

Visual Arts Curator Residency Scheme 2017

Guidelines for applicants

Deadline: 5.30pm, Thursday 8 September 2016

Visual Arts Curator Residency Scheme: application checklist

Use the checklists below to make sure that your application for funding under the Visual Arts Curator Residency Scheme is complete.

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

- I have filled in all of the sections of the Visual Arts Curator Residency Scheme application form.
- I have prepared an up-to-date CV of the proposed curator-in-residence and have this ready to upload.
- I have prepared a detailed budget setting out proposed income and expenditure for the project, and have this ready to upload.
- The proposed project involves partner organisations, with whom I/we have a memorandum of understanding that I have ready to upload.
- I have prepared all other required supporting material (as outlined in section 1.7 below), and have this ready to upload.

Items that are mandatory for certain applications (check those that apply to your application)

- My proposal involves working with children or young people under eighteen years of age, or presenting work to this age group, and I have submitted a copy of my/our *Child Protection and Welfare Policy* with this application. In submitting this policy, I confirm that it has been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and is consistent with the principles stated therein. Please visit www.tusla.ie
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*
- I have cited financial support or sponsorship in the project budget from individuals or organisations with which I do not have a memorandum of understanding; for these, I have prepared and submitted evidence of such support or sponsorship.

Other items that I consider relevant to my application (check those that apply to your application)

- My proposal relies on the expertise of other named people or organisations, and I have a document detailing those people and their expertise ready to upload.

Second opinion (check this item)

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

Getting help with your application

- If you have a technical query about using the Online Services website you can email onlineservices@artscouncil.ie.
- Answers to common questions about using Online Services are available in the FAQ section on the Arts Council's website at: <http://www.artscouncil.ie/en/FAQ/online-services.aspx>.
- To watch our YouTube guide on making an application, go to <http://www.youtube.com/artscouncildemos>.
- If you require assistance with the content of your application, call the Arts Council on 01 6180200 or email awards@artscouncil.ie.
- 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 6180219) or by email (adrienne.martin@artscouncil.ie) at least three weeks in advance of the deadline day.

1. About the Visual Arts Curator Residency Scheme

1.1 Deadline for submission of applications

All applications must be made using the Arts Council's Online Services.

The deadline for receipt of applications is:

5.30pm, Thursday 8 September 2016

1.2 Objectives and priorities of the scheme

The purpose of the Visual Arts Curator Residency Scheme is to offer visual arts curators the opportunity to research and develop their practice while developing a year-long work programme in partnership with an arts or non-arts organisation, such as a company, venue, festival, local authority or other. The specific content of the work programme will be designed by the curator in collaboration with the partner organisation.

Definitions for the purposes of this scheme

Curator: someone who identifies him/herself and is recognised by his/her peers as a practising curator.

Arts or non-arts organisation: any organisation or institution that has an interest in supporting a curator to develop his/her practice for the mutual benefit of the curator and organisation/institution.

This scheme is not conceived to fill a gap in core programming, but instead might expand on or offer something distinctive to an existing venue, festival, arts or non-arts organisation. An application may include more than one institutional partner in support of a single curator – for example, a venue or festival may choose to work in partnership with a local authority.

Please note: If you are funded by the Arts Council as a visual arts organisation, you are not eligible to apply for this scheme.

Proposals for funding under this scheme must have the committed support **in writing** of at least one partner arts or non-arts organisation.

Objectives

The objectives of the Visual Arts Curator Residency Scheme are:

- To offer opportunities to curators across the country to research and develop a programme of work relevant to the progression of their own practice
- To offer opportunities to arts and non-arts organisations to benefit from contact with curatorial practice
- To encourage a considered approach to, and innovative ways of, engaging new audiences with high-quality contemporary visual arts at local/regional/national level
- To encourage the development and sustainability of high-quality visual arts activities within different contexts and geographical areas
- To encourage a coordinated approach between curators and organisations.

Priorities

Priority will be given to proposals based on:

- The relevance of the curator's track record/experience to the proposed content of the residency
- The clarity of the proposed activities as a coherent curatorial programme
- The extent and quality of proposed audience/participant engagement, with specific consideration given to new audiences
- The positive level of collaboration and reciprocal support between all partners involved in the residency
- The level of cash investment by the supporting partner(s).

All awards are informed by the Arts Council's 10 Year Strategy (2016-2025) Making Great Art Work: Leading the Development of the Arts in Ireland. See here: <http://www.artscouncil.ie/arts-council-strategy/>

1.3 Who is eligible to apply?

The Visual Arts Curator Residency Scheme is open to:

- Professional curators who have the committed support of at least one arts or non-arts organisation and who are resident in the Republic of Ireland
- Arts or non-arts organisations proposing to establish a professional visual arts curator residency.

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

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

Who is the applicant?

The applicant is the person or organisation that will receive any 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.

All documentation provided must be in the name of the applicant. For example, if you apply to the Arts Council for funding under the name Máire de Barra, then all documentation, including bank and tax details, must be in that name. Variations such as Mary Barry or Máire Barry are not acceptable.

1.4 Who is not eligible to apply?

Applicants who are not eligible to apply include the following:

- Curators without the committed support of at least one partner (arts or non-arts organisation)
- Curators who are already employed on a full-time basis by organisations in receipt of funding from one of the Arts Council grant-funding streams (i.e. Regularly Funded Organisations, Annual Funding or Annual Programming Grant)
- Organisations seeking funding to support vocational/undergraduate or postgraduate training
- Aosdána members in receipt of a *cnuas*
- Visual arts organisations already in receipt of funding from the Arts Council.

1.5 What may you apply for?

The maximum amount awarded to each successful application is:

€20,000

The funding is made available towards the curator's remuneration (on a full-time or part-time basis) for a period of up to one year (this may be extended slightly in exceptional circumstances with the agreement of the Arts Council).

Overall responsibility for the management of funds for the programme will be taken on by the person or organisation identified as the applicant.

In addition to the maximum amount stated above, the Arts Council will also consider costs specifically relating to the making of work by artists with disabilities. If you wish to apply for additional funding on this basis, you should provide information with your application outlining what these additional costs are.

How much funding may you apply for?

In applying for funding under the Visual Arts Curator Residency Scheme, you are required to submit a detailed budget listing all items of proposed income and expenditure relating to the residency.

The maximum amount of funding you may request is the difference between the **proposed expenditure** and the **proposed income** you indicate in the budget, subject to the maximum set out above.

- Proposed expenditure should include the curator's remuneration and other costs, such as research and development, programming/production, promotion and publicity and administrative costs
- Proposed income should include what you expect to receive from other funders, the contributions from the partner organisation(s), and any income you expect to receive.

It is also important to reflect all in-kind support in both income and expenditure, so reflecting the full and true value of your proposal.

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.

You are asked to indicate income, expenditure and amount requested at three stages during your application:

- On the detailed budget that you submit as part of your application
- Online, when you initiate the application (totals only)
- In section 3 of the application form.

Make sure that the totals are the same on all three, and make sure that the amount requested equals TOTAL EXPENDITURE minus TOTAL INCOME.

1.6 What may you not apply for?

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

- Major capital purchases
- Ongoing core costs
- Activities or costs that do not fit the purpose of the scheme
- Activities that are more suited to another scheme or award funded by the Arts Council or operated by other state agencies, such as Culture Ireland
- Activities that have already taken place or which will have commenced before a decision is made on your application – as it can take up to ten weeks from the closing date for this award before a decision is delivered on your application, you should not start activities until after this period
- Activities undertaken for charity fund-raising purposes, for participation in a competition, or for primarily profit-making purposes
- Residencies proposed within a formal education setting (schools/colleges)
- Activities that have already been assessed by the Arts Council, except in cases where the Council has specifically advised you to redirect your application to this scheme. Please bear in mind, however, that you should not regard such advice as an indication of likely success in your application.

1.7 What supporting material must you submit with your application?

In addition to and separate from your application for, in order to be considered eligible for assessment for funding under the Visual Arts Curator Residency Scheme, you **must** submit the following supporting material online:

- A curatorial statement – a short paragraph or YouTube clip (max. 90 seconds) outlining the curator's current curatorial interests and ambitions
- A detailed budget setting out the projected income and expenditure for the proposed residency
- A detailed up-to-date CV (a maximum of three pages) for the proposed curator
- Good-quality examples of the proposed curator's previous work that demonstrate his/her practice to date. All still and moving images should be clearly labelled. An accompanying image list should include a brief context for each work. Depending on the practice of the curator, the following should be used as a guide:

- A maximum of ten good quality still images, including shots that demonstrate the installation and presentation of the work
- Concise documentation on projects/curated programmes/exhibitions
- A maximum of three examples (in electronic format) of recent catalogues or relevant publications
- A maximum of three excerpts from moving-image work (3-minute samples) with corresponding explanation
- A memorandum of understanding between the applicant and all of the partners involved (curator and organisation(s)) which includes the following:
 - An outline of the activities that the curator will undertake during the residency
 - A list of the cash, in-kind and infrastructural resources (financial and other) that will be made available to support the curator
 - A clear breakdown of the roles and responsibilities of each partner to the residency.
- Letters of support from all partners.

My proposal involves working with children or young people under eighteen years of age, or presenting work to this age group, and I have submitted a copy of my/our *Child Protection and Welfare Policy* with this application. In submitting this policy, I confirm that it has been developed with reference to *Children First: National Guidance for the Protection and Welfare of Children* and is consistent with the principles stated therein. Please visit www.tusla.ie

If your proposal involves working with animals, you must provide a copy of your *Animal Welfare Protection Policies and Procedures*.

If you do not submit the required supporting material, your application will be deemed ineligible.

Optional supporting material

In addition to the required supporting material listed above, you may also submit any other material you consider relevant to your application.

If you have partners (such as educational institutions, private sponsors, community groups, etc.) who wish to support you in establishing a visual arts curator residency, you should submit full information on such support: details of funding, in-kind benefit, skills sharing, advice and so on.

Format for supporting material

All supporting material for the Visual Arts Curator Residency Scheme must be submitted online. Hard-copy supporting material will not be accepted.

- Moving-image and audio material must be submitted by way of YouTube links - **see Submitting YouTube links** (in section 2.3 **Prepare any supporting material required for the application**) .
- Please note that interactive web-based artworks should be screen-recorded and uploaded to YouTube. Please ensure that any image list includes contextual information outlining details of the work, when and where it was presented, and thematic/general comments.
- The Arts Council encourages applicants to upload all other artistic material and other supporting material (i.e. budget, CVs etc.) as **one single document**. If you choose to do this, you must include a contents page at the front of the document, which lists the page numbers for all sections such as budget, CVs, image list.

2. Making your application

2.1 Register with the Arts Council's Online Services

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

You must have an Online Services account to make an application. If you do not already have an Online Services account, sign up by filling out the registration form here: <https://onlineservices.artscouncil.ie/register.aspx>.

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

Requirements for using Online Services

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

PC	Windows 7 or higher <i>with</i> 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 <i>with</i> Safari 3.1 or higher OR Firefox 27 or higher or Chrome 32 or higher

Please 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.

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.

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.

2.2 Fill in the application form

If you have not already done so, download the application form for the funding 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

In order to make the very best case for why you should receive funding, you should give very careful consideration to what you include in the following sections of the application form:

2.1 Name of proposed curator or title of your proposal	Give the name(s) of the proposed curator in residence here. Alternatively, if your proposal has a title, please give it here.
---	---

2.2 Summary of your proposal Give a summary of your proposal (up to three short points).
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 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 is important to cover both the artistic and practical aspects of your proposal. This should include details of your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant. It should also include practical details such as schedules, information on key partners, and any other administrative, technical or financial details you consider relevant.

2.4 Your application and the assessment criteria Describe how your application meets each of the assessment criteria for funding under the scheme – see **3.3 Criteria for the assessment of applications** on page 9.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application – see **1.7 What supporting material must you submit with your application?** on page 4.

You must submit all such supporting material online. So, if necessary, you need to scan or save material in electronic format.

Acceptable file formats

The following table lists file formats that are acceptable as part of an application.

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
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

If you are submitting moving-image or audio material as part of your application, you may do this only by way of YouTube links. Individual moving-image or audio files are not accepted and will **not** be viewed. Links to material on websites other than YouTube will **not** be viewed.

To upload material to YouTube, click Upload on the YouTube home page (www.youtube.com), and follow the prompts. 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.

For each item you upload, YouTube gives you a URL – this is the full address of where the item is hosted on YouTube. You need to copy the URL(s) for your material into a Microsoft Word/OpenOffice Writer file, which you can then save and submit as part of your application. All links must be submitted in a **separate Microsoft Word/OpenOffice Writer document** and must include contextual information to describe the linked material. Before you upload the document, check that the links work – that is, that they link correctly to your material on YouTube.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent. For example, it should be clear from the filename whether the document is a CV, a detailed budget or a review of previous work.

Please submit artistic materials and other supporting documents (including budget and CVs) in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack curator in residence application.doc
	russelljack exhibition still_1.jpg
	russelljack Child Protection Statement.doc
	russelljack youtube link.doc
	russelljack budget income and expenditure.xls

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

2.4 Make your application online

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

1. Choose funding programme and download application form

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

2. Request funding amount

At this stage, you 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, budget template and any other required supporting material (see **1.7 What supporting material must you submit with your application?** on page 4). 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 when your application is received by the Arts Council. The second one may arrive a few minutes later and will contain your application number which will be used on 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.

3. Processing and assessment of applications

3.1 Overview

The Arts Council considers all applications, makes decisions and communicates these to applicants in accordance with set procedures. The aim is to ensure that the system for awarding funding is fair and transparent.

3.2 The assessment process

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

- 1 The application is acknowledged
- 2 The application is checked for eligibility – all eligible applications then progress to the assessment stage
- 3 Adviser(s) and/or staff make a written assessment of the application
- 4 Adviser(s) and/or staff recommend an application as shortlisted or not shortlisted
- 5 A peer panel reviews all shortlisted applications, associated materials, then scores and makes decisions
- 6 Decisions are communicated in writing to applicants.
- 7 Decisions are noted by Council

Time frame

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it may take up to ten weeks from closing date to decision.

3.3 Criteria for the assessment of applications

Applications are assessed in a competitive context and with consideration of the application form and the supporting materials submitted. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the scheme, and **c)** feasibility. Each of these criteria is described in turn.

Artistic merit

The assessment of artistic merit focuses on the applicant and those involved in the project as well as on the nature of the proposed arts activity, and might include, among other things, consideration of:

- The quality of the idea and the proposed arts activity
- The track record of the applicant and the artistic personnel involved in the project as evidenced in their CVs and other supporting materials submitted
- The potential of the applicant and the artistic personnel as evidenced in the application form and the supporting materials submitted
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated in the proposal.

Meeting the objectives and priorities of the scheme

Applications are assessed on how well they meet the objectives and priorities of the scheme; see **1.2 Objectives and priorities of the scheme** on page 2 for details of these.

While applicants may choose other artforms/arts practices that are relevant to their application, the assessment will be undertaken by the team specific to the chosen primary artform who may, in certain instances, ask for a secondary assessment from another team

Feasibility

- The assessment of feasibility considers the extent to which the applicant demonstrates capacity to deliver the proposed activity. This includes consideration of: The track record of personnel involved in managing, administering and delivering the project
- The extent to which the applicant demonstrates the provision of equitable conditions and remuneration for participating artists
- The extent of involvement or commitment of identified project partners

- The proposed budget
- Other sources of income
- The availability of, and access to, other resources
- The proposed timetable or schedule.

3.4 Peer panel

The purpose of peer-panel meetings is to allow for a diversity of expert views to inform the decision-making process. Peer panels normally consist of at least three external adjudicators with relevant artform and/or arts practice expertise.

Each meeting is usually led by an Arts Council member acting as non-voting chair. Arts Council advisers and staff attend as required, and those involved in the initial assessment of applications are on hand to provide information as required. Panellists have access to all shortlisted applications and associated materials prior to the day of the meeting, at which point they review, discuss and score shortlisted applications. Following this, applications are ranked by score. In light of the competitive context and the available budget, it is likely that the Arts Council will be able to fund only a proportion of the applications received.

Scoring Process

The panel is asked to score applications according to the following system:

- A – Must Fund (10 points): this means that, in the view of the panel member, the application is deemed to have fully met the criteria for the award and merits funding on that basis, to the amount requested where possible.
- B – Should Fund (8 points): this means that, in the view of the panel member, the application is deemed to have met the criteria to an extent sufficient to merit funding should resources allow.
- C – Could Fund (5 points): this means that, in the view of the panel member, the application is deemed to have met the criteria, but to a lesser extent within the competitive context than other applications.
- D – Not a Priority (2 points): this means that, in the view of the panel member, the application is deemed to have not met the criteria to an extent sufficient to merit funding.

Declaration of interest

In order to ensure fairness and equity in decision-making, a panel member must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An 'interest' is either 'pecuniary' or 'non-pecuniary' (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

The interest must be declared as soon as the panellist becomes aware of it. This may be at the point when s/he is approached to sit on the panel (if the 'interest' is known at that stage) or following receipt of the list of applicants. Where an interest is declared, the panellist will not receive papers relating to that applicant and will be required to leave the room when the specific application is being reviewed. Where this situation arises, the chair will vote in lieu of the panellist.

In some instances a panellist may not realise that a conflict of interest exists until s/he receives and reviews the panel papers. In such instances the panellist must alert an Arts Council staff member or the panel chair as soon as they become aware that a conflict may exist.

In the event of two panellists declaring a conflict of interest for the same application, the chair will be part of the decision-making process for that specific application.

If the nominated panel chair has a conflict of interest s/he must declare it in writing in advance of the meeting as soon as s/he becomes aware of it. In this instance the head of team will chair the discussion on the conflicted application.

3.5 Outcome of applications

All applicants are informed in writing about the outcome of their application.

If your application is successful, you will be sent a letter of offer detailing the amount of funding you have been awarded and the terms and conditions of the award. You will also be told how to go about drawing down your award.

The Arts Council receives a large volume of applications, and demand for funding always exceeds the available resources. If your application is not successful, you can request feedback from Arts Council staff. Eligibility and compliance with application procedures alone do not guarantee receipt of an award.

Unsuccessful applicants are not eligible to apply for another Arts Council award to undertake the same activity. If the Arts Council feels that the proposed activity would have been more suited to a different award programme, an exception may be made. In such circumstance you will be informed in writing.

Appeals

Applicants may appeal against a funding decision on the basis of an alleged infringement or unfair application of, or deviation from, the Arts Council's published procedures. If you feel that the Arts Council's procedures have not been followed, please see the appeals process at

http://www.artscouncil.ie/en/fundInfo/funding_appeals.aspx or contact the Arts Council for a copy of the appeals-process information sheet.