



COVID-19 Completion Funding 2020

Guidelines for Applicants

Deadline: ongoing

Applications accepted until 5.30pm on Thursday 10
December 2020

Note: applicants must adhere to all public-health advice and guidance laid down by the HSE and the government with regard to the COVID-19 pandemic.

This document sets out the process for applying to the Arts Council’s COVID-19 Completion Funding 2020. You are advised to read these guidelines carefully before beginning your application.

Deadline: applications will be accepted and assessed on an ongoing basis.

We will accept applications until **5.30pm on Thursday 10 December 2020**. Applications will **not** be accepted after this date.

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Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section of our website:

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 section, you can email onlineservices@artscouncil.ie

If you need help with your application, call the Arts Council on 01 618 0200 or email awards@artscouncil.ie

Note

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 (01 618 0219) or by email (adrienne.martin@artscouncil.ie) **at least three weeks** before the deadline.

1. What is the purpose of COVID-19 Completion Funding?

In light of the unique circumstances presented by COVID-19, the COVID-19 Completion Funding scheme has been developed as a once-off award to enable Arts Council-funded projects or activities to be completed and/or realised.

The award is intended to cover COVID-19-related costs, including those associated with implementing national and/or sectoral safety guidelines.¹ It is designed to enable work funded under the programmes outlined below to be completed and/or realised in line with the artistic intention of the original funded proposal, and, in doing so, ensure that artists and arts workers are supported to make work.

All awards and schemes 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/>) and its [Arts Council Equality, Human Rights & Diversity Policy & Strategy](#) and [Paying the Artist policy](#).

Priority will be given to proposals that:

- Have a clear and realistic vision for the completion and/or realisation of projects or activities in line with the artistic intention of the original funded proposal.
- Clearly demonstrate adherence to public-health guidelines.
- Represent best practice with regards to terms and conditions and health-and-safety protections for any artists, arts workers and staff engaged in the delivery of the proposal.
- Demonstrate partnership with other Arts Council-funded organisations/entities, where appropriate.

2. Who can apply?

The award is open to individuals/organisations awarded funding in 2019 for activity in 2020 under the following funding programmes:

- AGF 2020
- Projects 2020 (all artforms and practices)
- Opera Projects and Production Award 2020
- Reel Art 2019
- Authored Works 2019
- Engaging with Architecture 2019
- Young Ensembles Scheme 2020
- Deis Recording and Publication 2020 (awarded in 2020)

¹ HSE and government guidelines; Theatre Forum Creating Work Guidelines; Screen Producers Ireland Covid-19 Production Guidelines, etc.

3. Who cannot apply?

The award is not open to individuals/organisations who have **not** received funding through the funding programmes listed above for activity due to occur in 2020.

4. Who is the applicant?

The applicant is the recipient of the original award and who will receive any funding offered and will be required to accept the terms and conditions of that funding. Any funding offered will be paid only into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant – e.g. if you applied to the Arts Council for funding under the name Forest Productions, then all documentation for this application, including bank and tax details, **must** be in that name. Variations such as Forest Music or Forest Enterprises will not be accepted.

5. How much can be applied for?

An application can be made up to a maximum of 20% of the value of the original amount awarded, or up to a maximum of **€40,000**, whichever is the lesser amount (e.g. if the original award was for €50,000, the applicant can apply for a maximum of €10,000 in completion funding).

6. What can be applied for?

Under this award, applicants can apply for:

- Direct COVID-19-related costs (e.g. PPE, medical, insurance, cleaning, travel and accommodation, etc.) as required to implement national and/or sectoral COVID-19 safety guidelines.
- Additional workdays/re-contracting as necessitated by the impact of COVID-19.
- Additional services as required to deliver the project by a different means.

7. What cannot be applied for?

- Costs for activities that have already taken place or that will commence before a decision on the application is taken. Decisions may take up to eight weeks.
- The reimbursement of fees already paid to artists.
- Costs associated with awards that do not involve the production of work (e.g. bursaries).
- Costs that could be supported by other government/public-agency supports (e.g. DAHG's Cultural Capital Scheme).
- Capital costs.

8. What supporting material must I include with my application?

You should submit the following supporting material online in addition to your application form:

- Documentary evidence to support estimated costs.
- Where relevant, letters/emails of support from partner organisation.

If you do not submit any supporting material, it will be more difficult for assessors to verify the feasibility of your proposal.

Note: no supporting material other than that listed above will be accepted or considered as part of your proposal.

9. How do I apply?

- a) Log onto the Arts Council Online Services (OLS) website.
- b) Select the funding programme and artform you are applying for – e.g. '2020 – COVID-19 Completion Funding – Dance'.
- c) Download the application form.
- d) Follow the instructions within the application form on how to complete it.
- e) Upload the application form.
- f) Submit your application before the deadline.

For further information, see section 14 below, **Getting help with your application.**

10. How are applications processed?

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

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- 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, which is then scored by the executive.

 - 4 Taking into account the competitive context and the available budget, the executive recommends whether an application is funded based on the score.

 - 5 Decisions are communicated in writing to applicants.

 - 6 Decisions are noted by Council.

Time frame

We will endeavour to turn decisions around as quickly as possible, but this will depend on the number of applications that we receive. You should allow up to eight weeks for a decision.

11. What are the criteria for the assessment of applications?

Applications will be assessed and scored against the following three criteria:

- a) **The quality and suitability of the proposal**

- Track record of personnel involved.
- Quality of proposal.
- The clarity of purpose and intention to complete and/or to realise the project or activity according to the original artistic intention.

b) The extent to which the proposal meets the purpose and priorities of the award

- A clear and realistic vision for the completion and/or realisation of projects or activities in line with the artistic intention of the original funded proposal.
- Clearly demonstrated adherence to public-health guidelines.
- Best practice with regards to terms and conditions and health-and-safety protections for any artists and staff engaged in the delivery of the proposal.
- Demonstrated partnership with other Arts Council-funded organisations/entities, where appropriate.

c) The feasibility of the proposal

- The capacity of the personnel involved to deliver on the proposal.
- The clarity of planning and timelines.
- The financial information provided.

12. What happens after I apply?

Once received, your application will be sent to the relevant arts team for assessment. Applications will be assessed against the criteria set out at **section 11** above.

Applications will then be scored against each of the criteria according to the following scoring scheme:

Numeric score	Word value	Explanation
6.0	'Exceptional'	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications, and will be used very sparingly.
5.5		Between excellent and exceptional.
5.0	'Excellent'	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed, and there are no concerns or areas of weakness.
4.5		Between very good and excellent.
4.0	'Very good'	The application addresses the criterion very well. It

		gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		Between good and very good.
3.0	'Good'	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.
2.5		Between sufficient and good.
2.0	'Sufficient'	While the application addresses the criterion to a sufficient degree, there are weaknesses. It gives relevant information, but there are areas where detail is lacking or the information is unclear, which makes the proposal less compelling in a competitive context.
1.5		Not sufficient to merit support.
1.0	'Poor'	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive funding context.
0	'Inadequate'	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

Note: a score of **1.5** or lower against **any** criterion will mean that an application will **not** be considered for funding.

The score awarded under each criterion will then be multiplied to get a percentage rating, as follows:

	Weighting	Percentage
Quality and suitability of proposal	(5.55)	33.3%
Meeting the purpose of the award	(5.55)	33.3%
Feasibility	(5.55)	33.3%
Total		100.0%

Below is an illustration of what a complete set of scores might look like in percentage terms:

	Score	Weighting	Percentage %
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Quality and suitability of proposal	5.0	(5.55)	27.8%
Meeting the purpose of the award	3.5	(5.55)	19.4%
Feasibility	4.5	(5.55)	25.0%
Total	13.0		72.2%

Provided that no score against any one criterion is 1.5 or less, funding will be offered to all applications that receive a **total combined percentage score of 50% or more.**²

13. Rules of the award

- a) Only one application per individual/organisation is permitted.
- b) The application must be in the same name as that which was awarded the original funding for which completion funding is being sought.
- c) Your application will be deemed **ineligible** and will not be assessed if:
 - An application form is not submitted through the Online Services website.
 - You do not provide the required supporting material.
 - You cannot apply as per section 3 above, **Who cannot apply?**
- d) No supporting documentation other than that listed at section 8 above will be considered.
- e) Successful applicants must be able to provide bank-account details in their own name; variations of spelling or translations of names will not be accepted; the name on the bank account must be identical to that provided on the application.

14. Getting help with your application

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 Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher

Note: if Safari 11 prevents upload of documents, upgrade the Safari browser or use Firefox or Chrome

² This means that, even if an overall score achieved is greater than 50%, funding will **not** be offered where one or more individual criteria achieves a score of 1.5 or less.

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://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/watch?v=iT9Xxgmg0Eo>

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.

Note: for Mac OS 10.15 Catalina, please use OpenOffice 4.1.7.

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 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 **01 618 0200/01 6180243**. 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.

After you submit your application, you should receive two emails:

- The first will be sent immediately and will acknowledge your application.
- The second 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 Online Services recognises that you have submitted an application. They **do not** mean that your application is eligible for funding.

If you do not receive a second email, please contact the Arts Council.