Award Guidelines

Theatre Project Award

For projects commencing on or after 01 July 2013

PLEASE NOTE – The information in these Award Guidelines may be different to that which was published for the same award in previous award rounds. You are advised to pay particular attention to:

- the purpose and priorities of the award;
- essential requirements relating to the submission of support materials;
- file formats and URLs that can be used in submitting support material;
- the new file size limit on the online services site - the total combined limit for all uploaded material has been increased to 40MB;
- the assessment criteria.

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Section 1 - About the Theatre Project Award

Name of award	Theatre Project Award
Deadline	5.30pm. Thursday 21 March 2013
Purpose and priorities of award	The award supports projects commencing in 2013. The Theatre Project Award is designed to support the creation, presentation and production of **theatre pieces**[1] across three strands of work up to the amounts shown here: • **Strand 1: Theatre Creation** – up to €25,000 • **Strand 2: Theatre Presentation** – up to €50,000 • **Strand 3: Theatre Production** – up to €100,000 **Strand 1: Theatre Creation:** The purpose of the creation strand is to enable the development of ideas for new work in a collaborative and inter-disciplinary context. The emphasis of the award is on innovation and experimentation. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary source, or a translation or adaptation of a text from another language. The objective of the award is to enable the development of ideas over time and through collaboration without the requirement to present to audiences. Priority will be given to proposals that: • seek to break new ground through innovation and experimentation and/or; • seek to develop new forms of theatre through the collaboration of more than one creative artist[2] and/or; • seek to develop new and innovative concepts for productions of pre-existing dramatic material; • can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from other sources. **Strand 2: Theatre Presentation**: The purpose of the presentation strand is the presentation of innovative, collaborative and/or experimental work to audiences. The emphasis of the award is on presenting new types of theatre in a live performance context. The concept behind a proposal can be non-text-based, or can be based on a piece of new writing for the theatre, a pre-existing dramatic text, an adaptation from another literary form, or a translation or adaptation of a text from another language. The objective of the award is to enable artists to present new concepts in theatre to audiences. Priority will be given to proposals that:

[1] The definition of a "theatre piece" for the purpose of this award is a performance which lasts a set length of time and is unified in terms of aesthetic and/or theme. Proposals involving multiple performances within an evening or event will not be considered.

[2] Note: this is distinct from and additional to the usual collaboration between a lead artist (usually a director) and performers in a rehearsal room.

- seek to present new forms of theatre to audiences and/or;
- seek to present the collaborative ideas of more than one creative artist to audiences and/or;
- seek to present new work or existing repertoire in an innovative and/or experimental context;
- can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from other sources.

Strand 3: Theatre Production: The purpose of the production strand is to enable the presentation of professional theatre productions by artists and/or producing entities with a *significant* track record in the production of theatre for audiences. The emphasis is on interpretations of pre-existing dramatic texts, although new plays and non-text based projects will also be considered where a compelling argument can be made for their appeal to potential audiences (for example where the applicant artist, or writer, or partner organisation, has a strong track record for attracting audiences). The objective of the award is the production of technically excellent and ambitious theatre in the context of contemporary practice and tradition, and on attracting and developing audiences for professional theatre while offering high-level employment opportunities to freelance theatre artists. Theatre Production applications ***must*** be supported by at least one Arts Council grant aided organisation with a significant track record for the presentation of theatre to audiences. The applicant will need to demonstrate that the support offered and the proposed role of the funded organisation is additional to and separate from the activities for which that organisation has received core funding.

Priority will be given to proposals from established theatre artists/companies that:

- seek to present high quality and ambitious theatre to audiences in partnership with existing theatre and/or arts organisations, where that partnership is additional to and separate from that organisation's core funded activity, and/or;
- seek to develop audiences for theatre on a regional basis, on the basis of partnerships with a number presenting venues, festivals or networks;
- can demonstrate their feasibility by offering realistic income projections and evidence of financial and/or in-kind supports from other sources.

Who is eligible to apply?

The award is open to individuals, groups of individuals or organisations working in theatre.

The award is only open to organisations that are **not** in receipt of funding under any of the Arts Council grant funding programmes (Regularly Funded Organisations, Annual Funding, Annual Programming Grant). However, organisations that have been informed in writing that their recurring grant relationship with the Arts Council will cease on or before 31 March 2013 are eligible to apply.

While Arts Council grant-aided organisations are not eligible to apply, it is expected that such organisations that present theatre as part of a wider programme (e.g. venues, festivals, networks and production companies) will play a role in supporting or partnering applications. **Under the Production strand, applicants must be supported by at least one Arts Council grant aided organisation with a significant track record for the presentation of theatre to audiences.** Under the Creation and Presentation strands it is envisaged that grant aided organisations might play a supporting role but this is not an essential requirement.

Organisations based outside the Republic of Ireland are eligible to apply; however,

such organisations must have the express partnership or support of a Republic of Ireland based producing entity, and must demonstrate that the primary benefit of any proposed project is delivered in the Republic of Ireland.

If applying as an individual you must have been born in, or be resident in, the Republic of Ireland.

Who cannot apply?

Applicants who are not eligible to apply include the following:

- organisations in receipt of funding under any of the main Arts Council grant programmes (Regularly Funded Organisations, Annual Funding, Annual Programming Grant) except in instances where such organisations have been informed in writing that their recurring grant relationship with the Arts Council will cease on or before 31 March 2013;
- individuals/organisations without a demonstrable track-record as professional theatre artists/organisations;
- in the case of the Production strand, applicants who do not have the express support of at least one Arts Council grant aided organisation with a significant track record in the presentation of professional theatre to audiences.

What you can apply for

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

- Strand 1 - For creation, up to a maximum of €25,000
- Strand 2 - For presentation, up to a maximum of €50,000
- Strand 3 - For production, up to a maximum of €100,000

PLEASE NOTE: You can only apply for support under **one** strand of the award in any funding round. You must clearly identify which strand you are applying for on the application form.

In addition to the normal limits stated above the Arts Council will also consider costs specifically relating to the making of art by artists with disabilities. If you wish to apply for additional funding on this basis you should provide information with your application outlining what these additional costs are.

What you cannot apply for

You cannot apply for more than one project type award (in this or any other artform/arts practice) in any one round of funding. Activities and costs that you cannot apply for include the following:

- major capital purchases;
- ongoing core costs;
- activities or costs that do not fit the purpose of the award;
- multiple artistic activities within the same project application;
- activities which are more suited to another award funded by the Arts Council or operated by other state agencies including Culture Ireland;
- activities that have already taken place or which will have commenced before 01 January 2013;
- where the activity is for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes;
- activities that have already been assessed by the Arts Council. An exception will be made 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.

Essential supporting material

In order for your application to be considered eligible for assessment under this award you ***must*** submit the following support material along with your application form:

- a detailed budget (you are advised to use the **Theatre Project Budget Template** which you can download from the Arts Council website,[http://www.artscouncil.ie/en/view_fund.aspx?fid=aa1dcb6e-f422-4450-9dbb-01721e6b35d9] or contact the Theatre Team of the Arts Council who can supply you with one);
- CVs of all key personnel involved in the proposed project;
- examples and evidence of previous/relevant work (**NOTE**: please keep these to a minimum, and representing your most recent work);
- a Memorandum of Understanding with partner organisation(s), detailing the kind of support, in cash and in kind, being offered (this is ***essential*** for the Production strand, and must be included for the Creation strand and Presentation strand if a partnership approach is proposed in the application;

Other supporting material which ***may*** be required depending on the nature of your application includes:

- evidence of any financial support/sponsorship identified in the project budget not listed in the Memorandum of Understanding;
- audience and box-office targets where relevant.

The total combined limit for all material uploaded to the online services site has been increased to **40MB**. Please note that the Arts Council will only accept URLs to support material hosted at 'youtube'.

If your proposal involves working with children or young people then you must provide a copy of your child protection policy and procedures.

PLEASE NOTE – all support material must be submitted on-line. Hard copy support material will not be accepted. If you do not submit the required supporting material the Arts Council will not be able to make an assessment of your application. Additional information about your application outside of the supporting material required will not be read.

Criteria for the assessment of applications

All eligible applications are assessed under 3 criteria as follows:

- Artistic merit
- Meeting the purpose and priorities of the award
- Feasibility

You can see more information on each of these criteria in **Section 3 – Assessment and Processing.**

Section 2 – Making your application online

Online services website	**All applications must be submitted using the Arts Council's online services website at https://onlineservices.artscouncil.ie** **Application forms must be submitted online via the Arts Council's online services website. Application forms submitted via email/post/fax will not be accepted.** **Supporting material also must be submitted online**. Please note: • 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 time. 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.
Read the Award Guidelines	Before making an application you ***must*** read the Award Guidelines in full.
Decide who the applicant is	Before making an application you must decide who the applicant is. The applicant is the person or organisation that will receive any award offered and who will be responsible for the terms and conditions of that award. Please be aware that any award offered will only be paid into a bank account held in the name of the applicant.
Registering for an online services account	To make an online application you will need an online services account. If you have made a funding application since April 2010 and are applying in the same name, you will have an online services account, which you access with your ARN and password. If you have forgotten your password, you can reset it via the link on the online services homepage by entering your ARN and the email address associated with the account. If you have not made an online application within the last 2 years OR you are applying on behalf of group/organisation which has not previously made an online application, you must **register** for an online services account. It may take **up to 5 working days** for your registration to be confirmed so it is very important that you register as early as possible. If for exceptional reasons you are not able to use the internet or the Arts Council's online services web site or if you have special access requirements then the Arts Council will consider allowing you to submit your application form in hard copy. In such

circumstances you must contact the Arts Council **at least 2 weeks in advance of the deadline**.

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 - Mac OS X v10.5 Leopard or higher with Safari 3.1 or higher OR Firefox 2.0 or higher NB: 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.
Making an online application	The process for applying on line is as follows: 1. If you have not already done so; register on line at https://onlineservices.artscouncil.ie and keep a note of your ARN (art reference number) and password. 2. Choose the appropriate funding type. 3. Follow the prompts and fill in the required fields. 4. Download the application form and save it to your computer. 5. Complete the application form and save it. 6. Return to the online site, log in and go to your home page. 7. Browse for and upload your application form. 8. Browse for and upload your supporting material. 9. Review your application and list of uploaded supporting material – you will not be able to add to or amend your application once submitted. 10. Hit the submit button (we will not receive your application until you click submit).
Using the application form	The application form is a Word document which you download from the online services website, complete offline on your own computer and then upload again prior to submitting your application. The form contains special formatting which allows the online system to validate it on upload and ensures that you do not submit an incomplete form. To work with this formatting you **must** use either Microsoft Word or OpenOffice and follow the instruction at the beginning/end of the form. We have a step-by-step guide to using the form with OpenOffice which can be downloaded here: http://www.artscouncil.ie/en/FAQ/online-services.aspx#faq12 The application form restricts the number of characters (letters) that can be used to answer each question. The character limit is stated on the application form next to each question. Please note that the limit is set in characters and not words (although an approximate word limit is given for guidance purposes) and that the character limit includes spaces.

See **Section 5** of these Award Guidelines for help with preparing the content of your application form.

Preparing and submitting support material	**Supporting material must be uploaded and submitted electronically through the Arts Council's online services website (apart from any exceptions listed elsewhere in these guidelines).** You can upload a wide range of materials including images, videos and sound files. NB Uploading material takes significantly longer than downloading. If you are uploading large files either to online services directly or to another URL (see 'Web links'), please upload your material well in advance of the deadline to ensure you can submit your application in time. The total combined limit for all material uploaded to the online services site is **40MB**. The following file formats are accepted: • image files - .jpg/.gif/.tiff/.png • sound files - .wav/.mp3/.m4a • video files - Quicktime/.avi/.mov/.mp4 • text files - .rtf/.doc/.docx/.txt • Adobe Reader files - .pdf • spreadsheets .xls/.xlsx All files that are uploaded as support material must be appropriately named. The file name should make it clear what the file represents or contains. For example it should be clear from the file name whether the document is a CV, or a review of previous work. When submitting supporting material: • Upload each piece of supporting material separately, selecting the appropriate document type; • Include the title of the work in the file name if submitting documentation of work; • Follow any file naming conventions set out in Section 1 **Web links** You may provide links to material hosted at specific websites rather than uploading the material directly to online services. **Only** material hosted at **http://www.youtube.com** will be assessed**.** Links to material hosted at other web sites will not be viewed. To submit your web link/s, copy the URL (link) for the specific piece of material e.g. video, music track that you wish to be viewed into a Word document or equivalent and upload as a 'Web links' supporting document. 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. For more information see http://www.artscouncil.ie/en/FAQ/online-services.aspx#faq18. See **Section 1** of these Award Guidelines for a list of the support materials that you must upload with your application. See **Section 5** for help with preparing the content of support materials.
Submitting on time	The online services system closes to applications on the deadline. You will not be able to upload material or submit your application once the deadline time/date passes. The Arts

Council makes no exceptions to this rule.

Can I get help with my 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 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 You can follow the Arts Council's Twitter support stream for online services. Subscribers receive information about funding deadlines, decisions and help for online services. Our tweets are then often retweeted by other Twitter users. See: http://twitter.com/artscouncilhelp We now provide updates and assistance on the use of online services through our new Facebook page. Feel free to post or send us a message via the page if you need online services support when making a Project Award application: http://www.facebook.com/artscouncilireland If you require assistance with the content of your application please see **Section 5 – Help with your Application**. If you still require **general** assistance you can call the Arts Council on 01 6180200 or email awards@artscouncil.ie. If you have access requirements you can contact the Access Officer on 01 6180219.

Section 3 - Assessment and Processing

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.

The process

All applications received are processed as follows :

- application acknowledged;
- adviser(s) and/or staff make written assessment;
- staff make recommendations to Grants Committee;
- Grants Committee reviews staff recommendations and makes its recommendations to Council;
- Council plenary make final decision;
- decisions communicated in writing

Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the available resources. All applications are assessed against the following criteria:

1. Artistic Merit
2. Meeting the objectives and priorities of the award
3. Feasibility

1. Artistic merit

An assessment on artistic merit would focus on the applicant and those involved in the project as well as the nature of the proposed arts activity and might include, amongst other things, consideration of:

- the quality of the idea and the proposed arts activity as outlined on the application form;
- the track record of the applicant and the artistic personnel involved in the project evidenced through the CV(s) and other support material submitted **and/or** the potential of the of the applicant and the artist(s) evidenced through the application form and the support materials submitted;
- (for Creation and Presentation) the extent to which proposal demonstrates innovation, experimentation and collaboration in the context of contemporary theatre practice, or (for Production) the extent to which the proposal is artistically ambitious;
- the clarity of ambition, originality and competency demonstrated in the proposal.

2. Meeting the purpose and priorities of the award

An assessment under this criterion would focus on the benefit and strategic significance of the proposed activity in relation to the stated purpose and priorities of the award.

3. Feasibility

An assessment on feasibility would consider the extent to which the applicant demonstrates capacity to deliver the proposed activity. This might include but not be limited to consideration of -

- the track record of personnel involved in managing, administering, 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.

Decision making process	Once staff and advisers of the Arts Council have assessed applications according to the criteria outlined above, their recommendations are sent to the Grants Committee for consideration. The Grants Committee is a sub-committee of the Arts Council, and sits regularly to make funding recommendations to the full Council. Once the Grants Committee has considered and discussed staff recommendations, it will make final recommendations to Council for decision.
Timeframe	The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process mean that in takes at least **eleven** weeks from closing date to decision.
What happens if you receive an award?	A letter of offer will be sent to you detailing the amount of funding, and the terms and conditions of the award. You will also be informed of the process by which your award should be drawn down.
What happens if you do not receive an award?	You will be informed in writing if your application is not successful. Unfortunately, eligibility and compliance with application procedures alone do not guarantee receipt of an award. Because of the large volume of applications, demand for funding always exceeds the available resources. If your application is not successful you can request feedback from Arts Council staff.
Appeals and complaints	If you feel that the Arts Council's procedures have not been followed, check the Appeals and Complaints Procedure, or contact the Arts Council for a copy of the Appeals and Complaints information sheet.
Am I able to re-apply?	If your application has been assessed and you did not receive an award then you are not eligible to reapply for the same activity to any other Arts Council award. 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.

Section 4 – Terms and Conditions

- By submitting an application applicants are confirming that they have read and understood the information set out in the Award Guidelines relating to this award.

- Individual applicants must have been born in, or be resident in, the Republic of Ireland. 'Residency' is based on the following definition used by the Revenue Commissioners (in which Ireland means the Republic of Ireland):

  You will be considered resident in Ireland, in a given year, in either of the following circumstances:
  - If you spend 183 days or more in Ireland in a calendar year (1 January – 31 December)
    OR
  - If you spend 280 days or more in Ireland over two consecutive years. In this case you will be considered resident for the second year. However, for this condition to apply you must spend a minimum of 30 days in Ireland in both of the tax years.

  Examples:
  1. If you spend 140 days in the Republic of Ireland in year one and 150 days in year two, you are considered resident in year two.
  2. If you spend 365 days in the Republic of Ireland in year one and 10 days in year two, you will not be considered resident in year two.

  Residents of Northern Ireland are not eligible to apply unless born in the Republic of Ireland.

- Your application will be considered ineligible, and returned to you, if:
  - Your application or supporting material was late;
  - You did not use the online services website to submit your application form or supporting material
  - You did not fully complete the application form;
  - You did not include with your application all the required supporting material;
  - The proposed activity or costs you are applying for do not fit the purpose or function of the award.

- Awards are subject to different limits, and all awards are offered subject to the availability of funds. Awards may be withheld or divided among applicants at the discretion of the Arts Council.

- All correspondence will be between the Arts Council and the applicant personally, unless otherwise agreed.

- Any offer of financial assistance is made on the basis of plans outlined in the application, and any alteration to plans or budget which materially affects that basis or does not comply with the terms of the offer, shall be made known at once. The Council reserves the right to revise its offer in such circumstances.

- Successful applicants will be informed of the conditions of the offer and the steps required in order to draw down funding.

- Applicants will be required to manage their payments and the submission of relevant materials through the Arts Council's online services web site.

- Successful applicants will be required to provide proof of their bank account.

- Applicants receiving €10,000 or more must be able to demonstrate that they are in possession of a tax clearance certificate from the Revenue Commissioners in the name of the awarded applicant.

Tax clearance certificates can be requested online at www.revenue.ie. It is not necessary to submit a tax clearance certificate with your application; however, if your application is successful, it will be necessary to provide relevant details in order to receive payment.

- Successful applicants will be paid by bank transfer only. The Arts Council does not issue cheques.
- Awards will only be paid into a bank account in the name of the awarded applicant.
- Successful applicants must report on the utilisation of their award and supply receipts where appropriate. A report form will be provided for this purpose. The report form must be submitted with your request to receive the final instalment of your funding.
- Successful applicants will be required to submit an income and expenditure account, certified as correct by the awardee(s), in order to draw down the final payment. Where the award is €25,000 or above the income and expenditure account will need to be certified by a practising accountant / auditor.
- Successful applicants must draw down and spend any funding received within one year of being notified of the award.
- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work in the style and manner as laid out in the Arts Councils guidelines on acknowledging funding available on the funding acknowledgment section of the Arts Council's web site http://www.artscouncil.ie/en/FAQ/logo-guide.aspx. Compliance with the rules of acknowledgement of funding will be monitored throughout the life of each funded project. Non-compliance is a breach of the terms and conditions and may affect payments and future funding. The Arts Council reserve the right to request copies of all public communications prepared by the award recipient.
- In the case of activities involving young people under the age of 18, you must demonstrate that adequate child protection and welfare policies and procedures are in place. You must submit a copy of your child protection policy and procedures or, in the case of an individual artist or leader, your code of practice. For further information see Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector, available on the Arts Council website at http://www.artscouncil.ie/en/areas-of-work/actions/child-protection-and-welfare.aspx.
- Applicants whose activities involve the use of live animals must submit evidence of compliance with the Arts Council's Animal Welfare Framework available on the publications section of the Arts Council's web site http://www.artscouncil.ie/Publications/AC_Animal_Framework_ENG_Web.pdf
- Awards may be offered with additional specific conditions attached.
- Applicants in receipt of a Project Award will not be eligible to receive grant aid through any of the following grant programmes: Regularly Funded Organisations; Annual Funding; Annual Programming Grant, during the life of that Project Award.
- The Arts Council reserves the right to publish relevant details of recipients and awards including but not necessarily limited to the names of recipients, the amount of the award offered and a summary of the proposed activity.

- Applicants should note that information provided to the Arts Council may be disclosed in response to a request made under the Freedom of Information Acts 1997 and 2003. Information provided is retained on the Council's Management Information System. Every effort will be made to protect client confidentiality.

Section 5 – Help with your application

Read the Award Guidelines

Before making an application you must read the Award Guidelines in full.

Help with completing your application form

These help notes should be read in conjunction with the application form. The numbered sections below relate to the numbered sections on the application form.

The application form asks you to outline what it is you want to do, how much it will cost and how much funding you require. It also asks you to explain how you feel that your proposal meets the assessment criteria for the award and provides space for you to outline key dates or activities and to list any other individuals or organisations involved in your proposal.

Section 1 – The Award

1.1 At section 1.1 of the application form you are asked to tick a box to confirm that you have read the Award Guidelines.

1.2 Section 1.2 of the application form asks you to identify the artforms/arts practices that are relevant to your application. In many cases it is likely that only one box will need to be ticked, however, in some cases there may be more than one. You should only select an artform/arts practice if it represents a significant element of the activities described in your application. Selecting more than 1 box will not in itself make your application any more or less of a priority. Do not tick more than 3 boxes.

1.3 At Section 1.3 of the application form you must identify which strand you are applying for. You can only apply for one strand. See **Section 1** of the Award Guidelines for a description of each strand.

1.4 Section1.4 of the application form asks you to briefly describe who you are and to outline your most recent artistic achievements. This question is relevant to applicants applying either as individuals or organisations. Newly formed organisations with little or no track record may choose to answer this question by focusing on the experience of individual members of the organisation. If you are applying as an individual on behalf of a wider group then tell us about yourself as well as the group.

Section 2 – Proposal

2.1 At section 2.1 of the application form you are asked if you have a title for your proposal. This might be the title of the event, the production, the work etc. If you do not have a title then you can leave this section blank.

2.2 At section 2.2 of the application form you are asked to provide 3 short points outlining your proposal.

2.3 At section 2.3 of the application form you are asked to provide a full description of your proposal. This will help those involved in assessing your application to understand the full scope of your proposal. It is very important that you give a full but rounded description and that you don't only focus on the artistic elements of what you propose, we also need to know the how, when, where,

why, who etc.

What you include in your description will depend on the nature of the proposed activities. It might include but not necessarily be limited to:

- a practical explanation of the project, i.e. what will happen, when it will happen, how it will happen, who will be involved;
- the artistic goals and ambitions;
- the envisioned benefits, i.e. who will benefit and how;
- the context in which the proposal is being made;
- a schedule of the key steps of the project;
- information on key partners/collaborators and their roles;
- any additional and relevant administrative details;
- any additional and relevant technical details;
- any additional and relevant financial details.

2.4 At section 2.4 of the application form you are asked to explain how you feel your proposal meets the assessment criteria for the award to which you are applying. To understand the assessment criteria for the award you should read carefully the Award Guidelines and in particular Section 1: About the Award and Section 3: Assessment and Processing.

2.5 At section 2.5 of the application form you are asked to identify any other artists, individuals, groups or organisations that are involved in your proposal. You should only identify those that play a significant part in your proposal. This might include the venue hosting your proposed activity, the main artists involved, key partners, key administrative personnel etc. The form allows you to briefly describe the way in which each of these partiers will be involved in the proposed project.

2.6 At section 2.6 of the application form you are asked to identify key activities, dates or locations that are relevant to your proposal. This might include identifying the key planning stages or listing the dates of a launch, an event or a performance etc.

Section 3 – Budget

3.1 Section 3.1 of the application form asks you to identify the expenditure relating to your proposal. You ***must*** fill in this section. You should consult the Award Guidelines particularly **"Section 1. About the Award"** to see what expenditure is eligible within the award. In addition, you should submit a detailed budget as part of your supporting materials which tallies with the figures you give here. Please note that for Theatre projects there is a specific **Budget Template** that you are advised to use. Remember that you can also identify expenditure that will be paid for 'in-kind', but be sure to also reflect this in the income section of your budget. Identifying in-kind contributions can help to show the true value of the project, however, these contributions must be justifiable. For example the time contributed by volunteers might be recorded as a cost. Please be aware that the time contributed by Directors/Board members of a company cannot be considered as an in-kind contribution.

3.2 Section 3.2 of the application form asks you to identify any income relating to your proposal (excluding the income you hope to secure form the Arts Council). If you have income from other sources that is specifically being put towards the cost of the activities described in your project proposal then you should identify that income here. You need only include other income if it is relevant and

appropriate to your proposal. This might include for example box office projections, other funders, sponsorship etc. You can include in-kind support here; however, you must make sure that you also reflect the value of that in-kind support in the expenditure section so that your budget balances. Please remember that priority will be given to applications which can provide evidence of where this income is coming from.

3.3 Section 3.3 of the application form asks you to state how much you are seeking from the Arts Council. The amount requested should be equal to the total expenditure minus any income that you have declared as counting towards the cost of the proposal. It is very important that these figures match. If there is a discrepancy in the figures the Arts Council will not be in a position to properly assess your application. It is very important that you clearly state how much you are seeking from the Arts Council. The Arts Council is not able to grant money where an amount has not been requested. You cannot ask for more money than you need i.e. more than the expenditure that you have identified for the proposal. You should also bear in mind the maximum level of grant that is available for the award.

Help with your supporting material

You ***must*** submit supporting material with your application. Supporting material is a vital part of your application. Clear, concise and relevant supporting material will help assessors to understand your proposal.

If you do not submit the required supporting materials the Arts Council will not be able to make an assessment of your application.

See **Section 2** of these award guidelines under the heading 'Preparing and submitting support material' for technical information on how to provide your support material.

The essential supporting materials for the Theatre Project Award are:

1. **CVs of all key artistic personnel**. Full CV(s) should be provided rather than short biographies. Each CV should identify relevant work or skills, e.g. information about expertise in a particular area of work, or information about exhibitions, performances or recordings. Each CV should be no more than **three** A4 pages in length.

2. **A detailed budget.** You are advised to use the **Theatre Project Budget Template**, which can be downloaded from the Arts Council's website, or by contacting the Theatre Team.

3. **Evidence of previous work.**

   I. If you are submitting visual stills please ensure that images are clearly labelled and there is relevant contextual information. This might include details of the title and date of works, media and dimensions, where work was presented etc.

   II. If you are submitting moving image work please provide relevant contextual information. This might include details of the piece, date, thematic/general comments, where it was presented, names of performers, how the work was financed (e.g. award, self-financed). Extracts should be no more than three minutes; no more than **three**

extracts should be submitted.

III. If you are submitting music or sound based material please identify names of performers, and instrumentation where appropriate.

IV. If you are submitting a sample of writing, no more than **ten** pages of a script should be submitted. It is not possible for Arts Council assessors to read full play scripts or manuscripts.

4. **Memorandum of Understanding.** This is essential for theatre Production applications, and should also be present for Creation and Presentation award applications where there is a partnership or collaboration with another organisation is a feature of the proposal.

PLEASE NOTE: additional materials relating to your proposal other than the supporting material required will not be assessed and will not be taken into account.

General advice

Common mistakes to avoid when submitting materials documenting arts practice:

- no indication of the relevance of materials to your application;
- poor labelling or description of works – this can lead to confusion over dimensions, media and context;
- no examples of your own work;
- too much irrelevant information (e.g. too many reviews). Be selective with what you submit. It is better to submit one high-quality example than a large amount of lesser-quality, irrelevant material;
- not enough information. Assessors will have no basis on which to make a recommendation;
- examples of old work. Assessors are interested in your recent or current work.

Other general advice to consider when making an application:

- plan your application well in advance;
- read the Award Guidelines thoroughly before you begin making an application;
- remember that several people will be involved in making a decision about your application – so make your application clear, concise and unambiguous;
- do not assume that the assessors will know you or your work. Treat each application as if it were your first;
- have a clear and realistic idea of what you want and how much your proposal costs;
- be selective with supporting material and ensure you include those items that are essential;
- have someone else look over your application before you submit it.