



An Invitation to Collaboration Scheme 2018

Guidelines for applicants

Deadline: 5.30pm, Thursday 7 June 2018

Application checklist

Use the checklists below to make sure that your application for An Invitation to Collaboration is complete.

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

- I have filled in all of the sections of the application form that are relevant to my application/proposal.
- I have prepared up-to-date CVs of all key personnel with the application, and have these ready to upload.
- I have prepared examples of previous work that I consider relevant to my application, and have these ready to upload.
- I have prepared a detailed budget setting out proposed income and expenditure for the project, and have this ready to upload.

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

- The Arts Council requires all individuals and organisations providing services (e.g cultural, recreational, educational) to children and young people under the age of eighteen to have suitable child-protection policies and procedures in place. When making an application, you must indicate whether or not your proposal is relevant to this age group. If you answer 'Yes' to this question in the application form and your application is successful, as a condition of funding you will be required to confirm and demonstrate that you have suitable child-protection policies and procedures in place. Please see www.tusla.ie for more information.
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.
- My proposed project involves partner organisations, and for each of these I have a memorandum of understanding that I have ready to upload.
- I have cited financial support or sponsorship in the project budget with individuals or organisations with which I do not have a memorandum of understanding – for these I have prepared evidence of such support or sponsorship, which I have ready to upload.

Other items that I consider relevant to my application (check those that apply to your application)

- My proposal relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.
- My proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie

Second opinion (check this item)

- I have asked someone else to check over my application to make sure that there are no errors and that 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 website at: <http://www.artscouncil.ie/en/FAQ/online-services.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
- The Arts Council makes every effort to provide reasonable accommodation for people with disabilities who wish to submit an application or who have difficulties in accessing Online Services. If you have a requirement in this area, please contact the Arts Council Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@artscouncil.ie) at least three weeks in advance of the deadline day.

1. About An Invitation to Collaboration Scheme

1.1 Deadline for submission of applications

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

The deadline for receipt of applications is:

5.30pm, Thursday 7 June 2018

1.2 Objectives and priorities of the award

An Invitation to Collaboration Award supports initiatives in the field of local-authority-led arts development. The scheme is rooted in the policies set out in the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>), and in *A Framework for Collaboration: An Agreement Between the Arts Council and the County and City Management Association* (FFC) <http://author.artscouncil.ie/uploadedFiles/FrameworkforCollaboration.pdf>.

The emphasis is placed on supporting partnerships that focus on developing projects, resources or services that are ambitious and are testing new ground.

The Arts Council has identified the following as strategic priorities for support through this award:

- Projects that focus on the following areas:
 - Public engagement – e.g. arts and health, communities of interest or place, arts and disability, cultural diversity, older people, youth arts, arts and education, hard-to-access communities
 - Artists-focused programmes – e.g. arts and disability, international commissioning, supports for artists locally and nationally, arts-residency programmes
 - Policy development – e.g. audience development, economic impact, quality-of-life impact, local-authority arts-services development, best-practice models for arts offices and venues, models of regional approaches to collaboration, and new investment models for supporting the arts.
- Projects that involve two or more local-authority arts services.
- Projects focussing on the development of models of practice and/or action research that can inform and shape future local, regional and national policy development.
- The level of cash and/or in-kind investment by the supporting partner(s). This must be a minimum of twenty-five per cent of the value of the grant requested.

1.3 Who is eligible to apply?

- One local-authority arts service must be identified as the lead applicant. In partnership-based projects involving two or more local-authority arts services, the identification of the lead local authority is at the discretion of the partners.
- Projects may involve a local authority and an arts venue/organisation, a combination of a number of local authorities, arts venues/organisations, and non-arts groups, organisations or agencies.
- Non-arts organisations could be considered partners in a project, on the condition that the project involves two or more arts partners. Non-arts partners could include local or national representative organisations.

The applicant is the local authority that will receive any grant offered and who will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant (individual artist or arts organisation) – e.g. if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Barry Studios are not acceptable.

1.4 Who is not eligible to apply?

This scheme is only available to local-authority arts services in the Republic of Ireland. Any organisation or individual who does not fall within this category is not eligible to apply.

1.5 What may you apply for?

Research and Development Phase: up to a maximum of €20,000

Project Implementation Phase: up to a maximum of €75,000

Project Continuation Phase: up to a maximum of €35,000

In addition to the normal limits stated above, the Arts Council will also consider costs specifically relating to the making of work 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.

How much funding should you apply for?

In applying for An Invitation to Collaboration Scheme, you are required to submit a detailed budget listing all items of income and expenditure relating to your proposed project.

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

- Proposed expenditure should include all fees, wages, technical costs, promotion and publicity costs, administrative costs, etc.
- Proposed income should include what you expect to receive from other funders, box-office receipts, programme sales, etc.

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

Note on in-kind support

If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side you should also declare on the income side.

Time contributed by directors or board members may not be reckoned as an in-kind cost.

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)
- In section 3 of the application form.

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

1.6 What may you not apply for?

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

- Major capital purchases
- Ongoing core costs; however, project-management costs as they relate to the delivery of the proposal are eligible
- Activities or costs that do not fit the purpose of the award
- Activities that are more suited to another award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council are not normally eligible. An exception will be made if the Council has specifically advised that a previous application under this scheme can be redeveloped based on its key strategic nature or to redirect your application to this award. Please bear in mind that such advice is not an indication of a successful outcome.

1.7 What supporting material **must** you submit with your application?

In addition to and separate from your application form, in order to be considered eligible for assessment for the Invitation to Collaboration Scheme, you **must** submit the following supporting material online:

- A cover letter indicating whether you are applying for Research and Development Stage OR Project Delivery State OR Continuation Phase
- Those submitting proposals for the Project Implementation Phase **must** upload a document that outlines clearly the plans for monitoring, documenting and evaluating the project.
- A statement from each participating partner outlining their objectives, expectations and commitment in relation to the project – see ‘Acceptable file formats’ under section **2.3 Prepare any supporting material required for the application**
- Examples of previous work of partner organisations
- Evidence of local support
- Detailed up-to-date written CVs (max. three pages) for all the artists involved in the proposed project
- A separate detailed budget for the proposed activity – this must be in addition to the budget information provided in the application form
- Evidence of any financial support, including benefit in kind, or sponsorship identified in the project budget – e.g. a memorandum of understanding, a letter of offer, a statement of support, or a similar document.
- If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

If you do not submit the required supporting material, your application will be deemed ineligible.

Optional supporting material

In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application.

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.

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: <https://onlineservices.artscouncil.ie/register.aspx>.

Within five working days you will be issued (via email) with a unique ARN (artist reference number) and password that 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 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
Mac	Mac OS X v10.5 Leopard or higher with Safari 3.1 or higher OR Firefox 27 or higher or Chrome 32 or higher

Please note: You will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form. OpenOffice Writer is free software that can be downloaded from here:

<http://www.openoffice.org>.

You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through online services.

Please refer to the Arts Council video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions of Mac OS installed.

If you cannot meet, or do not understand, any of these requirements, please contact us for advice as far as possible in advance of the deadline.

Give yourself enough time to complete the application

You should become familiar with the Online Services website well in advance of the deadline and in advance of preparing an application. It is likely that there will be heavy traffic on the site on the final afternoon of the closing date. You should prepare your application and submit it well in advance of the deadline.

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

Getting technical support

If you need technical support while making an online application, you can contact the Arts Council by emailing onlineservices@artscouncil.ie or by phoning 01 6180200. We recommend you report any technical issues with us well in advance of the deadline. Please provide a contact phone number and make sure that you are available to receive a return call from us.

We deal with queries on a first-come first-served basis.

Please note that there is often a high volume of calls as the deadline approaches, and that technical-support calls received after 2.30pm on the closing date may not be resolved before the deadline.

2.2 Fill in the application form

If you have not already done so, download the application form for the award you wish to apply for. The application form is a Microsoft Word/OpenOffice Writer-compatible document that you fill in offline (on your own computer). The application form includes guidance on how to fill in each of its sections.

Making your case

Note: It is important to remember that the people assessing and making a decision on your application may not be familiar with your work. Judgement will be based primarily on the information that you provide within your application form and examples of previous work and other information in the support materials.

In order to make the very best case for why you should receive an award, you should give very careful consideration to what you include in the following sections of the application form:

1.5 Tell us about yourself	This is where you describe your work. You should mention recent achievements, but also give a general overview of your main interests and ambitions as an artist/company.
2.2 Summary of your proposal	Give a summary of your proposal (up to three short points). In essence, this should cover three main points: what you want to do, how you are going to do it, and why you think your proposal merits support. Should your application be successful, this summary will be published on the Who We've Funded pages of the Arts Council's website – for that reason, you should keep in mind that what you write may have a wider audience beyond the Arts Council assessors.
2.3 Details of your proposal	What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do and why. It is important to cover both the artistic and practical aspects of your proposal. This might include details of your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. It might also include practical details, such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant.
2.4 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria for a project award – see section 3.3 Criteria for the assessment of applications .

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this might include samples of your current work – e.g. text, video, images or sound recordings. See section **1.7 What supporting material must you submit with your application?**

You must submit all such supporting material online. If necessary, you should scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application for a project award.

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

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

Submitting YouTube 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 Microsoft Word or OpenOffice Writer document, and upload it as a weblink-supporting document.

Please note: Any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

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.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – e.g. it should be clear from the filename whether the document is a CV, sample text or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack Invitation to Collaboration application.doc
	russelljack performance clip.mp4
	russelljack Invitation to Collaboration budget.xls
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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

2.4 Make your application online

To make your application online, you go through four main stages. Click **Save draft** at the end of each stage. You can come back to your application and revise it at any time before you finally submit it.

1 Choose funding programme and download application form

To start a new application, click the **Make an application** button on your home page, and follow the prompts to choose the funding programme you wish to apply for and to give your application a unique reference by which to identify it. At this stage you can also download the application form (if you have not already done so).

2 Request funding amount

At this stage, specify the expenditure and income related to your proposal, and the amount of funding you are requesting. The amount you request should equal **Total expenditure** minus **Total income**. The final figures you enter here should be the same as those you enter in section 3 of the application form and in your detailed budget.

3 Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.7 What supporting material must you submit with your application?**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4 Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

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

You should expect to receive two emails. The first will be issued immediately when your application is received by the Arts Council. The second one may arrive a few minutes later and will contain your application number, which will be used in all correspondence related to this application. **Note:** It is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

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 awards is fair and transparent.

3.2 The assessment process

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

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

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will take up to twelve weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the award, and **c)** feasibility. Each of these criteria is described in turn.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant and on those involved in the project, as well as on the nature of the proposed arts activity, and includes consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting material submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The ambition, originality and competency demonstrated in the proposal
- How the application demonstrates innovation, experimentation and collaboration
- The artform/arts practice context in which the activity is proposed.

Meeting the objectives and priorities of the award

Applications are assessed on how well they meet the objectives and priorities of the award (see section **1.2 Objectives and priorities of the award**).

Feasibility

The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of:

- The track record of personnel involved in managing, administering and 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.

3.4 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 consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

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

Scoring Process

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

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

Declaration of interest

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

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

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

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

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

3.5 Outcome of applications

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

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

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

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

Appeals

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