



Capacity Building Support Scheme 2020

Guidelines for Applicants

Deadline: ongoing. Applications will be accepted until 5.30pm on Thursday 19 November 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 Capacity Building Support Scheme. 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 19 November 2020. Applications will not be accepted after this date.

CONTENTS

Getting help with your application	3
1. What you need to know about the Capacity Building Support Scheme	4
1.1 What is the purpose of the Capacity Building Support Scheme?	4
1.2 Who is eligible for the Capacity Building Support Scheme?	4
1.3 How much can be applied for per application?	5
1.4 What can be applied for?	5
1.5 What cannot be applied for?.....	6
1.6 What supporting material should be uploaded to make an application?	6
2. How we assess your application	7
2.1 The assessment process	7
2.2 Criteria for the assessment of applications.....	7
2.3 Scoring process	8
3. How to make your application	10
3.1 Register with the Arts Council’s Online Services.....	10
3.2 Fill in the application form.....	11
3.3 Prepare any supporting material required for the application.....	12
3.4 Make your application online.....	13

Getting help with your application

If you have questions about using the Online Services website, visit the FAQ section on 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 you need to know about the Capacity Building Support Scheme

This section gives you background information about the Capacity Building Support Scheme. It will help you decide whether or not your organisation might benefit from this scheme.

1.1 What is the purpose of the Capacity Building Support Scheme?

In light of the unique circumstances presented by COVID-19, the Capacity Building Support Scheme has been developed as a once-off award to support arts organisations to gain support, skills and expertise to review and adapt their artistic and/or business models and support their strategic development. It supports activities that will assist in building capacity, in developing inclusivity, and/or in growing peer support and collaborations.

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/>).

All awards and schemes are also informed by the [Arts Council Equality, Human Rights & Diversity Policy & Strategy](#) and [Paying the Artist](#).

1.2 Who is eligible for the Capacity Building Support Scheme?

- Arts organisations who have been funded by the Arts Council previously
- Groups of arts organisations who have been funded by the Arts Council previously (in these cases one organisation must act as the named applicant)
- In the case of arts organisations that do not have a historical funding relationship with the Arts Council, we will accept applications from arts organisations that are not for profit and/or formally constituted as CLGs or charities.

Organisations may make only one application as a single applicant.

It is possible that organisations may be part of one or more group/consortia applications while also applying as a single organisation. In these cases there must not be a duplication of purpose or activity across applications – e.g. an organisation may be part of a group/consortium that applies to the scheme to develop digital capacity, and then the organisation may make a separate application for costs of professional development for staff.

Who is the applicant?

The applicant is the organisation that will receive any funding offered and that 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 organisation.

All documentation provided must be in the name of the applicant organisation – e.g. if you apply to the Arts Council for funding under the name Ballyfermot Arts Centre, then all documentation, including bank and tax details, **must** be in that name.

1.3 How much can be applied for per application?

Applications can be made up to a maximum of

€20,000

1.4 What can be applied for?

This is an open and flexible award, and we are open to proposals for any activities that will help build capacity, foster cooperation, and enable organisations to develop new ways of working. We are also open to proposals for activities that will build organisations' capacity in relation to reaching new and diverse artists, communities and audiences. Proposals that address equality and inclusion concerns (in line with Arts Council [policy](#)) are particularly encouraged.

Activities supported might include, but are not limited to, the following:

- **Digital capability:** expenses to strengthen digital infrastructure; accessing the appropriate expertise, equipment, infrastructure, software, tools and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners; coaching fees; advisor fees; subscriptions.
- **Business and practice development:** costs for seeking outside expertise to assist in adapting existing practice and operations; accessing expertise to develop new business, human resource, well being and/or workforce plans; exploring alternative models and platforms for creation, collaboration, mobility or distribution; advisor fees; coordinator and collaborator fees; coaching; other expenses to research and develop new markets and income streams.
- **Professional development:** costs for remote/digital professional development, well being and support programmes for staff, coaching and training, courses, online learning.
- **Developing collaborations and connections:** funding towards knowledge exchange; other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.
- **Developing capacity for inclusion:** funding to avail of expertise, training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Irish society. This may include improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, or other areas.

Applicants may apply for one distinct activity, or for a combination of activities.

The Arts Council encourages organisations to consider applying for these activities as part of a group and/or consortia, in an effort to ensure that expertise and support is shared across the sector.

1.5 What cannot be applied for?

- Activities that have already taken place or will have commenced before a decision is made on your application
- Activities that could be supported by other government/public-agency supports (e.g. supports offered by Local Enterprise offices, other government agencies)
- Major building/capital costs
- Creation of artworks or arts activities
- Activities that have already received Arts Council support, either financially or through Arts Council capacity-building programmes (e.g. activities supported already by RAISE).

1.6 What supporting material should be uploaded to make an application?

Supporting material is information that must be provided **separate from, and in addition to**, your application form. This is essential to help assessors get a better understanding of your proposal.

Mandatory supporting material is as follows:

- A detailed budget
- A CV or brief biography for each of the key people and/or organisations involved in your proposal.

In the case of group/consortium applications, the following is also required:

- MoUs or letters of support from partner organisations.

Please note that we will **not** accept any supporting material that is not uploaded as part of your online application.

We will **not** review as part of your proposal any supporting material that is not listed above.

2. How we assess your application

2.1 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, which is then scored by the executive.
- 4 Taking in to 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

Decisions will be communicated to organisations within four weeks of receipt of application.

2.2 Criteria for the assessment of applications

Application forms and supporting material 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
- Clarity of purpose and intention

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

- Degree to which activities:
 - Have potential to change/adapt models, and/or
 - Will enable active engagement with new and diverse artists, communities and audiences, and/or
 - Will build on new opportunities, and/or
 - Demonstrate partnership, collaboration and peer support
- Likely impact in the short-term, medium-term and long-term.

c) The feasibility of the proposal

- Track record of personnel in delivering change/adaptation

- Capacity to deliver on proposal
- The financial information provided.

2.3 Scoring process

The Arts Council scoring system for the Capacity Building Support Scheme 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 as to 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 work of your organisation in the public domain, their knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

Assessors may award a score to the nearest 0.5.

The scores to be used are as follows:¹

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		At the top end of 'Excellent'.
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		At the top end of 'Very good'.
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		At the top end of '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.

¹ These explanations have been adapted from the EU's Creative Europe Cultural Projects Assessment Guide.

2.5		Between 'Sufficient' and 'Good'.
2.0	Sufficient	The application broadly addresses the criterion, but there are weaknesses. It gives relevant information, but there are several areas where detail is lacking or the information is unclear.
1.5		At the bottom end of 'Sufficient'.
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 scheme	(5.55)	33.3%
Feasibility	(5.55)	33.3%
Total		100.0%

Here's an illustration of what a complete set of scores might look like in percentage terms:

	Score	Weighting	Percentage %
Quality and suitability of proposal	5.0	(5.55)	27.8%
Meeting the purpose of the scheme	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 criteria is 1.5 or less, funding will be offered to all applications that receive a **total combined percentage score of 50% or more²**.

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.

3. How to make your application

3.1 Register with the Arts Council's Online Services

All applications must be made through the Arts Council's Online Services; applications made in any other way (by post, fax or email) will not be accepted.

You **must** have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here:

<https://onlineservices.artscouncil.ie/register.aspx>.

Within **five** working days you will be issued (via email) with a unique ARN (artist reference number) and password that you can use to sign in to Online Services.

Requirements for using Online Services

Your computer and Internet browser will need to meet the following requirements to use Online Services successfully:

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

Mac Mac OS X v10.5 Leopard or higher
with
Safari 3.1 or Safari 10 OR Firefox 27 or higher OR Chrome 32 or higher

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

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 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.

Note: for Mac OS 10.15 Catalina, please use OpenOffice Writer 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 you longer than you think to upload your supporting materials.

Getting technical support

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

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

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

3.2 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 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 particular consideration to what you include in the following sections of the application form:

1.5 Tell us about yourself This is where you describe your work. You should mention recent achievements, but also give a general overview of your main interests and ambitions as an artist/organisation.

2.2 Summary of your proposal Give a summary of your proposal (up to three short points). In essence, this should cover three main points: **what** you want to do, **how** you are going to do it, and **why** you think your proposal merits support.

Should your application be successful, this summary will be published on the **Who We've Funded** pages of the Arts Council 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	Note that the people assessing and adjudicating may not be familiar with your organisation or your work. 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, how and why. It should include details of your goals and ambitions for your proposal, the key personnel involved, and also practical details such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant.
2.4 Pay and conditions for artists	Here you should set out how you will ensure that any artists involved in your proposal will receive proper pay and conditions in accordance with the Arts Council’s policy on Paying the Artist.
2.5 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria for a project award – see section 2.2 Criteria for the assessment of applications.
2.7 Key activities for your proposal	Please set out any key activities relating to your proposal. This will help assessors get a sense of how you will deliver what you are proposing.
Section 3 – budgetary information	While you are expected in most cases to provide additional detailed budgetary information as part of your supporting material, you should give here the heading expenditure and income information, to show how you have arrived at the amount you are requesting.
Section 4 – supporting materials	Please tick the checkboxes to show that you have included the correct supporting materials with your application.

3.3 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 – if necessary, you should scan or save material in electronic format.

Acceptable file formats

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

File type	File extension
text files	.rtf/.doc/.docx/.txt

image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

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

Submitting YouTube links

You may provide links to material hosted on YouTube (www.youtube.com) instead of uploading the material directly. To do this, copy the URL (the full address of where your material is hosted on YouTube) into a Microsoft Word/OpenOffice Writer-compatible document or equivalent and upload it as a weblink-supporting document.

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 – i.e. 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. Please do not flag your material as ‘private’ as it will not be accessible to Arts Council assessors.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – i.e. 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.

Good filenames for an applicant called Jack Russell	russelljack Capacity Building Support Scheme application.doc russelljack performance clip.mp4 russelljack Capacity Building Support Scheme budget template round 2.xls russelljack youtube link.doc
--	--

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

3.4 Make your application online

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

1. Choose funding programme and download application form

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

2. Request funding amount

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

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, CVs, detailed budget and any other required supporting material (see section **1.6 What supporting material should be uploaded to make an 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 if you **do not** receive the second confirmation email containing the application number.