



# Arts Participation Project Award 2019

## Guidelines for Applicants

Deadline: 5.30pm, Thursday 16 August 2018

### Arts Participation Project Award: application checklist

Use the checklists below to make sure that your application for an Arts Participation Project Award 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](http://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](http://www.hse.ie)

#### Second opinion (check this item)

- I have asked someone else to check over my 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](mailto: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](mailto: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](mailto:adrienne.martin@artscouncil.ie)) at least three weeks in advance of the deadline day.

## 1. About the Arts Participation Project Award

---

### 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 16 August 2018**

### 1.2 Objectives and priorities of the award

The Arts Participation Project Award supports initiatives in the field of Arts Participation for projects taking place between January and December 2019.

The purpose of the award is to support proposals from artists or arts organisations who wish to collaborate artistically with non-arts professionals (individuals or groups) and that incorporate:

- The creation or interpretation of work developed through a collaborative process
- The presentation of work developed through a collaborative process
- A clear description of methodologies for engagement and collaboration that:
  - Value the creative contributions of all participants while providing opportunities for artistic challenge
  - Ensure that the artistic quality and the quality of the engagement between artist and participants are both considered at all stages (e.g. in the planning, making, presentation and evaluation of work)
  - Demonstrate active support and commitment from all participants and partners, including a clear understanding of respective roles and contributions
  - Incorporate well-thought-out mechanisms for cooperation with key workers (where relevant) and consideration of training and support (where necessary)
  - Demonstrate an understanding of current arts-participation practice in Ireland relevant to the proposal, and the potential to have a long-term, sustainable impact on artistic skills, ambitions and policy.

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

- Projects that focus on the contexts of health, disability, cultural diversity, older people and communities of place or interest.

All awards are 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/>).

### 1.3 Who is eligible to apply?

The award is open to individuals and organisations. To be eligible to apply, applicants must:

- Be resident in the Republic of Ireland. There are certain exceptions where the Arts Council may deem eligible applications made by those based outside the Republic of Ireland. However, before admitting as eligible any such application, the Arts Council would need to be satisfied that the outcomes of any such proposal would benefit the arts in the Republic of Ireland.

The Arts Council is committed to equity and inclusion, and welcomes applications from individuals or groups within culturally diverse communities and from people with disabilities.

#### Who is the applicant?

The applicant is the person or organisation 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?

Applicants who are not eligible to apply include the following:

- Organisations currently in receipt of funding under the Arts Council's grant programmes (Strategic Funding, Venues Funding and Partnership Funding)
- Individuals or organisations looking to populate a pre-planned arts project with volunteers (as opposed to those looking to plan and develop a project from beginning to end in collaboration with a specific group or groups)
- Individuals or organisations working on projects where therapy is the primary goal or outcome:
  - In the area of Arts and Health, the Arts Council supports only proposals that prioritise artistic outcomes alongside those related to health and well-being
  - In the area of Arts and Disability, the Arts Council focuses exclusively on the engagement of people with disabilities in the arts as artists, audience and participants, and does not support proposals that aim for clinical outcomes
- Individuals or organisations working in the area of Arts and Communities where the primary target group is children and/or young people unless there is at least an equal focus on intergenerational practice, Arts and Health, Arts and Disability, or Arts and Cultural Diversity. For further information on Arts Council supports for young people and children, please see:  
[http://www.artscouncil.ie/en/areas-of-work/young\\_people\\_children\\_and\\_the\\_arts.aspx](http://www.artscouncil.ie/en/areas-of-work/young_people_children_and_the_arts.aspx)
- Individuals who are currently in undergraduate or postgraduate education or who will be during the period for which this award is offered
- Proposals from artists or arts organisations that do not include artistic collaboration with non-arts professionals
- Organisations and Individuals in receipt of Arts Grant Funding 2018/2019, unless otherwise specifically advised by the Arts Council.
- **NOTE:** organisations cannot apply to both the Project Award 2019 and Strategic Funding 2019.

### 1.5 What may you apply for?

The maximum award available is €60,000.

Ambitious projects at the higher end of this scale may be supported; however, the average award is likely to be considerably lower. You are advised to seek advice from the Arts Council well in advance of applying.

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 Arts Participation Project Award funding, you are required to submit a separate 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.

---

<b>Note on in-kind support</b>	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 – e.g. the same applicant cannot apply for an Arts Participation Project Award and a Theatre Project Award in the same round.

Activities and costs that you may not apply for include the following:

- Major capital purchases
- Ongoing core costs
- 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 or which will have commenced before 1 January 2019
- 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. 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.

## 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 an Arts Participation Project Award, you **must** submit the following supporting material online:

- Detailed up-to-date written CVs (max. three pages) for all the artists involved in the proposed project
- Examples of previous relevant work – see **Acceptable file formats** under section 2.3.
- A separate detailed budget for the proposed activity – this must be in addition to the budget information provided in the application form. This should include proposed rates of pay for all personnel involved, and details of income from other sources that you intend to apply to the project. Rates of pay should be realistic and commensurate with practitioners' level of professional experience
- Evidence of any financial support 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:

---

<b>PC</b>	Windows 7 or higher with Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher
<b>Mac</b>	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 <b>Note:</b> 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 itself. 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 version 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](mailto: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:

1.6 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: <b>what</b> you want to do, <b>how</b> you are going to do it, and <b>why</b> you think your proposal merits support. Should your application be successful, this summary will be published on the <b>Who We've Funded</b> pages of the Arts Council 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 Detail 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 <b>Section 3.3 Criteria for the assessment of applications</b> .

## 2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes 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. So, if necessary, you need to 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](http://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, a sample text or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

---

<b>Good filenames for an applicant called Jack Russell</b>	russelljack Arts Participation Project application.doc
	russelljack performance clip.mp4
	russelljack Arts Participation Project 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 on 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 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](mailto: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 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 materials 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](http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx) or contact the Arts Council for a copy of the appeals-process information sheet.