



# Arts Council Arts Grant Funding 2018/2019

## Guidelines for Applicants

Deadline: 5.30pm, Thursday, 8 March 2018

## About this document

This document explains:

- what you need to know about Arts Council Arts Grant Funding;
- how we assess and decide on your application;
- how to make your application; and
- how we process your application.

This document follows up on our commitment as part of our ten year strategy, *Making Great Art Work*, to provide clear funding criteria to applicants. We hope that it will help you prepare and submit a strong application.

The deadline for applications is **5.30pm, Thursday, 8 March 2018**  
Please prepare and submit your application well before the deadline.

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## Getting help with your application

- If you have never applied for grant funding through any of the Arts Council's previous grant funding programmes (Strategic Funding, Regularly Funded Organisations, Annual Funding, Annual Programming Grant, Programme Activity Fund), you should contact the arts team relevant to your area of work before you start your application. Staff contacts are on our website: [www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/](http://www.artscouncil.ie/Contact-us/Staff-and-adviser-lists/)
- If you have questions about using the Online Services website, visit the FAQ section on our website:  
[www.artscouncil.ie/FAQs/online-services/](http://www.artscouncil.ie/FAQs/online-services/)
- If you have a technical question about using the Online Services website and your question is not answered in the FAQ, you can email [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- If you need help with your application, call the Arts Council on 01 618 0200 or email [awards@artscouncil.ie](mailto:awards@artscouncil.ie)
- If you have a disability and you have difficulty accessing our Online Services website, please contact the Arts Council's Access Officer, Adrienne Martin, by phone (01 6180219) or by email ([adrienne.martin@artscouncil.ie](mailto:adrienne.martin@artscouncil.ie)) **at least three weeks** before the deadline.

## 1. What you need to know about Arts Grant Funding

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The deadline for applications is **5.30pm, Thursday, 8 March 2018**  
Please prepare and submit your application well before the deadline.

### 1.1 About the Arts Grant Funding programme

Arts Grant Funding is a new funding programme that we have developed as part of our new [funding framework](#). This framework is based on the commitments set out in our ten-year strategy, *Making Great Art Work*.

In offering this programme, we want to create opportunities for a wide range of artists and organisations to get grant support from the Arts Council.

### 1.2 What are the objectives of the programme?

Arts Grant Funding is intended to:

- support **more than one** distinct arts activity taking place within a fixed period of time, **or**
- provide supports or facilities to artists over a fixed period of time.

The focus of Arts Grant Funding is to deliver outcomes that develop the arts, either through:

- generating high-quality arts experiences for the public; or
- providing excellent services, resources or facilities that support the work of artists or the arts sector.

For example, a proposal might consist of:

- a series of distinct activities that may be related by theme, artistic vision or rationale;
- a number of distinct projects and activities bound together by a particular focus (for example, work in a particular artform or work targeted at a particular audience or community); or
- the provision of resources or facilities to artists.

In these guidelines, we will use the term 'activities' to cover any elements within a proposal or the provision of resources or facilities as outlined above.

### 1.3 Who can apply?

Arts Grant Funding is open to:

- organisations , including Companies Limited by Guarantee (CLG), Designated Activity Companies (DAC), partnerships, and so on;
- individuals (if two or more people want to make a joint application, one of them must act as the named applicant).

**Note:** If you are applying as an individual, you **must** show that your proposal involves collaboration that includes the delivery of public outcomes or outcomes that benefit other artists.

To be eligible to apply, you must be:

- resident in the Republic of Ireland. We may consider your application if you are based outside the Republic of Ireland. However, your application would have to convince us that your proposal would benefit the arts in the Republic of Ireland; and
- professional practising artists. Even though you might not earn income continuously or exclusively from your arts practice, you must identify yourself, and be recognised by your peers, as professional practising artists.

We are committed to equity and inclusion and welcome applications from individuals or groups within culturally diverse communities and from people with disabilities.

### 1.4 Who is the applicant?

The applicant is the person or organisation who will receive any grant offered and who must accept the terms and conditions of that grant.

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

All the documents provided must be in the name of the applicant (either an individual artist or arts organisation). For example, if you apply for funding under the name Máire de Barra, then all the documents you provide, including bank and tax details, must be in that name. We will not accept variations such as Mary Barry or Barry Studios.

### 1.5 Who cannot apply?

You cannot apply for Arts Grant Funding in March 2018 if you applied for the Project Award 2018 Round 2 in February 2018.

You cannot apply if you are an organisation and you received Strategic Funding, Partnership Funding or Venues Funding for 2018. However, if you are such an organisation, you can support proposals by individuals or organisations for Arts Grant Funding. You will need to

certify that any activities you intend to support are distinct from and separate to your own funded activities.

You cannot apply if you are an undergraduate or postgraduate student or will be during the period for which this funding is offered.

## **1.6 What is the funding period to which the programme applies?**

Funding is available to support activities that take place from July 2018 to December 2019<sup>1</sup>.

In some cases, you may only apply for activities that start on or after 1 January 2019. This applies if:

- you were awarded funding through Strategic Funding to support your activities for 2018 and we advised you to apply for other programmes of support offered by the Arts Council for the funding period Jan-Dec 2019; or
- you applied to the Festival Investment Scheme (FIS) for 2018, whether your application was successful or not.

## **1.7 What kinds of activities can I apply for?**

You can apply for the following activities:

- creation and presentation of an art work or event for the benefit of an audience or particular community;
- provision of arts experiences with participants or targeted communities;
- development and creation of a piece of work for future performance or distribution (for example, art work, script, music composition);
- delivery of activities that support the development of the arts or the work of artists;
- provision of supports, resources or facilities for artists.

Examples of activities might be:

- Production and presentation (live, broadcast, digital)
- Artistic experimentation, development and creation, including artistic laboratory or studio work
- Publishing
- Digital publishing
- Co-production
- Artistic residencies
- Creative activity enabling public engagement and participation
- Artist development or support programme

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<sup>1</sup> The Arts Council plans to introduce Arts Grant Funding on a multi-annual basis from 2020 onwards.

- Facilities and resources for artists (for example, studio space, work space, hot desks, Wi-Fi, meeting rooms, reading space, research facilities, networking and peer learning opportunities)

### **Work in an international context**

Activities involving international exchange, collaboration or co-production are eligible provided that they show clearly the benefit to people, artists or the arts in the Republic of Ireland and that the overseas partners will contribute to the relevant activity costs.

## **1.8 What activities can I not apply for?**

You cannot apply for activities that:

- do not fit the purpose of the programme;
- are by individual artists and there is no collaborative or partnership element (this is more suited to funding under the Artists' Supports category of our funding framework);
- are more suited to another award funded by the Arts Council or operated by other state agencies or funding bodies, such as Culture Ireland;
- have already taken place or will have started before a decision is made on your application;
- are to raise funds for charity, take part in a competition, or solely to make a profit;
- have already been assessed by us, except if we specifically advised you to apply for this award. However, this advice does not mean that your application will be successful.

## **1.9 What costs can I apply for?**

All costs must relate directly to the activities within your proposal.

The types of costs you can apply for might include:

- administrative costs that are in proportion to the activities proposed, including planning and preparation costs;
- wages and fees for artistic, creative, and other staff which are essential to the delivery of the activity;
- development costs;
- studio or space costs;
- rehearsal costs;
- making and physical production costs;
- publishing costs;
- recording or documenting costs;
- hire of equipment, space or venue if the hire is essential to the delivery of the activity;
- marketing and PR costs;
- accommodation, daily expenses and travel.\*

### **\*A note on touring**

We will only consider the presentation of work in more than one venue or location if there is a co-production or co-presentation arrangement. This means you must give us documentary evidence that partner organisations are contributing money to the creation and production of the work. Proposals to present work on a guarantees or fees basis only should be made to the Arts Council's Touring & Dissemination of Work Scheme.

## **1.10 What costs can I not apply for?**

You cannot apply for:

- costs that do not fit the purpose of the programme;
- ongoing overhead or administrative costs that are not directly associated with the arts activities proposed;
- capital costs.

## **1.11 What is required to make an application?**

For us to assess your application, you **must** provide the following:

1. A completed application form
2. A completed online arts activity report (AAR)
3. A detailed budget for **each individual activity** within your proposal
4. CVs of everyone involved in delivering the proposed programme of work (no more than two pages for each)
5. Documentary evidence of support outlining co-production, co-creation, partnership and financial commitments
6. No less than one and no more than three examples of previous work
  - Examples of written work should be **no more** than ten pages

### **Supporting docs that are required for certain applications:**

7. If your proposal includes activities involving presenting, performing, exhibiting or publishing work for the public, you must provide marketing / distribution / dissemination plans
8. If your proposal includes activities involving participation or active engagement by the public or targeted groups, you must provide engagement plans
9. If your proposal involves providing workspace for artists, you must provide photographic evidence of workspace / physical resources

**Additional material that is required in certain circumstances:**

- 10.** If your proposal involves working with children or young people under eighteen years of age, or presenting work to this age group, you **must** provide a copy of your *Child Protection and Welfare Policy* with your application. In submitting this policy, you confirm it has been developed in accordance with Children First, National Guidance for the Protection and Welfare of Children 2017, is compliant with relevant legislation and promotes best practice procedures in child safeguarding. Please refer to [www.tusla.ie](http://www.tusla.ie)
- 11.** If your proposal involves working with Vulnerable Persons, you **must** provide a copy of your Safeguarding Vulnerable Persons at Risk of Abuse Policies and Procedures. Please see National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse on [www.hse.ie](http://www.hse.ie)
- 12.** If your proposal involves working with animals, you **must** provide a copy of your animal welfare protection policies and procedures

We **will not** accept as part of you application:

- any supporting material that you provide which is not listed above;
- any supporting material that is not uploaded as part of your online application;
- any supporting material that is submitted after the application deadline.

**NOTE:** If you do not provide a completed application form, a completed AAR and all the documents listed above that are relevant to your application, we will consider your application **ineligible** and we will write and tell you that your application has not made it to the assessment stage.

## 2. How we assess your application

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### 2.1 Assessment criteria

Applications that are deemed eligible will be passed on for assessment. Assessment will be based on the following criteria.

#### 1. Artistic Quality

Here we assess the quality associated with the idea, the proposed arts activity and the artistic people involved. We will look both at what you propose to do, and how you describe those activities. We will look at how you show excellence in terms of ambition, originality, experimentation, innovation, competency and collaboration in what you propose. We will also take account of the artform or arts practice context for your proposed arts activity.

- Where your ideas involve the development or creation of artistic works, we will assess how you show excellence in the process of developing and creating work.
- Where your ideas involve providing services, resources and facilities, we will assess how you show the quality of what you propose and the demand from within, and relevance to, your area of art practice.
- In all cases, we will assess the artistic track record or potential of the artists and creative people involved as shown in their CVs and the other supporting materials you submit.

#### 2. Outcomes that develop the arts in Ireland

Here we assess how the outcomes of what you propose will meet the objectives of the funding programme by contributing to the development of the arts in Ireland.

In all cases, we will assess how you show that the outcomes of what you propose will:

- provide a supportive environment for a range of artists to develop and create work;
- contribute to the ecology of the arts within your area of practice.

Where your ideas involve an engagement with the public, whether at a local, national or international level, we will assess how you show excellence, ambition and innovation in your process and approach to any of the following:

- growing and diversifying audiences;
- working with communities of interest;
- creating work for and/or by young people and children;
- creating work for or involving communities for whom access to the arts is difficult;
- working in a culturally diverse context;
- deepening public engagement and participation in the arts;

- diversifying the range of people that engage with the arts arts and the places where that engagement happens;
- attending to the changing demographics of Ireland.

Finally, we will assess how you plan to evaluate the outcomes at the end of the term of your proposal.

### 3. Feasibility

Here we assess your capacity to deliver the proposed activity. We will assess how you have shown:

- a. the track record of the people involved in managing, administering and delivering the proposal;
- b. that the participating artists will get fair pay and conditions;
- c. that identified partners and/or collaborators are committed to what is proposed;
- d. that the proposed budget is realistic and will be managed appropriately;
- e. that other sources of income are secure and realistic and that access to any required non-financial resources is in place;
- f. that the timetable or schedule is realistic and that technical requirements will be met;
- g. that audience or public engagement targets, where relevant, are realistic and achievable, and that there are solid plans in place to achieve this;

We will use what you say within your application, and what you show through relevant supporting material, to make this assessment.

## 2.2 Scoring

Assessors will use their professional arts expertise and judgement to score applications against each of the criteria. Their evaluation and score will be based on:

- the information you give in the application form and supporting material;
- their knowledge of your work;
- their knowledge of the general arts landscape;
- the artform or arts practice context in which you are working;
- the competitive context for the award.

The scores to be used are as follows:

<b>Numeric Score</b>	<b>Word Value</b>
<b>6.0</b>	“Exceptional”

<b>5.5</b>	At the top end of "Excellent."
<b>5.0</b>	"Excellent"
<b>4.5</b>	At the top end of "Very Good."
<b>4.0</b>	"Very Good"
<b>3.5</b>	At the top end of "Good."
<b>3.0</b>	"Good"
<b>2.5</b>	Between "Sufficient" and "Good"
<b>2.0</b>	"Sufficient"
<b>1.5</b>	At the bottom end of "Sufficient"
<b>1.0</b>	"Poor"
<b>0</b>	"Inadequate"

We will award funding on a competitive basis within an art form or practice area. This means that we will award funding to the highest scoring applications until we reach the overall budget allocation within each art form or practice area.

**NOTE:** if your proposal scores **1.5** or below against any of the criteria, it will not be offered funding, no matter how highly it scores overall.

We will try to award funding to meet the requirements of the entirety of your proposal where possible. However, in some cases, we may decide to support particular activities within your proposal only. This may be because we believe that some activities are not compelling within the overall competitive context of the award.

This means that, while all applicants who achieve a high enough score to merit funding will get funding, the amount of funding will depend on the number of activities within your proposal that we believe merit support.

### 3. Making your application

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The deadline for applications is **5.30pm, Thursday, 8 March 2018**  
Please prepare and submit your application well before the deadline.

#### 3.1 Register with the Arts Council's Online Services

You must apply through our Online Services. We will not accept applications made by post, fax or email, or delivered by hand.

You **must** have an Online Services account to apply for funding. 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 get an email containing your unique artist reference number (ARN) 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:

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**PC** Windows 7 or higher  
with  
**Internet Explorer 8.0** or higher, **Firefox 27** or higher or **Chrome 33** or higher

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**Mac** Mac OS X v10.5 Leopard or higher  
with  
**Safari 3.1** or higher, **Firefox 27** or higher or **Chrome 32** or higher

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#### Give yourself enough time to complete the application

Become familiar with the Online Services website **well before** the deadline and before you prepare your application.

Remember that on the afternoon of the closing date it is likely that there will be heavy traffic on the site. You should prepare and submit your application **well before the deadline**.

Make sure to leave yourself enough time to upload your application. Remember that upload times can be much longer than download times, so 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, contact us.

- Email: [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)
- Phone: 01 618 0200

Please give 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. We recommend you report any technical issues to us **well in advance** of the deadline.

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

### 3.2 Download the application form

1. Log in to Online Services (OLS).
2. On your home page within OLS, click the **Make an application** button.
3. On the Making an application screen, select your organisation's primary contact for this application and click **Next**. The screen "1. Making an application: Choose a funding programme" should appear.
4. In section A, do two things.
  - a. From the "Funding" drop-down list, select your funding programme.
  - b. In the "Your reference" field, type a unique reference for your application. This will help you identify your application on your home page.
5. In section B, click the buttons to download the guidance notes and application form.

To complete your application form, you must have the correct software.

- Microsoft Word and Microsoft Excel, **or**
- OpenOffice Writer and OpenOffice Calc, which you can download from <http://www.openoffice.org>

Remember, you fill in the application form on your computer and then upload it through Online Services.

### 3.3 Fill in the application form

Once you have downloaded the application form, follow the guidance within the form as to how to complete it.

### 3.4 Fill in your arts activity report (AAR) form online

You will be able to access the AAR website by following the link on OLS.

You should complete the arts activity report online by following the onscreen instructions.

In general terms, the AAR needs information about:

- your ongoing overhead costs, if you have any, and any incomes not directly related to specific activities ;
- any whole-time equivalent (WTE) employee numbers core to your operation, where relevant (whole-time equivalent means the hours in a week worked by a person on an ongoing basis, expressed as a number. For example, a person working full time would be a 1, while a person working half-time would be a 0.5);
- the costs and incomes associated with the arts activities you plan to undertake as part of your proposal;
- the types of activities you will undertake and who they are aimed at;
- employee numbers associated with specific activities and, where relevant, audience and/or participant targets.

### 3.5 Prepare the supporting material required for the application

See **Section 1.11**, above, “**What is required to make an application?**”

You **must** upload supporting material with your application and financial report. If you do not upload supporting material, your application is incomplete and we will not evaluate it.

If you have supporting material that is not in an electronic format, scan it so you can upload it.

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

## Acceptable file formats

These are the acceptable file formats for your supporting material.

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

## How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube ([www.youtube.com](http://www.youtube.com)).

We will accept YouTube links **only**. We will not view links to other websites, including your own website, or video sharing services. This is because we cannot verify the date stamp on links other than on YouTube.

Follow these steps to provide links to YouTube.

1. In Word or OpenOffice, create a new document.
2. Copy the full address (the URL which appears in the Address bar of your browser) and paste it into your document.
3. Test that the link works. Click it or copy it into your browser. Make sure it links to the correct material on YouTube.

If you do not want the public to be able to see material you upload to YouTube for your application, change your privacy settings in YouTube. For instructions on how to do this, use the YouTube uploading instructions and troubleshooting information.

### 3.6 Review the application checklist

Use this checklist to review your application materials. If you have all the items on the checklist, you are ready to upload and submit your application.

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

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- I have filled in all relevant sections of the application form and have it ready to upload.
  - I have filled in all relevant sections of the arts activity report (AAR) and have it ready to submit.
  - I have prepared and gathered together all of the supporting material relevant to my application, and have this ready to upload.
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#### Second opinion (check this item)

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- I have asked another person to check my application to make sure there are no errors and that nothing is missing.

### 3.7 Make your application online

Once you have completed your application form, filled in the online AAR and gathered your supporting materials, you can submit your completed application.

To do this, log into Online Services and follow the instructions on screen to complete your application online.

## 4. How your application is processed

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We follow the steps below to consider applications, decide on them and contact applicants. This helps us make sure that our system for making decisions is open, fair and transparent.

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- 1 After you submit your application, you should receive two emails:
    - The first will be sent immediately and will acknowledge your application.
    - The second email should arrive a few minutes later. It will contain your application number, which we will use in all correspondence about your application.
    - **Note** – these emails only mean that our online system recognises that you have submitted an application. They **do not** mean that your application is eligible for funding.

If you **do not** receive the email with your application number, contact [onlineservices@artscouncil.ie](mailto:onlineservices@artscouncil.ie)

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- 2 Once we have received your application, we will check to make sure it is eligible for Arts Grant Funding.
  - 3 If we decide your application is not eligible, either because it does not meet the purpose for the award or because you have not fully satisfied the requirements for Arts Grant Funding, we will write to tell you that your application is ineligible and will not be assessed.
  - 4 Your application will be scored and assessments written based on the criteria in section 2.1 of these guidelines.
  - 5 We will prepare recommendations for Council.
  - 6 The Council will review and discuss the recommendations, and make final decisions on funding amounts based on the budget and the overall arts context.
  - 7 We will send you a letter about our decision. If your application has been successful, we will include information about what you should do next.
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