



Dance Artist Residency Scheme 2019/2020

Guidelines for Applicants

Deadline: 5.30pm, Thursday 11 April 2019

Dance Artist Residency Scheme: application checklist

Use the checklists below to make sure that your application for a Dance Artist Residency Scheme is complete.

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

- I have filled all of the sections of the application form that are relevant to my application.
- I have prepared a CV of the proposed dance artist in residence and have this ready to upload.
- I have prepared a budget with full details of expenditure and income related to the dance residency, and have this ready to upload.
- I have prepared all other required supporting material (as outlined in section 1.7 below) and have this ready to upload.
- My proposed project involves partner organisations, with whom I have a memorandum of understanding that I have ready to upload.

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

- 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 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. Please see www.tusla.ie for more information
- My proposal involves working with vulnerable persons, and I have submitted an acknowledgement that I adhere to the *National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse* at www.hse.ie
- My proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

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

- I have prepared additional supporting material that I believe is relevant to our application (as outlined in section 1.7 below) and have this 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 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 Dance Artist 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:

5.30 pm, Thursday 11 April 2019

1.2 Objectives and priorities of the scheme

The objective of the Dance Artist Residency Scheme is to stabilise and support a network of dance artists in residence across the country. The scheme is specifically aimed at dance artists working in collaboration with a venue and a local authority.

The scheme aims to:

- Consolidate both professional and community-based dance practice in a variety of regional contexts
- Offer opportunities to dance artists around the country to engage in a programme of artistic work relevant to their own practice
- Offer opportunities to local authorities and venues to develop dance practice in their areas
- Encourage the development of long-term planning and sustainability of independent dance activities.

Proposals will be prioritised based on:

- The relevance of the dance-artist's track record/experience to the content of the residency
- The clarity of the proposed activities as part of a coherent artistic programme
- The quality of engagement with local communities
- The suitability of the artistic and administrative resources available to the dance residency
- The positive level of engagement and reciprocal support between all parties involved in the residency.

Proposals for funding under this scheme must have the committed support in writing of at least one local authority and one venue.

All awards are informed by the Arts Council's ten-year strategy (2016–25), *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.arts council.ie/arts-council-strategy/>).

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.

1.3 Who is eligible to apply?

The Dance Artist Residency Scheme is open to the following, one of which must take on the role of primary applicant under the scheme:

- Professional dance artists who have the committed support of at least one local authority and one venue and who are resident in the Republic of Ireland
- Local authorities proposing to establish a professional dance-artist residency
- Venues in the Republic of Ireland proposing to establish a professional dance-artist 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 artists with disabilities.

Who is the applicant?

The applicant is the person or organisation that will receive any grant offered and who will be required to accept the terms and conditions of that grant.

Any grant offered will only be paid into a bank account held in the name of the applicant.

All documentation provided must be in the name of the applicant (individual dance artist, local authority or venue) – e.g. 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 Barry Studios are not acceptable.

1.4 Who is not eligible to apply?

Applicants who are not eligible to apply include the following:

- Dance artists without the committed support of at least one local authority and one venue or a combination of local authorities and venues
- Dance artists who are already employed on a full-time basis by organisations in receipt of Strategic Funding.
- Organisations seeking funding to support vocational/undergraduate or postgraduate training.

1.5 What may you apply for?

The maximum amount awarded to each successful application is:

€20,000

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

The specific contents of the work programme for which funding is sought must be agreed between the dance artist, the local authority and the venue. Depending on the needs of the geographical location, a Dance Artist Residency work programme might include some of the following activities:

- Creating new choreographic work throughout a period of research and development
- Performing in local venues
- Collaborating with local dance artists or artists working in other media
- Programming events such as symposia, guest residencies or dance platforms
- Collaborating with other dance artists in residence countrywide
- Leading local dance workshops and classes
- Working in local schools to inform practical appreciation of, and academic discussion around, dance
- Working with youth dance groups
- Working in a mentoring capacity with artists/audiences/groups from minority-ethnic backgrounds and disability groups
- Assisting local venues in the promotion of professional dance programmes
- Advising local venue directors on the programming of professional dance.

Please note that although the residency may span a number of years, the present scheme is for activities taking place in 2019/2020 only.

How much funding may you apply for?

Applications for a Dance Artist Residency Scheme must be accompanied by a detailed budget setting out all income and expenditure in relation to the proposed residency. The maximum amount you may request is the difference between the **total expenditure** and the **total income** you indicate in your detailed budget.

- **Total expenditure** should include the dance-artist's remuneration and any other costs associated with the residency – e.g. promotion and publicity costs, administrative costs, etc.
- **Total income** should include all income relating to the dance residency, including what you expect to receive from other funders, production partners, box office receipts, programme sales, commercial sponsorship, fundraising, etc.

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- If you expect to receive in-kind support, you need to put a financial value on it so that the

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

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

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

The Arts Council will consider additional costs if they are specifically related to the making of art 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.

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 award funded by the Arts Council or operated by other State agencies, such as Culture Ireland
- Activities that have already taken place or that will have commenced before a decision is made on your application.
- Activities undertaken for charity fundraising purposes, for participation in a competition, or for primarily profit-making purposes
- Activities that have already been assessed by the Arts Council. An exception will be made if the Council has specifically advised you to redirect your application to this scheme. Please bear in mind that such advice is not an indication of a successful outcome.

1.7 What supporting material must you submit with your application?

In addition to, and separate from, your application form, in order to be considered eligible for assessment for funding under the Dance Artist Residency Scheme, you **must** submit the following support material online with your application form:

- A detailed budget setting out proposed income and expenditure for the proposed residency (this must be in addition to the budget information provided in the application form)
- Detailed up-to-date CV (max. three pages) of the proposed dance artist in residence
- A memorandum of understanding between all of the applicant partners (i.e. the artist, the venue and the local authority); this should include the following:
 - An outline of the work programme/activities that the dance artist will undertake during the residency
 - A list of the cash, in-kind and infrastructural resources that will be made available to support the dance artist
 - A clear breakdown of the roles and responsibilities of each partner to the residency – dance artist, local authority and venue
- You should refer to the application checklist on the first page of this document for a list of other items that might be mandatory for your application.

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. This might include sound/video files demonstrating examples of recent work by key artistic personnel, previous brochures or programmes, reviews, critical evaluations, audience feedback, etc.

Format for supporting material

All supporting material for the Dance Artist Residency Scheme must be submitted online.

Include contextual information for all supporting material in a clearly labelled text file. If you submit video files, please provide details of the piece, when and where it was performed, thematic/general comments, the names of performers, and how the work was financed (e.g. award, self-financed). Extracts should be no more than three minutes long, and no more than three extracts should be submitted.

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
with
Internet Explorer 8.0 or higher OR Firefox 27 or higher OR Chrome 33 or higher

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

Note: If Safari 11 prevents upload of documents – use Firefox or Chrome.

Please note: You will also need to have Microsoft Word or OpenOffice Writer installed to complete the application form itself. OpenOffice Writer is free software that can be downloaded from <http://www.openoffice.org>.

You must use OpenOffice Writer version 4.0.1 or earlier

More recent versions of OpenOffice Writer than 4.0.1 have resulted in problems with the appearance of application forms when they are submitted through online services.

Please refer to the Arts Council video *Using OpenOffice to download, complete and upload the application form* at <https://www.youtube.com/user/ArtsCouncilDemos>.

Apple Mac users should take note of the section that deals with the issue of downloading version 4.0.1 on Macs that have the latest versions 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

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 form and submit it well in advance of the deadline.

Upload times can be much longer than download times. It may take you longer than you think to upload your supporting materials.

Getting technical support

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

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

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

2.2 Fill in the application form

If you have not already done so, download the application form for the scheme. 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 form:

2.1 Artist in residence	Enter the name of the proposed dance artist in residence.
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 Details 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 and why. It might include entries such as a practical explanation of the activity you propose, your artistic goals and ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.
2.4 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria – see section 3.3 Criteria for the assessment of applications .
2.5 Other artists, individuals, groups or organisations involved in your proposal	Identify key artists, groups or organisations involved in your proposal.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this might include samples of current or recent work – e.g. text, video, images or sound recordings. See section **1.7 What supporting material must you submit with your application**.

You must submit all such supporting material online; if necessary, you 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
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

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

Submitting YouTube links

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

Please note: any links you provide must be for YouTube. Links to other hosting sites will not be viewed.

Check that the link works from within the document you upload – that is, that it links correctly to your material on YouTube.

If you do not wish material you upload to YouTube for the purposes of your application to be publicly viewable, you can flag your video as ‘unlisted’ in its settings.

Naming files appropriately

Give all files that you intend to upload filenames that make it clear what they contain or represent – i.e. it should be clear from the filename whether the document is a CV, a sample text or a review of previous work.

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack application.doc
	russelljackWIP.doc
	russelljack Child Protection Policy.doc
	russelljack youtube link.doc

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, 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, the CV of the proposed dance artist, and any other required supporting material (see section **1.7 What supporting material must you submit with your application**). You do not have to upload everything at the same time. You can save your application as a draft, and come back to it later.

4. Submit application

When you are satisfied that you have uploaded everything you need to support your application, click **Submit**.

Once submitted, your application cannot be amended. Do not submit your application until you are completely satisfied.

You should expect to receive two emails. The first will be issued immediately your application is received by the Arts Council. The second may arrive a few minutes later and will contain your application number, which will be used in all correspondence related to this application. **Note:** it is important that you contact onlineservices@artscouncil.ie if you **do not** receive the second confirmation email containing the application number.

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 making awards 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 and associated materials, then scores and makes decisions.
6	Decisions are noted by Council.
7	Decisions are communicated in writing to applicants.

Timeframe

The Arts Council endeavours to assess applications as quickly as possible, but the volume of applications and the rigorous assessment process means that it will 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.

While applicants may select other artforms/arts practices as being relevant to their application, the application will be assessed by the team responsible for the chosen primary artform, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

The assessment of artistic merit focuses on the applicant's previous practice as well as on the nature of the proposed activity and includes consideration of:

- The quality of the idea and the proposed arts activity as outlined in the application form and in the supporting materials submitted
- The track record of the artistic personnel involved in the project demonstrated through the CV(s) and other support material submitted
- The potential of the applicant/proposed dance artist demonstrated through the application form and other materials submitted
- The artform/arts practice context in which the activity is proposed
- The ambition, originality and competency demonstrated by 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 section **1.2 Objectives and priorities of the scheme** for details of these.

Feasibility and value for money

The assessment of feasibility and value for money considers the extent to which the applicant demonstrates capacity to deliver the proposed activity and the level to which it enhances the impact of public funding. This includes consideration of:

- The 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 involvement of project partners
- The proposed budget
- Other sources of income
- The proposed timetable or schedule.

3.4 Peer panels

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.