Arts Council Arts Grant Funding 2020/2021

Guidelines for Applicants

Deadline: 5.30pm, Thursday 14 March 2019

About this document

This document explains:

- What you need to know about Arts Council Arts Grant Funding

- How we assess and decide on your application

- How to make your application

- 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 14 March 2019**
Please prepare and submit your application well before the deadline.

Contents

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 (Arts Grant Funding, 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 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, 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 Arts Grant Funding

The deadline for applications is   **5.30pm, Thursday 14 March 2019**
Please prepare and submit your application well before the deadline.

This section gives you background information about Arts Grant Funding. It will help you decide whether or not your organisation might qualify for Arts Grant Funding.

1.1   About the Arts Grant Funding programme

The purpose of Arts Grants Funding is to ensure that there is a breadth of high-quality arts activity and programmes throughout the country. It offers flexible support for a fixed period of time, and in so doing responds to the needs of those who are making, presenting and supporting work.

Arts Grant Funding is intended to:

- Support **more than one** distinct arts activity taking place within a fixed period of time, **or**

- Provide supports or facilities to artists over a fixed period of time.

1.2   What are the objectives of the programme?

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

- Generating high-quality experiences for the public to engage with the arts, **or**

- Providing excellent services, resources or facilities that support the work of artists or the arts sector.

For example, a proposal might consist of:

- A series of distinct activities that may be related by theme, artistic vision or rationale

- A number of distinct projects and activities bound together by a particular focus (e.g. work in a particular artform or work targeted at a particular audience or community) **or**

- The provision of resources or facilities to artists

- The provision of opportunities for diverse audiences and/or particular publics to engage with arts activity.

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

1.3   Who can apply?

Arts Grant Funding is open to:

- Organisations, including companies limited by guarantee (CLG), designated activity companies (DAC), partnerships, etc.

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

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

To be eligible to apply, you must be:

- Resident in the Republic of Ireland. We may consider your application if you are based outside the Republic of Ireland. However, your application would have to convince us that your proposal would benefit the arts in the Republic of Ireland.

- 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.

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 Máire de Barra, then all the documents you provide, including bank and tax details, must be in that name. We will not accept variations such as Mary Barry or Barry Studios.

1.5   Who cannot apply?

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

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

Funding is available to support activities that will take place from:

a)   1 January–31 December 2020

or

b)   1 January 2020–31 December 2021

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

The Arts Council may offer 12-month funding in response to a 24-month application for funding.

1.7   What kind of activities can I apply for?

You can apply for the following activities:

- Creation, including co-production, and presentation of an artwork or event for the benefit of an audience or particular community
- Provision of arts experiences with participants or targeted communities
- Development and creation of a piece of work for future performance or distribution (e.g. artwork, script, music composition)
- Delivery of activities that support the development of the arts or the work of artists
- Provision of supports, resources or facilities for artists.

Examples of activities might be:

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

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

Work in an international context

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

1.8   What activities can I not apply for?

You cannot apply for activities that:
- Do not fit the purpose of the programme
- Are by individual artists and there is no collaborative or partnership element (this is more suited to funding under the Artists' Supports category of our funding framework)
- Are more suited to another award funded by the Arts Council or operated by other state agencies or funding bodies, such as Culture Ireland
- Have already taken place or will have started before a decision is made on your application
- Are to raise funds for charity, 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.

1.9   What costs can I apply for?

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

The types of costs you can apply for might include:
- Overhead/administrative costs that are **appropriate and in proportion** to the activities proposed, including planning and preparation costs
- Wages and fees for artistic, creative and other staff essential to the delivery of the activity
- Development costs
- Studio or space costs
- Rehearsal costs
- Making and physical-production costs
- Publishing costs
- Recording or documenting costs
- Hire of equipment, space or venue if the hire is essential to the delivery of the activity
- Marketing and PR costs
- Accommodation, daily expenses and travel.

1.10   What costs can I not apply for?

You cannot apply for:
- Costs that do not fit the purpose of the programme
- Ongoing overhead or administrative costs that are not directly associated with the arts activities proposed
- Capital costs.

1.11   What is required to make an application?

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

1. A completed application form.
2. A completed Arts Activity Report (AAR), an excel template is available for this for years 2020 and 2021.
3. A detailed budget for **each individual activity** within your proposal. You can use the activity budget template for this purpose if you wish.
4. CVs of key artists/artistic personnel in delivering the proposed programme of work (max. two pages for each).
5. Documentary evidence of support outlining co-production, co-creation, partnership and financial commitments.
6. No less than one and no more than three examples of previous work. Examples of written work should be **no more** than ten pages.

Supporting documents required for certain applications:

1. If your proposal includes activities involving presenting, performing, exhibiting or publishing work for the public, you must provide marketing/distribution/ dissemination plans.
2. If your proposal involves the publication, production or presentation of new writing (whether in literature or in another artform), you **must** provide samples of the work that you are seeking support for. Each sample should be **no more** than ten pages.
3. If your proposal includes activities involving participation of, or active engagement by, the public or targeted groups, you must provide engagement plans.
4. If your proposal involves providing workspace for artists, you must provide photographic evidence of workspace/physical resources.

Additional material required in certain circumstances:

1. 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 *Section 1* of 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.
   - 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 must also update your details in the *Profile Information* tab in your online services account (do this by going to the *Update your account* section).

2. 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* at www.hse.ie.

3. If your proposal involves working with animals, you **must** provide a copy of your animal-welfare protection policies and procedures.

We **will not** accept as part of 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, a completed AAR template and all the documents listed above that are relevant to your application, we will consider your application **ineligible**, and we will write and tell you that your application has not made it to the assessment stage.

---

2. How we assess your application

2.1 Assessment criteria

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

1. Artistic quality

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

- We will take into account 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.

- Where your ideas involve the development or creation of artistic works, we will assess how you show excellence in the process of developing and creating work.

- Where your ideas involve providing services, resources and facilities, we will assess how you show the quality of what you propose and the demand from within, and relevance to, your area of art practice.

- In all cases we will assess the artistic track record or potential of the artists and creative people involved as shown in their CVs and the other supporting materials you submit.

2. Outcomes that deliver on the objectives of Arts Grants Funding

Here we assess how the outcomes of what you propose will meet the objectives of the funding programme and in so doing contribute to the development of the arts in Ireland.

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

- Provide a supportive environment for a range of artists to develop and create work; and/or
- Provide opportunities for the public to engage with the arts and
- Contribute to the ecology of the arts within your area of practice.

Where your proposals involve an engagement with the public – whether at a local, national or international level – we will assess how you show excellence, ambition and innovation in your process and approach to growing and diversifying audiences.

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

3. Feasibility

Here we assess your capacity to deliver the proposed activity. We will assess how you have shown:
  A. The track record of the people involved in managing, administering and delivering the proposal.
  B. The capacity of the entity/individual to deliver the proposed programme.
  C. That the participating artists will get fair pay and conditions.
  D. That identified partners and/or collaborators are committed to what is proposed.
  E. That the proposed budget is realistic and will be managed appropriately.
  F. That other sources of income are secure and realistic, and that access to any required non-financial resources is in place.
  G. That the timetable or schedule is realistic and that technical requirements will be met.
  H. That audience or public-engagement targets, where relevant, are realistic and achievable, and that there are solid plans in place to achieve this.

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

In the case of applications for 24-month funding, the suitability of the proposal and/or applicant to deliver the proposed programme will also be assessed.

2.2 Scoring

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

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

The scores to be used are as follows:

Numeric Score	Word Value
6.0	'Exceptional'
5.5	At the top end of 'Excellent'
5.0	'Excellent'
4.5	At the top end of 'Very good'
4.0	'Very good'
3.5	At the top end of 'Good'
3.0	'Good'
2.5	Between 'Sufficient' and 'Good'
2.0	'Sufficient'
1.5	'Not sufficient'
1.0	'Poor'
0	'Inadequate'

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

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

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

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

3.   Making your application

> The deadline for applications is   **5.30pm, Thursday 14 March 2019**
> 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.

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:

PC	Windows 7 or higher with **Internet Explorer 8.0** or higher, **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.

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.

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 within the form as to how to complete it.

3.4 Fill in your Arts Activity Report (AAR) template

The AAR template is a spreadsheet that captures your detailed financial, audience and staff figures, as well as summary information about the activities that you plan to undertake in 2020 or 2020-2021. The template provides separate worksheets for 2020 and 2021 and these should be completed as appropriate.

The AAR process has been introduced for three reasons:

- As part of our commitment to get better at monitoring the outcomes and impacts of our investments as a tool for advocacy, advice, policy development and case making
- As a means of assessing and tracking applicants' work in a consistent and systematic manner
- To act as the basis for funding agreements with arts organisations.

NOTE: You <u>must</u> upload your AAR template as a Microsoft Excel or OpenOffice Calc file. <u>Do not</u> convert it to a pdf file.

You should complete the AAR template as follows:

PART 1	OVERHEAD EXPENDITURE AND INCOME
Overhead / Administration costs	This is any overhead or administration costs you may have that are not directly attributable to the arts activities that you propose to undertake. **NOTE**: While the Arts Council will only consider contributing to overhead costs that are **appropriate and in proportion** to the activities proposed, nevertheless it is important that we have an understanding of what these are, should you have any.

Income not directly related to activity	This is income not directly resulting from, or attributable to, specific activities. • Examples include: local-authority grant income that is not being directly used against a specific activity; income from sponsorship/fundraising that is not directed towards a specific activity; rental income or income from fees for services provided.

Part 2.1	**Activity detail**
A. Activity name	The name of your activity – this should be the same as the names you gave each activity at Section 2.1.1, Tables A and B of your application form.
B. Artform	Select the **primary** or main artform for the activity from the drop-down menu (or select 'more than one artform' if more than one artform is involved).
C. Activity type	Choose the activity type from the drop-down menu that **most closely** represents the activity that you are undertaking. These are: • **Ticketed performance or event** – a performance for which tickets are sold or distributed (this would include a free event if there is a booking process) • **Non-ticketed performance or event** – a performance or event for which no tickets are sold or distributed, or there is no booking process – e.g. a street performance or other outdoor event • **Exhibition** – the exhibition of artworks, usually in the context of a visual-arts gallery, but also possibly as part of the documentation of work (e.g. an exhibition of dance photography) • **Book/publication** – a book, such as a novel or poetry collection, or a publication, such as a periodical or journal, whether physical or online • **Production/distribution of other artefact** – e.g. the creation of a series of prints or other art objects that might be sold or otherwise distributed • **Participatory or outreach activity** – this is any activity where people are involved in artistic production by making, doing or creating something, or contributing ideas to a work of art, regardless of their skill level, or *taking part* in workshops or other similar activities • **Artist/artform development activity**– this is any activity, such as a development initiative, resource-sharing activity, training, mentoring, service provision

	or other activity aimed at artists and/or arts professionals.

D. Primary target of activity	Choose the primary target from the drop-down menu that **most closely** represents the target group for the activity that you are undertaking. These are:
	• **General audiences** (mainly, though not exclusively, adults who attend or engage of their own volition, not as part of a targeted group or community of interest)
	• **Families** (work intended for parents/guardians and children alike)
	• **Children up to 15 years of age** (those who are more likely to attend as part of a school or other organised group, or to be brought by parents or guardians but for whom the work is aimed exclusively)
	• **Young people 16–23 years of age** (e.g. Leaving Cert students, college students, youth groups)
	• **Communities of interest** – groups or communities distinguished by a particular demographic characteristic – e.g.
	  o People with disabilities
	  o Older people
	  o Members of minority communities
	  o People living in isolated rural communities
	  o People of lower socio-economic status (by social class, education, income)
	• **Practising artists or arts professionals** – e.g. if you are a resource organisation focused on supporting professional development.

PART 2.2	**Financial detail**
E. Total cost	The total direct cost to your organisation of undertaking the activity.
F. Earned income	Any income earned from ticket sales, box-office or sales income from books or other artefacts.
G. Income from other sources	Any income from sources other than sales – e.g. sponsorship, fundraising or grant income from sources other than the Arts Council.
H. Outcome/subsidy required	This is a sum that will be calculated automatically, and is the difference between the cost of the activity and any income against it. **NOTE:** it may happen that, in some cases, the total income from an activity is greater than the total cost. This is not a

problem. The purpose is for us to get an overview of your proposed activities, and the costs and incomes relating to each.

PART 2.3	Audience/engagement/employment/event numbers
J. Audience/engagement number – paying **K. Audience/engagement number – free**	For the purposes of data gathering, 'Engagement' is taken to mean four things: 1. **Audience** members, readers, listeners, viewers, attenders, visitors or others *engaging* with art and arts events (e.g. recitals, concerts, plays, dance performances, art exhibitions, literary events, etc.) 2. Members of the public *participating* in the making or creation of art, or in arts-related workshops, classes or events (e.g. post-show discussions, public Q&As) 3. People *volunteering* to work on or at an event – e.g. an arts festival or as front-of-house staff at a local arts centre (**note**: this is not the same as *participants* in arts events, where they are actively involved in the creation, making or presenting of work) 4. Artists, arts professionals and/or other practitioners *taking part* in workshops, classes or other developmental activity. In all of the above cases, individuals are either paying or not paying to attend/engage with the art. **They are not being paid**. For further details on how to collate and report on audience numbers, see this document. **NOTE:** in the context of the AAR process, the word 'engagement' is *not* taken to mean engaging an artist or other professional by means of a contract, **or** the performance of a recital or concert.
L. Artists employed: number	The number of artists employed, contracted or commissioned directly in the delivery of an activity. Give the number as a single figure, regardless of the duration of each individual's engagement. So, an actor employed over eight weeks or a curator engaged across six months would still be an artist-employed figure of '1' each against the activity on which they are employed. **NOTE:** if you are co-producing or hosting work and you do not know the number of artists directly employed, you can leave this section blank.
M. Others employed: number	Professionals employed, contracted or commissioned in a non-arts capacity directly to deliver an activity – e.g. administration or technical personnel, facilitators, marketing or finance professionals.

N. No. of performances/objects/ events/days open	This is to help us to understand how many opportunities the intended beneficiaries of your proposed activities have to engage with each activity – i.e. the number of individual performances of a play or dance piece; the number of books printed; the number of art objects created; or the number of workshops, classes or other events held. In the case of visual arts, it is taken to mean the **number of days** that an exhibition is open to the public.

Note on overhead/administration costs

Note that, as stated above, any overhead/administration costs need to be appropriate and in proportion to the activities proposed. Depending on the nature of your activities, you **may** prefer to include any direct administration costs associated with activities within those activities. In such cases, it is important that you set these out in your detailed budgets.

Note on listing activities

The total number of activities allowed within the AAR template is **twenty**. If you have more than twenty individual activities, rather than providing details of **every** individual activity or event, you should **group** your proposed activities by artform or by programme type.

For example:

- Performing-arts programme (e.g. theatre, dance, circus)
- Visual-arts programme
- Music programme
- Literature programme
- Programme of events for children/young people
- Local community/amateur programme
- Commercial/non-subsidised programme.

3.5   Prepare the supporting material required for the application

See section **1.11** '**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.

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

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 date stamp on links other than on YouTube.

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, use the YouTube uploading instructions and troubleshooting information.

3.6   Review the application checklist

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

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

☐   I have filled in all relevant sections of the application form and have it ready to upload.

☐   I have filled in all relevant sections of the Arts Activity Report (AAR) and have it ready to upload.

☐   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.

3.7 Make your application online

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

To do this, log 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@artscouncil.ie

2   Once we have received your application, we will check to make sure it is eligible for Arts Grant Funding.

3   If we decide your application is not eligible, either because it does not meet the purpose for the award or because you have not fully satisfied the requirements for Arts Grant Funding, we will write to tell you that your application is ineligible and will not be assessed.

4   Your application will be scored and assessments written based on the criteria in section 2.1 of these guidelines.

5   We will prepare recommendations for Council.

6   The Council will review and discusses the recommendations, and make final decisions on funding amounts based on the budget and the overall arts context. **Note:** for reasons to do with meeting its overall strategic priorities, the Council may decide to alter or to overturn the recommendation of staff. In that context it is possible that Council may decide to award less than the amount recommended, or to not fund at all. In such cases, changes to staff recommendations will be documented.

7   We will send you a letter about our decision. If your application has been successful, we will include information about what you should do next.