Creative Production Supports

A Theatre Resource-sharing Pilot Scheme: July 2020–June 2022

Guidelines for Applicants

Deadline: 5.30pm, Thursday 9 April 2020
About this document

This document explains:

- What you need to know about Creative Production Supports
- How we assess and decide on your application
- How to make your application
- 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 9 April 2020**
Please prepare and submit your application well before the deadline.
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Getting help with your application

- 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) at least three weeks before the deadline.

- If you have never applied for grant funding through any of the Arts Council’s previous grant-funding programmes (Creative Production Supports, 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/

- 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 6180200 or email awards@artscouncil.ie
1. What you need to know about Creative Production Supports

The deadline for applications is **5.30pm, Thursday 9 April 2020**

Please prepare and submit your application well before the deadline.

This section gives you background information about Creative Production Supports. It will help you decide whether or not you and/or your organisation might qualify for Creative Production Supports.

1.1 About Creative Production Supports

This initiative is informed by key goals contained within the Arts Council strategy, *Making Great Art Work*,¹ and the Arts Council’s current theatre policy, which seeks to support theatre artists at all stages of their careers to create work of excellence that engages widely and deeply with the public. Informed by this, and following a process of consultation, the Arts Council seeks proposals that collaborate with the existing infrastructure to provide additional, arts-led production supports for the independent theatre sector, particularly those in receipt of Arts Council Project Awards and Arts Grant Funding.

We understand that the skills needed to create excellent theatre are many and varied, and while led by a creative vision, achieving excellence requires sustained, collaborative support. This pilot project seeks a fresh and dynamic approach to developing and creating the context for relevant and excellent work to thrive. As a pilot project, the successful applicant will be asked to work alongside the Arts Council in creating and evaluating a collaborative infrastructure that optimises existing resources and promotes best-practice in the development, production and dissemination of theatre-artists’ work and practice across Ireland.

Applications will be considered from professional theatre artists² who can demonstrate a proven track record in theatre production and who can demonstrate partnerships of expertise with at least one organisation in receipt of Arts Council Strategic, Partnership or Arts Centre Funding and with a significant track record in the production and presentation of theatre to audiences – e.g. production companies, festivals, arts centres.

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² For the purpose of this scheme, a **professional theatre artist** is defined as any individual who works as a professional artist in a creative capacity in a theatre context, and is recognised as such by their peers – e.g. a director, theatre-maker, actor, playwright, designer, creative producer or a producing entity that is not in receipt of Strategic, Partnership or Arts Centre Funding.
Timeframe
The decision-making process for this programme will be in two phases. Phase 1 will be the assessment and evaluation of applications. Based on the outcome of this phase, in phase 2 shortlisted applicants will be invited to the Arts Council to make a presentation on their proposal. We expect this second phase to take place in June 2020.

1.2 What are the objectives and priorities of the award?

The objective of the initiative is to provide high-quality, art-led production supports for the independent theatre sector, on a pilot basis over two years, optimising existing resources and networks in the development, presentation and touring of theatre.

For example, a proposal could consist of:

- The provision of, or access to, expert dramaturgical and other development support
- Provision of mentorship, training and developmental opportunities for theatre artists
- Support and/or engagement of creative theatre producers who support the work of multiple theatre artists and theatre-makers
- The provision of, or access to, practical resources – administrative and infrastructural
- Promoting and providing additional developmental programmes – e.g. residencies
- Administrative and management resources to assist professional theatre artists in the development of their practice
- Administrative and management resources to assist professional theatre artists in the development, production and dissemination of work according to industry standards
- Assistance and resources to assist professional theatre artists in the creation of a public-engagement strategy, with clear objectives and measurable outcomes
- Expertise or access to expertise in strategic planning and sustainability in the context of professional theatre
- Access to support for collaborative projects between networks of funded theatre organisations, festivals and other platforms
- Understanding of the international context and access to international opportunities.

Priority will be given to proposals based on:

- Their potential for a sustained impact on the theatre sector
- The track record and relevant experience of the applicant and key personnel, and that of the partner organisations, to the content of the proposal
- The clarity, coherence and feasibility of the proposal
- The extent and quality of the engagement, collaboration and reciprocal support proposed between all parties of the proposal
- The suitability of the artistic and administrative structures and resources that will be available to support the proposal
- The extent to which the supporting partners have committed their own resources (either in cash and/or in kind) to the proposal
• The extent to which the proposal provides excellent supports, resources or facilities that support the work of theatre artists and enhances the infrastructure for theatre in Ireland

• The extent to which the proposal is well planned, realistically costed, and economically advantageous.

1.3 Who can apply?

Creative Production Supports is open to:

• Individuals or collaborative entities (if two or more people want to make a joint application, one of them must act as the named applicant)

• Organisations, including companies limited by guarantee (CLG), designated activity companies (DAC), partnerships, etc., not in receipt of Arts Council Strategic, Partnership or Arts Centre Funding.

Note: funded organisations in receipt of Strategic, Partnership or Arts Centre Funding may not be the lead applicant. However, to be eligible, applications under this programme must be supported by at least one organisation in receipt of Arts Council Strategic, Partnership or Arts Centre Funding with a significant track record in the production and presentation of theatre to audiences. While the involvement of the funded organisation should be distinct from, and separate to, their own funded activities, the applicant will need to demonstrate that the support offered and the proposed role of the funded organisation are central to the Creative Production Supports proposal. Strategically funded theatre resource organisations are not eligible to apply or to support individual applications.

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.

• Professional practising artists. Even though you might not earn income continuously or exclusively from your arts practices, you must identify yourselves and be recognised by your peers as professional practising artists.

The successful applicant is likely to be one of the following:

a) A new entity formed, led or supported by (an) experienced theatre professional(s) with a strong track record in creative development, theatre production, presentation and dissemination.

b) A new entity formed by an existing production company or companies and/or arts centre(s) with a strong track record of theatre production to a high standard.

c) An existing production company and/or arts centre, not in receipt of Strategic, Partnership or Arts Centre Funding, with a strong track record in theatre production to a high standard.
In line with the Public Sector Equality and Human Rights Duty, the Arts Council is committed to ensuring that it takes positive policy measures to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community. Furthermore, the Arts Council notes the ground of socio-economic background as a further basis for which equality of opportunity must be guaranteed. The Arts Council therefore welcomes applications that are representative of the diversity of Irish society, including but not limited to any of the characteristics outlined above.

1.4 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) – e.g. if you apply for funding under the name Newtown Theatre, then all the documents you provide, including bank and tax details, must be in that name. We will not accept variations such as Baile Nua Arts Centre Ltd.

1.5 Who cannot apply?

Those who are not eligible to apply include the following:

1. Organisations in receipt of Strategic, Partnership or Arts Centre Funding. However, if you are such an organisation, you can support proposals by individuals or organisations for the scheme. You will need to certify that any activities you intend to support are distinct from, and separate to, your own funded activities.

2. Organisations or entities without a track record in the development, production and dissemination of theatre.

3. Applications intended to benefit theatre artists who are already employed on a full or part-time basis by organisations in receipt of Strategic Funding.

4. Organisations seeking funding to support vocational/undergraduate or postgraduate training.

5. Strategically funded resource organisations are not eligible to apply or to support individual applications.

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

Funding is available to support activities that will take place over the 24-month period from 1 July 2020–30 June 2022.

- The Arts Council will only consider 24-month funding where applicants provide significant detail of their activities/programmes over this period.

- The Arts Council reserves the right to offer 12-month funding in response to a 24-month application for funding.
1.7 What is the maximum amount of funding that can be applied for?

The total maximum amount of the award is: **€500,000**

**Note:** this total amount will be broken down to maximum amounts available per year across three funding years, as follows

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>€125,000</td>
</tr>
<tr>
<td>2021</td>
<td>€250,000</td>
</tr>
<tr>
<td>2022</td>
<td>€125,000</td>
</tr>
</tbody>
</table>

1.8 What kind of activities can I apply for?

The kind of activities you can apply for include those that enable you to support independent theatre artists (i.e. those not in receipt of Arts Council Strategic, Partnership of Arts Centre Funding) to reflect on their practice, develop their ideas, create productions, and present their work to as engaged and as wide a public as possible.

Activities involving international exchange, collaboration or co-production are eligible provided they show clearly the benefit to people, artists or the arts in the Republic of Ireland and how the overseas partners will contribute to the relevant activity costs.\(^3\)

1.9 What activities can I not apply for?

You cannot apply for activities that:

- Do not fit the purpose of the programme
- Are focused solely on the work of a single artist (e.g. an artistic director)
- 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, to take part in a competition, or solely to make a profit
- Have already been assessed by the Arts Council, unless we specifically advised you to apply for this award. However, this advice does not mean that your application will be successful.

1.10 What costs can I apply for?

Proposals can be made for funding up to a maximum of **€250,000** per year over two years.\(^4\) The Arts Council may decide to offer more than one award on the basis of the quality of submissions received.

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\(^3\) For further information, see the Arts Council’s *Making Great Art Work: International Arts Policy & Strategy.*

\(^4\) The offered amount will be apportioned over three calendar years (see section 1.7 above).
All costs must relate directly to the activities within your proposal.

The types of costs you can apply for might include:

- Wages and fees for professional theatre artists, creative and other staff essential to the delivery of the activity*
- Overhead/administrative costs that are **appropriate and in proportion** to the activities proposed, including planning and preparation costs
- Development costs (e.g. dramaturgical support, play readings, workshops)
- Studio or space costs
- Rehearsal costs
- In certain cases, costs that augment and enhance already funded activities in the independent sector – e.g. production or co-production activities already in receipt of Arts Council funding
- Recording, documentation, evaluation costs
- Hire of equipment, space or venue if the hire is essential to the delivery of activities
- Publishing costs of your activities (e.g. programmes, publicity brochures, marketing material)
- Marketing and PR costs.

In addition to the costs 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.

**Note on pay and conditions for artists**

The Arts Council is committed to improving the pay and conditions of artists. In this context, the Arts Council has published a policy on the fair and equitable remuneration and contracting of artists. This includes best-practice principles for all those working in the arts to aspire to.

All artists engaged in Arts Council-funded activities must be fairly paid. Anyone seeking funding from the Arts Council must tell us how they will ensure that artists will receive fair pay and conditions, and provide details of this in their budgets. We will use this as part of the application assessment process, and will not offer funding if we consider pay to be too low or below industry standards, or where the terms of engagement are not appropriate. Through our reporting mechanisms we will monitor compliance.

We do not set or recommend rates of pay, but we recognise the role of those organisations that are mandated to do so, and will refer to these where they exist. We also commit to supporting key representative and resource organisations to review industry rates and develop new tools that support the contracting process.
1.11 What costs can I not apply for?

You cannot apply for:

- Costs that do not fit the purpose of the programme
- On-going overhead or administrative costs where the relationship with the arts activities proposed is unclear
- Capital costs.

1.12 What is required to make an application?

The following supporting material is mandatory in all cases (please note that – with the exception of budgets as outlined in section 2 below, which should be provided separately – all other supporting material should be provided within a single document and include a contents page):

1. A completed application form.

2. A budget provided in a Microsoft Excel or Open Office Calc document, incorporating:
   a) A high-level summary budget showing the proposed overall income and expenditure against the two years of your proposal.
   b) Detailed budgets for each of the individual activities within your proposal – this is in addition to the summary budget above.
   Note: these should be uploaded as Microsoft Excel or Open Office Calc documents, not as a PDF.

   **Note on in-kind support**
   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.

3. CVs of all confirmed key artists and personnel in delivering the proposed programme of work (max. two pages for each). Where artists are not confirmed, you should submit a document outlining how artists will be identified, and/or the types of artists whose work you propose to support through the use of this funding.

4. Documentary evidence of confirmed support outlining co-production, co-creation, partnership and financial commitments. Inclusion of an agreed memorandum of understanding with partners will strengthen your application. Where all partnerships are not yet confirmed, your application must demonstrate that your plans are feasible by providing evidence of your track record with regard to co-production and co-creation.

5. No less than three and no more than six examples of previous work demonstrating your capacity to deliver on the programme of work and activities that you propose, including photos and/or images that demonstrate production standards.
6. You may include up to three additional visualisations or charts that demonstrate essential information in support of what you write within your application – e.g. an organisational chart, a visualisation of the implementation plan, a quantitative and qualitative KPI table.

Please reference all supporting material within the application form, and list them clearly in the table of contents of your supporting material.

The following supporting material is required in certain circumstances:

7. If your proposal involves commissioning professional theatre artists, you must include a copy of your commissioning policy setting out your approach.

8. If your proposal involves providing workspace for artists, you must provide evidence and specifications of the space, the costs and any additional support you may be receiving – e.g. from a local authority.

9. 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 in the application form 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.

If successful, you will be required to complete the Arts Council’s Child Protection and Welfare Quality Assurance Self-audit at https://childprotection.artscouncil.ie/. Please visit www.tusla.ie for more information on Children First.

You will also be required to update your details in the Profile Information tab in your Online Services account (do this by going to the ‘Update your account’ section).

10. If your proposal involves working with vulnerable persons, you must submit an acknowledgement that you adhere to the National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse here.

11. If your proposal involves working with animals, you must provide a copy of your animal-welfare protection policies and procedures. For guidance, see the Arts Council’s Framework for the Welfare of Animals Presented in the Arts here.

Note: we request you restrict supporting material to the required documents and those you feel are essential in the support of your application. Providing excessive support material may result in optional supporting material remaining unread. Therefore, you should ensure any key information is included within the narrative of your application, and referenced via the contents page and page numbers of the appropriate supporting material.
We will not accept as part of your application:

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

Note: if you do not provide a completed application form 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.

### 1.13 Eligibility

Your application will be deemed ineligible, and will not go any further in the process, if any of the following is true:

1. You miss the application deadline.
2. You fail to complete all of the sections in the application form relevant to your proposal.
3. You cannot apply as set out in sections 1.3 to 1.5 above.
4. You apply for an amount of funding greater than the maximum amount allowed for within the award to which you are applying as set out in section 1.7 above.
5. You apply for an activity or purpose that you cannot apply for as set out in sections 1.8 to 1.11 above.
6. You fail to provide all mandatory supporting materials as set out in section 1.12 above.
7. Your application is better suited to another funding programme offered by the Arts Council or by another funding agency (in this case, we will direct you to the more appropriate funding opportunity).

Note: in the event that your application is ruled ineligible, it will not be assessed, and you will be permitted to apply again with the same proposal in future funding rounds. If you do reapply, you should ensure that you meet the eligibility requirements.
2. **How we assess your application**

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 activities, 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 into account the artform or arts-practice context for your proposed arts activity.

Under this criterion, we will assess your proposal based on:

- The quality of how you describe your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant
- The extent to which your proposal demonstrates that it will offer excellent support services to a range of theatre artists including, but not restricted to, career advice, networking advice, application advice, dramaturgical support, mentorship support, production support
- The extent to which you show excellence in the process of developing and creating work
- How you demonstrate the demand and relevance of what you propose to the production of independent theatre in Ireland
- The quality of detail you provide on how the partnership/networks (e.g. artist, local authority and arts centres) will contribute and work together
- The quality and ambition of work that you, your organisation or any collaborators named within your application have created, made or produced within the last three years
- How the approach you describe to selecting artists and partners will ensure quality, fairness, transparency, equality and diversity.

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 other supporting materials submitted.
2. **Outcomes that deliver on the objectives and priorities of Creative Production Supports funding**

Here we assess how the outcomes of what you propose will meet the objectives and priorities of the funding programme and, in so doing, contribute to the development of theatre in Ireland.\(^5\)

Please see the objectives and priorities for this award as set out in section 1.2 above.

3. **Feasibility**

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

- The extent to which your proposal utilises and augments existing resources to provide cohesive partnerships of expertise for the provision of art-led production supports for independent theatre in Ireland
- The track record and relevant experience of the applicant and key personnel and that of the partner organisations, to the content and delivery of the proposal
- The potential of the proposal for a sustained impact on the theatre sector
- That all participating artists will get fair pay and conditions (see the note on pay and conditions of artists in section 1.10 above)
- The clarity, coherence and feasibility of the proposal
- The extent and quality of the engagement, collaboration and reciprocal support proposed between all parties of the proposal
- The suitability of the artistic and administrative structures and resources that will be available to support the proposal
- The extent to which the supporting partners have committed their own resources (either in cash or in kind) to the proposal
- The extent to which the proposal provides excellent services, resources or facilities that support the work of theatre artists, and enhances the infrastructure for theatre in Ireland
- The extent to which your approach demonstrates clear understanding of good-governance structures.

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

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\(^5\) Please reference the policy priorities within the Arts Council’s ten-year strategy *Making Great Art Work.*
2.2 Scoring

Applications will be assessed and scored based on the quality of information provided within the application form and against the Implementation Plan and the Monitoring and Evaluation Plan. The listed supporting material will also be taken into consideration. Assessors and the selection panel will use their professional arts expertise and judgement to assess and score applications against each of the criteria. The evaluation and scores will be based on:

- The information you give in the application form and supporting material
- Their knowledge of your previous work and that of your partners
- 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 will be applied as follows:

<table>
<thead>
<tr>
<th>Numeric score</th>
<th>Word value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>‘Exceptional’</td>
<td>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.</td>
</tr>
<tr>
<td>5.5</td>
<td></td>
<td>At the top end of ‘Excellent’.</td>
</tr>
<tr>
<td>5</td>
<td>‘Excellent’</td>
<td>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.</td>
</tr>
<tr>
<td>4.5</td>
<td></td>
<td>At the top end of ‘Very good’.</td>
</tr>
<tr>
<td>4</td>
<td>‘Very Good’</td>
<td>The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.</td>
</tr>
<tr>
<td>3.5</td>
<td></td>
<td>At the top end of ‘Good’.</td>
</tr>
<tr>
<td>3</td>
<td>‘Good’</td>
<td>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.</td>
</tr>
<tr>
<td>2.5</td>
<td></td>
<td>At the bottom end of ‘Good’.</td>
</tr>
<tr>
<td>2</td>
<td>‘Sufficient’</td>
<td>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</td>
</tr>
</tbody>
</table>
unclear.

1.5 ‘Not sufficient’.

1 ‘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: if your proposal scores 1.5 or below against any of the criteria, it will not be offered funding.

Assessments will be presented to a selection panel as part of the deliberation and decision-making process. The selection panel will score each assessment, with the highest-scoring applicants invited to the next phase. See section 6 below.

Weighting
The following weightings will be applied to give an overall percentage score.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Max. score</th>
<th>Weighting</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artistic quality</td>
<td>6.0</td>
<td>4.17</td>
<td>25</td>
</tr>
<tr>
<td>Meeting priorities</td>
<td>6.0</td>
<td>4.17</td>
<td>25</td>
</tr>
<tr>
<td>Feasibility</td>
<td>6.0</td>
<td>4.17</td>
<td>25</td>
</tr>
<tr>
<td>Implementation plan</td>
<td>6.0</td>
<td>2.50</td>
<td>15</td>
</tr>
<tr>
<td>Monitoring and evaluation</td>
<td>6.0</td>
<td>1.67</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>30.0</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Here is an example of what a scored application might look like:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Score</th>
<th>Weighting</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artistic quality</td>
<td>4.5</td>
<td>4.17</td>
<td>19</td>
</tr>
<tr>
<td>Meeting priorities</td>
<td>5.0</td>
<td>4.17</td>
<td>21</td>
</tr>
<tr>
<td>Feasibility</td>
<td>4.0</td>
<td>4.17</td>
<td>17</td>
</tr>
<tr>
<td>Implementation plan</td>
<td>3.5</td>
<td>2.50</td>
<td>9</td>
</tr>
<tr>
<td>Monitoring and evaluation</td>
<td>4.5</td>
<td>1.67</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>21.5</td>
<td></td>
<td>74</td>
</tr>
</tbody>
</table>
3. Making your application

The deadline for applications is **5.30pm, Thursday 9 April 2020**
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 submitted by post, fax, 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](https://onlineservices.artscouncil.ie/register.aspx).

Within five working days you will get an email containing your unique Artist Reference Number (ARN) and password, which you must use when signing 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:

<table>
<thead>
<tr>
<th>PC</th>
<th>Windows 7 or higher with Internet Explorer 8.0 or higher, Firefox 27 or higher or Chrome 33 or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac</td>
<td>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</td>
</tr>
</tbody>
</table>

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

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](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 macOS 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

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 website. 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
- Phone: 01 6180200

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. 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 here as to how to complete it (please note the maximum word count in the application form under each heading):

<table>
<thead>
<tr>
<th>1. Your organisation</th>
<th>This section is intended to give us an overview of your organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Proposal overview</td>
<td>This section is intended to give us an overview of your proposal.</td>
</tr>
<tr>
<td>2.1 Title</td>
<td>Give your proposal a title for reference purposes.</td>
</tr>
<tr>
<td>2.2 Vision statement</td>
<td>Provide a summary of your overall vision (max. 1,800 characters/approx. 250 words). The vision statement states your prime objectives, what you propose to achieve, and the changes you hope to have affected over the specified time. These statements, details and key actions you provide within the rest of this application form should speak to your mission and vision statements. They provide a context for our assessment of your application.</td>
</tr>
<tr>
<td>2.3 Mission statement</td>
<td>Provide a summary of your overall mission (max. 1,800 characters/approx. 250 words). The mission statement is an overarching expression of your purpose and aspiration for how your organisation will provide Creative Production Supports that will develop theatre as an artform in Ireland. It is a declaration of why you exist as an organisation.</td>
</tr>
<tr>
<td>2.4 Summary of your proposal</td>
<td>Summarise in no more than three short points what you propose to do, how and why (max. 600 characters/approx. 100 words). Note: should your application be successful, this summary will be published on the Who We’ve Funded pages of the Arts Council website.</td>
</tr>
<tr>
<td>2.5 Budget overview</td>
<td>Give the totals for your expected expenditure and income over the three funding years for this programme.</td>
</tr>
</tbody>
</table>
### 3. Your application and the assessment criteria
What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the extent to which your application meets the assessment criteria. These statements, details and key actions provided within your application form should speak to your mission and vision statements.

#### 3.1 Artistic quality
You should set out what you are going to do and how you will support artists to achieve artistic and technical excellence. You should set out a clear rationale for your artistic choices, demonstrating how decisions are made. You should set out a clear policy and process for the identification of the types of artists and types of work that will be supported *(max. 3,600 characters/approx. 600 words)*.

#### 3.2 Meeting the objectives and priorities of the award
See section 1.2 above on the objectives and priorities for the programme. You should set out clearly why you believe that what you are proposing will meet these *(max. 3,600 characters/approx. 600 words)*.

#### 3.3 Feasibility
Use this section to demonstrate the overall feasibility of your proposal. Feasibility refers to how you demonstrate the experience and expertise of key personnel and demonstrable support of networks and organisations that are supporting you; it refers to your financial planning, your organisational structure, your management of the proposal, and ability to source additional income, both in kind and actual *(max. 3,600 characters/approx. 600 words)*.

##### 3.3.1 Financial planning
Set out your proposed approach to financial planning here. This should be evidenced through the budgetary information that you provide with your supporting documentation. Reference key information/page numbers within supporting documentation here.

##### 3.3.2 Organisational plan
Clearly set out proposed company/organisation structure, key roles including the nature of employment (full-time/part-time, contract for services, etc.), and, where possible, name individual key-role personnel. You may upload a diagram of this plan in supporting material.

##### 3.3.3 Track record, experience and expertise
Set out the track records of the individuals and organisations involved in your proposal, and how those track records are relevant to what is being proposed under feasibility. Clearly reference relevant supporting documentation and CVs.
### 3.3.4 Fair and equitable remuneration and employment conditions for artists

See section 1.10 above. Please set out here how you will ensure appropriate employment conditions for any artists that you will engage as part of the programme of work that you propose.

### 4. Implementation plan

Use this section to set out who, how and when you will achieve the key activities of your plan. You may upload a diagram of this plan in supporting material.

Use the first table to list all key collaborators – i.e. artists, individuals, groups or organisations involved in your proposal. You should include details of the arts centres/local-authority stratégic organisations hosting your proposed activity, the main artists involved, key partners, key administrative personnel, etc.

In the second table, list any key activities related to your application/proposal, and in each case indicate the location and dates.

### 4.1 How you will implement your proposal

Set out your overall approach to implementing the actions and activities outlined above, explaining how this will enable you to achieve your objectives (max. 1,800 characters/approx. 300 words).

### 4.2 Key collaborators

List all artists, individuals, groups or organisations involved in your proposal. You should include details of the arts centres, local authority, etc. hosting your proposed activity, the main artists involved, key partners, key administrative personnel, etc.

### 4.3 Key activities

List all key activities related to your application/proposal, and in each case indicate the location and dates.

### 5. Evaluation and monitoring

Use this section to set how you will monitor and evaluate your achievements and goals. As this is a pilot project, you will be asked to work with, and report on a regular basis to, the Arts Council theatre team. Together we will monitor and evaluate the achievements of your organisation. The framework for this self-evaluation is to be demonstrated here. It is anticipated that this will be amended and augmented over time. You may also submit a visualisation or chart in your supporting materials.

### 5.1 Describe your overall approach to monitoring your achievements (max. 3,000 characters/approx. 500 words).
5.2 Use this section to create an itemised list of the above. We want you to articulate your goals and specific objectives. The measures should be quality and quantity-based. The outcomes should reflect the expected results at the end of your proposal.

3.4 Prepare the supporting material required for the application

See section 1.12 What is required to make an application? above.

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, you should scan it so that 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.

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

How to upload weblinks

Instead of uploading material directly, you may provide links to material hosted on YouTube (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 time and date that links other than those on YouTube were uploaded.

Follow these steps to provide links to YouTube.

1. In Microsoft Word or OpenOffice Writer, create a new document.
2. Copy the full web address (the URL that 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, see the YouTube uploading instructions and troubleshooting information.

3.5 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)*

- [ ] I have filled in all relevant sections of the application form and have it ready to upload.
- [ ] I have prepared a summary budget and detailed activities budgets in Microsoft Excel/Open Office Calc.
- [ ] I have prepared and gathered together all of the supporting material relevant to my application, and have this ready to upload.

**Second opinion** *(check this item)*

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

3.6 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 in to Online Services and follow the instructions on screen to complete your application online.
4. How your application is processed

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.

1. 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 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@arts council.ie

2. Once we have received your application, we will check to make sure it is eligible for Creative Production Supports.

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 Creative Production Supports, we will write to tell you that your application is ineligible and will not be assessed.

4. Your application will be assessed based on the criteria in section 2.1 of these guidelines.

5. Assessments will be prepared for a selection panel, which will then score the applications and determine which applicants will be called forward to the next phase of the process.

6. We will write to all applicants notifying them as to whether or not they have been called forward to the next phase.

7. Applicants called forward to the next phase of the process will be invited to make a presentation and speak about the details of their proposal in front of the selection panel.

8. The selection panel will make a final decision about which proposal to offer funding to.

9. We will write to the successful applicant confirming the offer of funding.

10. There will then be a meeting with the successful applicant to agree the next steps and set out timelines, review budgets, and agree monitoring and evaluation targets.