Deis Award - Round 1 2013

Guidelines

PLEASE NOTE: These Award Guidelines have changed since this award was last offered. You must read these guidelines in full before making an application.

General advice

- read the Award Guidelines and become familiar with the online services website;
- plan your application well in advance and allow plenty of time to submit your application online;
- remember that several people will be involved in making a decision about your application – so make your application clear and concise and 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 to do and how much your proposal will cost;
- make sure your budget is clear, consistent with your proposal and adds up correctly;
- ensure you include the supporting materials that are essential and be selective with other items;
- have someone else look over your application before you submit it.

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Section 1 - About the Deis Award

Name of award	Deis Award (Round 1) 2013
Deadline	5.30pm Thursday 21st February 2013
Purpose and priorities of scheme	The purpose of the Deis award is to provide support for traditional arts projects, or projects involving collaboration between the traditional arts and other artforms. Deis supports one-off or short-term projects only and other funding will not be granted under the scheme. Priority will be given to projects that demonstrate: • Attention to artistic quality • Innovation • Significant benefit to the traditional arts community
Who is eligible to apply?	The Deis award is open to individuals, groups, bands and organisations. Proposals are accepted from all areas in the traditional arts (traditional music, song, dance and oral artforms such as storytelling and agallamh beirte). Proposals received from organisations who are funded by the Arts Council under RFO, Annual Programming grants or Annual Funding grants must provide evidence that the project is exceptional and outside the remit of their funded activities. Activities funded through Deis, which are run by colleges/universities must be accessible to the public.
Who cannot Apply	You cannot apply for more than one Deis type award in any one round of funding. Applicants who are not eligible to apply include the following: • Individuals currently in undergraduate education; • those seeking support for stand-alone recording projects (Recording project are facilitated by the Deis Recording round, see website) ; • Individuals who have received a previous Deis award which is still on-going (i.e. any previously funded project must be completed and all monies drawn-down) ; • applicants who have applied to the Deis scheme for the same or similar proposal and have been unsuccessful.
What you can apply for	The emphasis of the award is on providing support for traditional arts projects, or projects involving collaboration between the traditional arts and other artforms and for costs that are intrinsic to supporting the proposal (e.g. Artists and performance costs). Projects funded to date have included those with an emphasis on archival material, audience development, transmission, production and performance, professional development, programming and research. The maximum award available is €20,000. However, this is a highly competitive

award and only a very limited number will be offered at this level.

What you cannot apply for	Activities and costs that you cannot apply for include the following: • the purchase of musical instruments; • activities where recording is a main activity (recording proposals will be considered through the Deis Recording Award, please see website for details); • activities or costs that do not fit the purpose of the award; • activities which are more suited to another award funded by the Arts Council or operated by other state agencies including Culture Ireland; • activities that are an intrinsic part of on-going formal education; • activities that have already taken place or which will have commenced before a decision is due to be made on your application, approximately four weeks from the closing date; • where the activity is for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes; • activities of financial benefit to organisations currently funded by the Arts Council under RFO, Annual Programming grants or Annual Funding grants; • 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. • activity taking place in Northern Ireland unless the primary benefit of the proposal is delivered in the Republic.
Essential Supporting material	In order for the Arts Council to properly assess your application and the artistic quality of your work you must include supporting material as part of your application. This could include: • Material relevant to your application e.g. sample recordings; • Previous Brochures/ Programmes; • Artists CV's, biographies; • Detailed budget for the proposed activity, including proposed rates of pay for all personnel involved – rates of pay should be realistic and commensurate with practitioners' level of professional experience; • Invitations or letters supporting any claims of collaboration, offers of funding etc; • Evaluation plans or audience projections; • If your proposal involves working with children and/or young people then you must provide a copy of your policy and procedures around the protection and welfare of children and young people (if not submitted previously).

Section 2 – Making an online application

Online services website

All applications including application forms and supporting material must be submitted using the Arts Council's online services website at https://onlineservices.artscouncil.ie.

Applications submitted via email/post/fax will not be accepted.

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 supporting 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 Guidelines

Before making an application you must read the 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 grant offered and who will be responsible for the terms and conditions of that grant. Please be aware that any grant 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 a 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 website 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

Making an online application

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.

The process for applying online is as follows:

1. If you have not already done so; register online at http://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 press 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 instructions 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 supporting material

Supporting material must be uploaded and submitted electronically through the Arts Council's online services website. 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 can be 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 supporting 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 your 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 these guidelines.

Weblinks
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 'Web links' supporting documentation.
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 supporting materials that

you must upload with your application. See Section 5 for help with preparing the content of supporting materials.

Submitting on time

Completed applications including all supporting materials must be received by the Arts Council by the specified deadline. The Arts Council makes no exceptions to this rule. Applications received after the deadline will be ineligible.

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

If you use Twitter or Facebook you can now follow the Arts Council's Twitter support stream for online services or like our Facebook page for updates
Facebook: http://www.artscouncil.ie/artscouncilireland

If you still require **general** assistance you can call the Arts Council on 01 6180200.

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

Deis applications received are processed as follows:

- application is acknowledged by email;
- adviser(s) and staff make written assessment;
- adviser(s) and/or staff recommends as shortlisted or not shortlisted;
- peer panel reviews all shortlisted applications and makes recommendations;
- chair of peer panel (Council member) signs off on peer panel recommendations;
- decisions are 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 scheme
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 artistic personnel involved in the project demonstrated through the CV(s) and other supporting material submitted;
- the potential of the applicant, the artist(s) and the idea demonstrated through the supporting materials submitted;
- the artform/arts practice context in which the activity is proposed;
- the ambition, originality and competency demonstrated in the proposal.

2. Meeting the objectives 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 objectives 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 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 demonstrated commitment of project partners;
- the proposed budget;
- other sources of income;

- the availability of and access to other resources;
- the proposed timetable or schedule.

Peer panels	The purpose of peer panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally comprise at least three external adjudicators with relevant artform and/or arts practice expertise. Each meeting is led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required. All those attending receive information in advance of the meeting about all applications. Panel members have full access to application forms and supporting material on the day of the assessment.
Timeframe	The Arts Council endeavours to assess applications as quickly as possible. You can track the status of your application through the Arts Council's online services website. We aim to communicate a decision approximately four weeks from the closing date.
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 as demand for funding always exceeds the available resources. If your application is not successful you can request feedback from the Traditional Arts team.
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:
  - 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.
  - 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 may be considered ineligible, and returned to you, if:
  - Your application or supporting material was late;
  - You applied by sending an emailed or faxed application form;
  - You did not fully complete the application form;
  - You sent your supporting material by email or fax;
  - 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.

- 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. Awards will only be paid into a bank account in the name of the awarded applicant.

- Successful applicants must draw down and spend any funding received by the date specified in the letter of offer.

- 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.

- Successful applicants must acknowledge the support of the Arts Council in all promotional material associated with their work. Details are set out in the document *Requirements for Acknowledging Arts Council Funding* available from the publications section of the Arts Council's web site.

- Applicants who are working with children and young people must demonstrate that they have adequate child protection and welfare policies and procedures in place. If your funding application involves work with children and young people you must submit a copy of your child protection policy and procedures with your supporting documentation. For further information see Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector, available on request from the Arts Council or on www.artscouncil.ie.

- 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.

- Awards may be offered with additional specific conditions attached.

- 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

Overview

This section of the Award Guidelines provides information and advice to help you through the process of preparing and submitting your application form and supporting materials.

Help with the online services website

The Arts Council will provide technical support to applicants using the online services website. If you experience any difficulties at any stage while making an online application you can contact the Arts Council for help.

It is recommended that applicants become familiar with the application section of the online services website well in advance of the deadline and in advance of preparing an application.

Application form help

If you are applying through the online services website you will be asked to confirm your name and contact details and to select which award you are applying for. You will then be allowed to download the application form.

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

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 relating to the award for which you are applying.

Section 2 – Proposal

2.1 At section 2.1 of the application form you are asked to provide a title (if relevant) for your proposal.

2.2 At section 2.2 of the application form you are asked to provide 3 short points outlining your proposal. You must also include the proposed commencement date for the project.

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 what you want to do and why.

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 activity, 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 of what you propose;
- the context in which the proposal is being made;
- information on any partners/collaborators and their roles;
- any additional and relevant technical details;
- any additional and relevant financial details.

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**

2.4 At section 2.4 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. You can leave this section blank if it is not relevant or appropriate to your proposal.

3 Section 3 – Budget

3.1 Section 3.1 of the application form asks you to identify the expenditure relating to your proposal. It is a critical section to the assessment of your application because it demonstrates how much your proposal will cost and how these costs breakdown into their various components (e.g. artists and performance costs). Seeing how you apportion your resources gives us a good idea of the size and scale of your proposal. It provides us with a picture of the feasibility of your proposal and enables us to decide whether, in our judgement, it has been realistically costed. A more detailed budget can be submitted in support of your application if you wish but you should still fill in this section of the form.

3.2 Section 3.2 of the application form asks you to identify any income relating to your proposal. The income section gives a picture of whether you have secured or applied for any resources (money or otherwise) to help offset your costs. This type of funding might be from local authority grant, box office income or sales projections, commercial sponsorship, or 'in kind' support such as provision of materials, or renting of space. You need to input the value of any such supports. If you have received a grant from a funding body you should include, in your supporting documentation, a copy of the letter from that body notifying you of your successful application. If you have applied for a grant and do not know the outcome yet, you should include this information here but indicate that the results are 'pending'.

Because 'in-kind' support is not monetary, you will need to put a value on it, i.e. its estimated real cost had you to 'buy' it (whether it be a service, material, or resource). It is also important to note that even though this is your *income* (in that it offsets the total costs of your project), it is also part of your *expenditure*. Please list it under both sections, ensuring that in-kind income equals in-kind expenditure. For example, if a company provides their hire van free of charge and it would normally have cost €100, you enter the €100 under Income in-kind because you are using €100 worth of a service for free (saving you €100) and under expenditure in-kind because you would have paid €100 for the van.

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.

Supporting material help

Along with your completed application form, you must include supporting material. This is a vital part of your application. Clear, concise and relevant supporting material will help assessors to understand your proposal.

See **Section 1** of these award guidelines under the heading **Essential Supporting Material** for the list of materials that you must submit with this application.

You can submit all of your supporting material through the online services website. The total file size of all supporting material combined cannot exceed 40 Mb.

All supporting material must be clearly labelled or identified. It should be expressly clear what the item of supporting material represents.

The file title given to supporting documents
- must not exceed 128 characters
- must not contain symbols

You must include a current CV. 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.

If you are submitting music or sound based material please identify if there are particular tracks you want the assessors to listen to. Sound files should be identified using the following naming convention: Composer – performers/ensemble – track name.

All of the above can be submitted on line. Please note that the Arts Council can only access the following electronic file formats:

- 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)

Supporting material will also be accepted through a URL reference to a specific file on www.youtube.com.

General advice

Common mistakes to avoid when submitting materials documenting arts practice:
- inadequately labelled materials;
- no indication of the relevance of materials to your application;
- not enough information. Assessors will have no basis on which to make a recommendation.

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;
- do not send any unique or irreplaceable material;
- have someone else look over your application before you submit it.