form – see page 3
- A completed *Local Authority Financial Data Relating to the Arts 2013* template – see pages 3–4
- If your proposal involves working with children or young people then you must provide a copy of your *Child Welfare Protection Policies and Procedures*
- If your proposal involves working with animals then you must provide a copy of your *Animal Welfare Protection Policies and Procedures*
- Any newly drafted or published arts development plans that your local authority has produced in the last year
- Any other information that you consider relevant to your application.

You must submit all such support material online; so, if necessary, you need to scan or save material in electronic format.

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

Acceptable file formats

The following table lists file formats that are acceptable as part of your application for RFO funding.

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	Quicktime/.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Reader files	.pdf

For convenience, gather together all the files you need in an accessible location on your computer.

Uploading web links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Word document or equivalent and upload it as a web link supporting document.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as 'unlisted' in its settings.

2.5 The stages in making your application online

To make your application online, you go through five 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.

1: Choose funding programme and download documentation

To start a new application, you click the **Make an application** button on your Online Services home page, and follow the prompts to choose the Local Authority Grant programme. Give your application a unique reference by which to identify it. At this stage you can also download the application form and the financial data 2013 template.

Fill in the application form and the financial review template *offline* (see pages 3–5 above), and return to Online Services when you are ready to submit them, and bearing the closing date in mind.

2: Enter the amount you are requesting from the Arts Council)

At Screen 2a **Application amount requested,** please enter the indicative figure that the Arts Council has offered you in its provisional offer. (Screen 2b is not relevant for this award.)

3. Upload completed forms and support documents

Come to this stage when you have documentation ready for upload.

At screen 3, follow the prompts to upload your filled-in and saved application form, your financial data template and all other support material. You don't have to upload everything at the same time. You can save your application as a draft, and come back to it later.

5. Submit application

When you have uploaded the application form and all the support documents, and you have entered the online details, click on **Submit** to submit your application.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

3. Processing and assessment of applications

3.1 Criteria for the assessment of applications

In offering an indicative figure for funding in 2014 the Arts Council continues to apply the following three criteria in its ongoing assessment of the work of local authority arts services.

1. The artistic quality of the programme of work proposed

2. How well the arts service is managed

3. How well the applicant meets the Arts Council's strategic priorities

Further details on each of these criteria can be supplied upon request.

Taking account of the continuing decline in public funding available, the Arts Council has given consideration to the nature and breadth of your arts service and its strategic significance in the context of the broader arts provision available in your area. A relevant Arts Council strategic priority in that context is the objective of achieving breadth and balance in arts provision nationally.

The following key elements are understood to characterise some or all of the ongoing programme of work your arts service delivers, and for which continuing Arts Council support is offered:

- The implementation of strategic developmental actions outlined in your *Local Arts Plan/ Strategy*
- Developmental actions you have taken within an artform or practice
- Partnership, cross-sectoral initiatives with other locally, regionally or nationally-based agencies or service providers
- Actions you have taken in terms of audience development, social inclusion, and/or young people, children and education, involving active engagement or participation in the arts
- The engagement and employment of artists and other creative personnel as well as other relevant support staff in delivering your programme
- Providing support to artists, through bursaries, awards, schemes, and other non-financial support, such as mentoring and continuing professional development
- Indirect support to professional arts organisations who do not otherwise receive Arts Council revenue funding, including non-financial supports. Note, however, that Arts Council money may not be used to fund Arts Act grants awarded by local authorities.

3.2 How the Arts Council will use the information you provide

The Arts Council will use the information you provide in your application to gain an understanding of your local authority and those activities for which you are seeking funding in 2014. The Arts Council may also use some of this information for other purposes, for example, to update our database or to assist in building a stronger case for Government funding of the arts.

The information you provide in your funding application will be treated confidentially. However, the Arts Council, like most public bodies in Ireland, is subject to the Freedom of Information Act. Therefore, any member of the public, now or in the future, is entitled to seek any written materials held by the Council which are not explicitly excluded under the provisions of the Act.

- To familiarise yourself with the provisions of the Act, see www.foi.gov.ie
- To view the Arts Council's Freedom of Information policies, see www.artscouncil.ie

3.3 Final determination

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures.

The final determination of the offer of grant aid for 2014 will be made in December 2013, and will be communicated to local authorities in early January 2014. The amount of the offer will be influenced by a range of factors including the confirmed level of grant in aid that the Arts Council receives from the Government and also the Planned Arts Programme and Initiatives outlined in your application. The aim is to ensure that the system for making decisions is fair and transparent.