



Scoileanna Ildánacha/Creative Schools 2019

Guidelines for Applicants

Deadline: 5.30pm, Thursday 21 March 2019

Scoileanna Ildánacha/Creative Schools: application checklist

Use the checklists below to make sure that your application for Creative Schools is complete.

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

We have filled in all of the sections of the application form that are relevant to our application.

Second opinion (check this item)

At least two people have checked over our application to make sure 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's Access Officer, Adrienne Martin, by phone (01 6180219) or by email (adrienne.martin@artscouncil.ie) at least three weeks in advance.

1. About Scoileanna Ildánacha/Creative Schools

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 21 March 2019

1.2 Objectives and priorities of Scoileanna Ildánacha/Creative Schools

Scoileanna Ildánacha/Creative Schools aims to put the arts and creativity at the heart of children's and young people's lives. It is an initiative that will support schools to develop and begin to implement their own Creative School Plan.

Participating schools will understand, develop and celebrate their engagement with the arts, empowering them to bring about real change in the way they work. They will draw on the range of resources within their school and wider community, developing new ways of working that reinforce the impact of creativity on student learning, development and well-being. Using the Lundy Model as best practice, schools will ensure that children and young people will have a central role in this process.

The Creative Schools initiative will provide opportunities for participating schools to share their school's experiences and learning with the networks and partnerships in which the school is already engaged, as well as with other schools, policy-makers and the general public.

Participating schools will be supported to design, deliver and report on elements of their Creative School Plan in the 2019–20 school year. However, schools are expected to develop a feasible plan that can continue to be implemented by the school beyond 2019–20 and providing funding can be secured, it is anticipated that successful schools will continue to receive a similar package of support in the 2020–21 school year.

Creative Schools is a flagship initiative of *Creative Youth – A Plan to Enable the Creative Potential of Every Child and Young Person*, which was published in December 2017 as part of the Creative Ireland Programme. The plan aims to give every child practical access to tuition, experience and participation in art, music, drama and coding by 2022. The Creative Schools initiative is one component of a wider range of measures being undertaken as part of *Creative Youth*, which will be delivered to realise the aims of the plan.

The initiative is informed by *the Arts in Education Charter*, which committed the Arts Council to the introduction of a national scheme, ARÍS – Arts Rich Schools. Creative Schools is the first step in realising this commitment. The initiative is also informed by 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/>).

Creative Schools is led by the Arts Council in partnership with the Department of Education and Skills and the Department of Culture, Heritage and the Gaeltacht.

In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed.

The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including, but not limited to, any of the characteristics outlined above.

1.3 Who is eligible to apply?

All Department of Education and Skills-recognised primary and post-primary schools and Youthreach centres who have not already participated in a previous round of Creative Schools are eligible to apply.

Schools must identify a contact teacher who will become the Creative Schools Coordinator for participation in the initiative, should the school's application be successful. This is the person we will contact in relation to your application. It is recommended that, where possible, this person has at least two years' experience at your school.

Schools must complete the application form and submit it before the deadline.

Registering as a group or organisation

Schools must register with the Arts Council as a group or organisation (rather than as an individual) before making the application (see section **2.1 Register with the Arts Council's Online Services**). If your school has already registered with the Arts Council's Online Services, you do not need to register again, and you should use your ARN to apply. **If you are registering for the first time, please ensure your school name is the same as the one used on your bank account (see 'Who is the applicant?' below for more details).**

Who is the applicant?

The applicant is the school 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 school.**

All documentation provided must be in the name of the school – **e.g. if you apply to the Arts Council under the name Newtown National School, then all documentation, including bank and tax details, must be in that name. Variations, such as Newtown Primary, are not acceptable.**

Because your application involves children and young people under the age of eighteen, as a condition of funding (should your application be successful) 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.

Please note: each school can only apply once in 2019.

1.4 Who is not eligible to apply?

Schools not in receipt of capitation grants from the Department of Education and Skills/Education and Training Boards and are not in the free-education scheme and/or schools or centres that have already participated in a previous round of Creative Schools are not eligible to apply.

1.5 What are you applying for?

Schools selected to participate in the pilot initiative will receive the following:

- Creative Schools Coordinators and up to two other school representatives will receive one day's induction/training, where they will meet with other participating schools and with the Creative Schools team. Substitution will be paid for to facilitate the Creative Schools Coordinator's attendance.
- Schools will be allocated a Creative Associate, who will support the school for a maximum of nine days over the 2019–20 school year. The school will have flexibility in how it wishes to schedule these times and days, in consultation with its Creative Associate. The Creative Associate will support the school to develop a Creative School Plan and will assist in creating or developing links between schools and with artists and arts and cultural organisations locally and/or nationally. Where schools have existing school plans encompassing artistic, cultural and creative activity, the Creative Associate will assist the school in reviewing and further developing these plans. In addition, schools can avail of a grant of €2,000 to implement their plans in 2019–20.
- Providing funding can be secured, it is anticipated that successful schools will continue to receive a similar package of support as a Creative School in the 2020–21 school year.

How much funding may you apply for?

Schools can apply for a once-off grant of €2,000 for the 2019–20 school year. It is anticipated that successful schools will continue to receive a similar package of support in the 2020–21 school year.

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 your school already has an account because you registered in 2018 when the Creative Schools pilot was launched, or previously for other funding, then you should use this account.

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 (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 <i>with</i> Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher Note: if Safari 11 prevents upload of documents, use Firefox or Chrome.

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

If you are using OpenOffice 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 form.

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 your application 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.

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 technical-support calls received **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 Creative Schools application form. 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

In order to make the best case for why you should participate in Creative Schools, you should give careful consideration to what you include in the following sections of the application form.

Your application must meet each of the assessment criteria – see section **3.3 Criteria for the assessment of applications**.

In each section your answers might include your school's current strengths along with areas for potential development.

2.1 Rationale for application	Give a summary of why you would like to participate in the Creative Schools initiative (up to three short points). Note: should your application be successful, this summary may be published on the website of the Arts Council or its partners and in other published material relating to this initiative. For that reason you should keep in mind that what you write may have a wider audience beyond the assessment team.
2.2 Details of your application	Benefits for learning and development: what you write here is a key part of your application and should help those involved in assessing to understand how your participation in Creative Schools can support your school's learning and development in the arts and creativity. It should include how you hope to develop arts and creativity in your school from your current starting point, how this relates to specific areas of the curriculum, how it relates to your school-development priorities, and any other information you consider significant. Note: it is not necessary to include proposals for specific projects or activities as they will be developed by successful applicants as part of their Creative School Plan in partnership with their Creative Associate.
2.3 Capacity for participation	What you write in this section should indicate the capacity of your school to participate fully in the Creative Schools initiative. It should include how school management will mobilise your school community to engage with the Creative Schools initiative, how you intend to give time and resources to developing, implementing and evaluating your Creative School Plan and how you will ensure your School Coordinator has time to work with the Creative Associate (note: substitution payment is not available for this).
2.4 Voice of children and young people	Describe how you will ensure that the voice of children and young people will be at the centre of your work as a Creative School, including the development, implementation and evaluation of your Creative School Plan. This should include your commitment to involving children and young people at every stage of the process.
3.1. How much are you requesting from the Arts Council?	In this section, please ensure that the amount requested is €2,000 exactly.

2.3 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 you specify the amount of funding you are requesting, which should be €2,000.

3. Upload application form

Follow the prompts to upload your filled-in and saved application form. 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 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 your application is received by the Arts Council. The second 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 The Creative Schools team, Arts Council adviser(s) and/or staff make an assessment and score all applications.
- 4 The Creative Schools team, Arts Council adviser(s) and/or staff recommends an application is shortlisted or not shortlisted based on the score.
- 5 The Creative Schools' team, Arts Council adviser(s) and/or staff review all shortlisted applications, ensuring that a diverse range of schools is represented and make a recommendation on which schools are successful or unsuccessful.
- 6 The executive reviews all applications and recommendations, and makes decisions.
- 7 Decisions are communicated in writing to applicants.
- 8 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 ten weeks from closing date to decision.

3.3 Criteria for the assessment of applications

We acknowledge that all schools will begin this creative journey from different starting points. Schools will be assessed according to the criteria below.

1. Benefits for learning and development (sections 2.1 and 2.2 of your application)

This includes why you want to be a Creative School and how participation in the initiative will support the school's learning and development in the arts and creativity, relevant areas of the curriculum and school development.

2. Capacity for participation (section 2.3 of your application)

This includes the extent to which the school management is committed to developing the arts and creativity in the school; the willingness to identify and allocate suitable time and resources to the initiative; and to support relevant staff to participate in the initiative as part of their existing roles.

3. Voice of children and young people (section of 2.4 of your application)

This includes the extent to which the application demonstrates a clear commitment to ensuring the voice of children and young people is central to the schools work as a Creative School and to the process of development, implementation and evaluation of the Creative School Plan.

4. Range of schools

The Creative Schools initiative will seek, where possible, to support a diverse range of school types. It is anticipated that 150 schools will be selected nationally from across all the regions of Ireland. The assessment team will seek to include a diverse range of schools, ensuring that, in so far as is possible, all eligible types of schools/settings are represented.

3.4 Scoring process

The Arts Council has a scoring system for Creative Schools applications. This system is intended to provide clarity to applicants in terms of how their application has been evaluated against the assessment criteria. The scores offer an indication of the extent to which applications are deemed to have met each criterion.

Assessors will consider applications using their professional judgement based on the information provided within the application, their knowledge of the Irish education system and the wider arts and creative learning landscape, and the competitive context in which all applications are evaluated.

Each eligible application will be scored against the first three assessment criteria using the following scores:

Numeric score	Word value	Explanation
0	Not met	In the view of the assessor, the application is deemed to have provided no evidence and does not meet the criteria.
1	Potential to meet	In the view of the assessor, the application is deemed to have potential but does not meet the criteria.
2	Met adequate	In the view of the assessor, the application is deemed to have met some elements of the criteria and is viewed as adequate.
3	Met good	In the view of the assessor, the application is deemed to have met the criteria and is viewed as good.
4	Met excellent	In the view of the assessor, the application has met the criteria and is viewed as excellent.
5	Met exceptional	In the view of the assessor, the application has met the criteria and is viewed as exceptional. This score will be used sparingly.

Following the assessment and scoring of all eligible applications against criteria 1, 2 and 3, applications are ranked by score nationally.

Criterion 4: range of schools

It is anticipated that 150 schools will be selected nationally from across all the regions of Ireland. The assessment team will be seeking to include a diverse range of schools, ensuring that, in so far as is possible, all eligible types of schools/settings are appropriately represented. This is achieved by awarding some applications an additional score of 5 for criteria 4.

Firstly, criteria-4 scores are awarded to DEIS schools, Irish-language-medium schools, Youthreach centres and special schools, starting with the highest-scoring of these applications, to ensure these types of schools/settings are appropriately represented.

Applications are then batched by region and ranked by their scores.

A review of the applications in each region then takes place, and to ensure, in so far as is possible, that all types of schools/settings are appropriately represented regionally, some applications may achieve an additional score of 5 for criteria 4 (note: an application can only achieve this additional score once). Once a balance of schools/settings has been achieved regionally, no further scores of 5 are awarded.

0	Balance in the range of schools met
5	Application supported balance in the range of schools/settings

Taking all four criteria into account, the maximum score a school can receive is 20/20.

Following the assessment and scoring process, applications are ranked by score and recommended as shortlisted or not shortlisted.

All applications are then reviewed by region, and recommended as successful or unsuccessful.

3.5 The decision-making meeting

The executive reviews all applications and recommendations, and makes decisions.

Declaration of interest

In order to ensure fairness and equity in decision-making, the Creative Schools team, Arts Council adviser(s) and/or staff reviewing/assessing applications and making decisions must declare an interest where they have a close personal or professional link with an applicant or are linked in any way with an 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 Creative Schools team, Arts Council adviser(s) and/or staff members become aware of it. Where an interest is declared, the individual concerned will not receive papers relating to that applicant and will be required to leave the room when the specified application is being reviewed.

3.6 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 supports awarded, including funding, as well as the terms and conditions of the award. You will also receive information about drawing down your payments. Following acceptance of the offer, schools will be matched with a Creative Associate.

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 the Creative Schools team. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

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.