Annual Programming Grants

April 2014–March 2015

Guidelines for Applicants

Annual Programming Grant: application checklist

Use the checklists below to make sure that your application for Annual Programming Grant 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 entered our financial information directly via the Arts Council's Online Services.
- ☐ We have filled in a Financial Review Template, and have this ready for upload.
- ☐ We have prepared management accounts for the current financial year, and have these ready for upload.
- ☐ We have prepared production budgets or other relevant financial information, and have these 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.
- ☐ As part of our application we have cited financial support or sponsorship from other organisations or individuals, and we have evidence of such support 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 Annual Programming Grant

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 10 October 2013**

1.2 Purpose of the Annual Programming Grant

The purpose of the annual programming grant is to assist applicants with the costs of their artistic programme. The scheme is not intended to provide support for ongoing operating/administrative costs.

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.

To register as a user of Online Services, go to www.artscouncil.ie, choose the Online Services tab and follow the prompts for **New user? Sign up.**

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password which you can use to sign in to Online Services.

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 application form for the Annual Programming Grant programme. 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	Provide details of your board, committee or governing body and your staff – artistic, non-artistic, Community Employment Scheme staff and volunteer staff.
2. Previous activities	The Arts Council takes into account your performance over the period from 1 April 2013 to 31 March 2014 when assessing your application. On TABLE A, provide details of: ● Your expected expenditure and income in relation to core costs in this period ● Your activities (completed and ongoing) in this period, the expenditure and income associated with them (including Arts Council funding used ● Actual / projected audience figures
3. Planned activities	The Arts Council takes into account your proposed programme of activities over the period from 1 April 2014 to 31 March 2015 when assessing your application. On TABLE B, provide details of: ● Your expected expenditure and income in relation to core costs in that period ● The activities that your organisation plans to undertake, the expenditure and income associated with them, and the amount of funding you are seeking from the Arts Council ● Projected audience figures
4. Financial information	The main way to provide financial information is to enter this directly via the Arts Council's Online Services. In addition, you must provide management accounts and a Financial Review Template. This section is relevant only in certain circumstances and relates to: ● How you propose to deal with any expected surplus or deficit ● Details of any exceptional costs or any exceptional sources of funding that you expect in the twelve months from 1 April 2014 to 31 March 2015
5. Declaration	The chairperson and one other board member or senior executive must sign off on the application and declare that all the information supplied with it is true, complete and accurate.

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 organisation and those activities for which you are seeking funding in that period. 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

2.3 Prepare any support material required for the application

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

- A completed Annual Programming Grant application form – this must include the signed declaration at section 5
- A completed Financial Review template – the template is available for download from the Arts Council's Online Services
- Management accounts for the current financial year
- In addition to financial information sought in the online application form, you must provide detailed budgets or other financial information relevant to your planned activities
- If as part of your application you have cited financial support or sponsorship from other organisations or individuals, you must include evidence of that support
- 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 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 an Annual Programming Grant.

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

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.

2.4 Make 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 application form

To start a new application, you click the **Make an application** button on your home page, and follow the prompts to choose the Annual Programming 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 Review template (if you have not already done so.)

2: Enter summary of income and expenditure (and amount requested from Arts Council)

At Screen 2a **Application amount requested** you are asked to provide summary financial information:

- **Amount requested:** this is the amount of funding you are requesting for the 12-month period 1 April 2014 to 31 March 2015. This should be the same as the total for **Arts Council funding sought** that you enter at the foot of TABLE B in the application form (in the red box).
- **Total income:** this is the estimated total income for the 12-month period 1 April 2014 to 31 March 2015, *inclusive of the amount requested* from the Arts Council. This should be the sum of the **Income from other sources** and the **Arts Council funding sought** columns in TABLE B of the application form.
- **Total expenditure:** this is the total estimated expenditure for the 12-month period 1 April 2014 to 31 March 2015. This should be the sum of the **Expenditure** column in TABLE B of the application form. While in most cases this figure will be the same as the total income figure, there is no expectation that this must be so in every case – for instance, you may be planning to generate an operating surplus for a particular purpose, such as reducing a carried forward deficit.

3: Enter details of income and expenditure

In screen 2b, **Detailed income and expenditure**, you are asked to provide more detailed income and expenditure information on three separate tabs, each covering a different period:

- **Actual figures for 2012:** these figures should tally with your audited accounts for that year
- **Expected figures for 1 April 2013 – 31 March 2014:** these figures should reflect the forecast out-turn in your most recent management accounts
- **Estimated figures for 1 April 2014 – 31 March 2015:** these figures should reflect your budgeted income and expenditure based on the plans outlined in your proposal.

The following tables provide a guide to the type of information required for Income items and Expenditure items. It is understood that the figures you enter for the forthcoming twelve months are estimates.

Income items	Description
Artistic	Amount of money that the organisation receives from its artistic activities – for example, box office takings, publication sales, gallery sales/commissions, workshops and seminars
Non-artistic	Amount of money that the organisation receives from its non-artistic activities; for example, facility or equipment rental
Arts Council grant	Principal funding under an Arts Council grant programme: ● Received in the period 1 April 2012 to 31 March 2013 ● Received in the period 1 April 2013 to 31 March 2014 ● Requested for the period 1 April 2014 to 31 March 2015
Other Arts Council funding	Includes any funding that you receive under other awards or schemes
Local Authority grant	Local Authority grants received in 2012, 2013 and requested for 2014
Other public funding – national	Public funding from other national bodies (e.g. FÁS, Government Departments)
Other public funding – international	Public funding from international bodies (e.g. EU sources)
Sponsorship, donation and awards	Funding obtained from a business, usually in return for publicity
Value of support-in-kind	Goods or services that are donated and not paid for – for example, volunteer time
Other income	Any other income that does not fall into the above categories
TOTAL INCOME	The total amount income including all of the items listed above

Expenditure items	Description
Programme costs	Artistic costs associated with producing your organisation's programme – for example, artists' and directors' fees, costumes, sets, information provision, etc.

Core costs	Costs associated with the on-going, day-to-day running of the organisation – for example, core staff
Core costs (administration)	Office costs
Core costs (building, facilities, energy)	Rent, hire, utilities, building maintenance
Core costs (marketing/PR)	Expenditure on publicity and promotional material; for example publicity website, flyers, etc.
Value of support-in-kind	Goods or services that are donated and not paid for – for example, volunteer time
Other costs	Any other revenue that does not fall into the above categories
TOTAL EXPENDITURE	The expenditure paid out by the organisation including all of the items listed above

4. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your financial review 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 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 decisions is fair and transparent.

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

1	The application is acknowledged.
2	Staff, and advisers where relevant, make a written assessment of the application.
3	The Grants Committee – which is a subcommittee of the Arts Council – considers and discusses the staff recommendations and makes final recommendations to the Council for decision.
4	The Council considers the Grant Committee's recommendations, and makes final decisions regarding same.
5	Decisions are communicated in writing to applicants.

3.2 Criteria for the assessment of applications

The criteria the Arts Council will use in assessing applications under the Annual Programming Grant programme for the period **1 April 2014 – 31 March 2015** consist of the following three elements, each of which will be taken into account in making funding decisions.

Given that, for 2014 and beyond, it is clear that the resources available to the Council to support the Annual Programming Grant programme will be further reduced and, in any event, will not match the level of funding sought by participating organisations, it is important to note that the Council will have to prioritise its support on the basis of these criteria.

1. The artistic quality of the proposal

The Arts Council will use the following headings as a guide when assessing artistic quality:

- Originality
- Ambition
- Connection
- Technical competence
- Personal response.

These headings have been drawn from a careful and detailed consideration of how to assess artistic quality undertaken by the Arts Council in 2000, with the assistance of François Matarasso. For more detail on this, please see *Weighing poetry: Exploring Funding criteria for assessing artistic quality*[1].

The definition of artistic quality proposed here is work which is both ambitious and original, is technically competent, connects to people, and leaves them challenged or rewarded in some lasting way.

We do not consider this to be necessarily complete, nor do these headings represent a 'formula' for saying what is 'good' or 'bad' art. Assessment of artistic quality still needs to be made by *people* using judgement and experience. The headings are a guide to enable assessment of artistic quality to be discussed.

2. How well the applicant organisation is managed

In addition to artistic criteria, the Arts Council will also take into account other aspects of the work of each applicant organisation. In general terms, this refers to the operational basis of the organisation, i.e. how well it is run. Where appropriate, consideration will be given to:

- Track record of achievement in the arts
- Appropriate, functioning and effective governance structures
- Management of resources
  - appropriate levels of forward planning

[1] http://www.artscouncil.ie/publications/matarassoweighingpoetry.doc

  - good resource management
  - managerial and financial control
  - ability and flexibility in procuring and managing resources, whether earned or unearned
  - on-going monitoring and evaluation procedures
- Artists and audiences
  - good employment practices and reasonable pay for artists and other employees
  - providing appropriate supports to audiences (including care, information provision and level of engagement)
  - high standards of service and/or programme delivery
  - effective management of building-related issues to ensure provision of best quality facilities for use by artists and/or the public

3. Arts Council policy priorities

The broad strategic context within which applications will be assessed by the Arts Council is set out in the Council's strategic overview document *Developing the Arts in Ireland: Arts Council strategic overview 2011-2013* which can be read online at http://www.artscouncil.ie/en/arts_in_ireland.aspx.