



Travel and Training Award 2019

Guidelines for Applicants

Travel and Training Award: application checklist

Use the checklists below to make sure that your application for a Travel and Training Award 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 up-to-date CVs of people OR profiles of organisations involved in this application, and have these ready to upload.
- I have prepared all 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)

- 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)

- 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.
- My proposal includes other material relevant to my application, which I have 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 Travel and Training Award

1.1 Deadline for submission of applications

There are no formal deadlines for the Travel and Training Award. Applications are accepted on an ongoing basis while there is an available budget within the relevant artform or arts-practice area. You should contact the relevant team within the Arts Council if you have any questions about making an application to this award.

See also: Details of the maximum amounts that apply to different artforms are set out in section 1.9: **Priorities and assessment criteria for individual artforms, arts practices, festivals and venues.**

Applicants seeking support for all eligible opportunities, including formal courses (postgraduate or equivalent), are advised to submit their applications as far in advance of their proposed date of travel as possible, but no later than **four** weeks before their proposed date of travel. The Arts Council cannot assess applications received less than four weeks before the proposed date of travel. Applicants seeking support under the Creative Europe (Culture Sub-programme) strand must submit their application at least four weeks before the partner meeting.

Travel and Training awards for 2019 are currently offered in the following:

● Architecture	● Festivals	● Film
● Literature	● Opera	● Theatre
● Traditional Arts	● Venues	● Visual Arts
● Young People, Children and Education (YPCE)	● Creative Europe (Culture Sub-programme)	

1.2 Objectives and priorities of the award

The Travel and Training Award has three main strands, with different objectives and priorities. These are described in turn.

See also: Individual artforms and arts practices have their own criteria within the Travel and Training Award – see section 1.9: **Priorities and assessment criteria for individual artforms, arts practices festivals and venues.**

Strand 1: Travel and Training Outbound

The objective of the Travel and Training Outbound award is to support individuals who wish to travel from the Republic of Ireland to avail of training and other professional development opportunities abroad (outside the island of Ireland). This strand accounts for the greater part of the funding available. The priority here is the development of the individual's own arts practice, including:

- Participation in once-off training opportunities, specialist courses or masterclasses

- Other professional development opportunities, such as short-term research projects, residencies, participation in workshops, internships (not including visual arts), mentoring programmes, attendance at conferences/seminars, and so on.

The award will support formal postgraduate training **only** where the selected course is of a type and/or at a level not available in Ireland (artform variations may apply). Applicants must provide evidence that this is the case.

Strand 2: Travel and Training Inbound

The objective of the Travel and Training Inbound award is to support individuals or organisations who wish to invite specialists from abroad (outside the island of Ireland) to deliver high-level training or mentoring for the professional development of artists and others working professionally in the arts in Ireland.

Where an individual or organisation wishes to bring in such specialists from abroad, the host individual or organisation may apply for the cost of travel and accommodation for the international guest(s).

Payment will be made after the visit and only upon submission of receipts. Applicants must state whom they wish to invite, and must provide details of the training or mentoring to be provided.

Strand 3: Creative Europe (Culture Sub-programme) Travel Award

The Creative Europe (Culture Sub-programme) Travel Award only supports applications from arts organisations in the Republic of Ireland planning to submit proposals for EU funding under the Cooperation Projects strand of Creative Europe (Culture Sub-programme) 2014–20. The award is intended to cover some of the costs associated with face-to-face meetings with partner organisations in Europe, and will not support training costs or courses. Organisations may make only one application under this award per project application to Creative Europe (Culture Sub-programme).

Applicants must be able to demonstrate that they have identified the required number of transnational partners and are at an advanced stage in developing an application to the Creative Europe (Culture Sub-programme). They must provide details of their proposed project and their key partners. They will also need to demonstrate their current level of engagement with the proposed partners. It is likely that funding offered under the Creative Europe (Culture Sub-programme) will not exceed €2,000, and in most cases will be less than that. Applications that can demonstrate organisational commitment will be prioritised.

Film projects are **not** eligible for support under the Creative Europe (Culture Sub-programme) Travel Award.

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.artscouncil.ie/arts-council-strategy/>).

1.3 Who is eligible to apply

The Travel and Training Awards are available to the following:

Strand	Who is eligible
1. Travel and Training Outbound	Artists and other individuals who are resident in the Republic of Ireland and working professionally in the arts or in arts organisations and venues (exceptions apply, see section 1.4).
2. Travel and Training Inbound	Individuals and arts organisations, including festivals and venues (exceptions apply, see section 1.4).
3. Creative Europe (Culture Sub-programme) Travel Award	Arts organisations in the Republic of Ireland planning to make applications for EU funding under the Cooperation Projects strand of Creative Europe (Culture Sub-programme) 2014–20 and that have identified the required partners.

Who is the applicant?

The applicant is the person or organisation who 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. 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?

Those who are not eligible to apply include the following:

- Individuals currently in undergraduate education.
- **Strand 1 Travel and Training Outbound:** individuals employed by organisations in receipt of Arts Council Strategic Funding
- **Strand 2 Travel and Training Inbound:** organisations in receipt of Arts Council Strategic Funding
- **For strand 3 only** – organisations that:
 - Have not identified the required number of partners
 - Are not intending to submit a proposal for the Cooperation projects strand of Creative Europe (Culture Sub-programme) funding.

An applicant may receive only one Travel and Training Award in any one calendar year.

1.5 What you may apply for

Eligible costs include those relating to travel, accommodation, subsistence, course fees, conference fees and so on. However, this is a highly competitive scheme and only a very limited number of awards will be offered. Please see section **1.9: Priorities and assessment criteria for individual artforms, art practices, festivals and venues**, as many have set maximum funding thresholds.

It should be noted that while an individual may receive a Travel and Training Award for one year of a course taking place over a number of years, Arts Council support for further years is in no way guaranteed.

The 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.

Please note: in the case of applications under the Creative Europe (Culture Sub-programme) Travel Award strand, course fees and conferences fees are not eligible. The award is intended to assist Irish organisations with their own costs associated with a partner meeting, and not the costs incurred by the other partners unless the meeting is to be hosted in Ireland.

How much funding may you apply for?

The awards available for travel and training vary across different artforms and art practices – for more information, please see section **1.9: Priorities and assessment criteria for individual artforms, art practices, festivals and venues**. Please note, however, that this is a highly competitive scheme and only a very limited number of awards will be offered at the maximum levels, and most will be made at considerably lower amounts.

In specifying how much funding you are applying for, you need to take into account your **expenditure** and your **income** in relation to your travel and training application.

- **Expenditure** relates to any travel and training costs you expect to have,
- **Income** relates to any source of funding that you have (other than an Arts Council Travel and Training Award) that is specifically earmarked for the travel and training described in your application. For example, if an arts organisation or a local authority is making a contribution towards your expenditure, you should include that as income in section 4.2 of the application form. You should also include as income any contribution you are proposing to make from your own resources. In the case of an *inbound* application, indicate any contribution that any individual or organisation is making towards the costs.

The maximum amount you may request is the difference between the **expenditure** and the **income** you indicate, and must not exceed the limit for your artform or arts practice (except where it relates to persons with disability). The limits for each artform or arts practice are set out in section **1.9: Priorities and assessment criteria for individual artforms, art practices, festivals and venues**.

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

- Online, when you initiate the application (totals only).
- In the **expenditure, income and amount requested** section (section 4) of the application form (itemised and totals).

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

1.6 What you may not apply for

The following will not be considered eligible under this award:

Activities already supported	<ul style="list-style-type: none"> ● Activities that are already supported by other Arts Council funding or that are more suitable for other Arts Council funding schemes ● Activities that are already supported by other state funding or that are more suitable for other state funding (e.g. through Culture Ireland, Screen Training Ireland, etc.)
Ineligible education and training	<ul style="list-style-type: none"> ● Primary and secondary education ● Undergraduate and vocational courses ● Applications from students to use the award to travel to and from their studies abroad ● Training and professional development within Ireland ● Non-professional arts courses
Promotional activities	<ul style="list-style-type: none"> ● Travel abroad where the primary purpose of the travel is the promotion or presentation of work – this includes exhibiting and presenting, film screenings, literature readings, and performing or participating in arts productions or events. Please contact Culture Ireland for support relating to these kinds of activities ● Delivering papers at conferences or seminars (with the exception of architecture) ● Fundraising trips ● Tours and touring groups
Commercial/career activities	<ul style="list-style-type: none"> ● Commercial trips ● Travel to attend interviews for employment ● Travel to attend auditions ● Placements within commercial arts or other businesses
Other activities	<ul style="list-style-type: none"> ● Retrospective applications – those relating to travel/training that the applicant has already completed ● Costs incurred in Ireland during travel abroad (e.g. rent, loss of income) ● 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 award. 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 a Travel and Training Award, you **must** submit the following supporting material online:

- A detailed up-to-date CV of the person applying for *outbound* funding. If you are applying for *inbound* funding, you should include a profile or CV of the person you propose to invite to Ireland.
- Good-quality examples of your work. These should include visual/audio and/or written supporting material. The exact nature of the material will depend on what your application relates to.
- Details about the course and the expertise of any other artists, individuals, groups or organisations involved in your proposal – in particular, details of residency, workshops, conferences and those you cite in section 2.4 of the application form. For example, if you are applying to attend a seminar abroad, you must include details about the seminar and about the expertise, accreditation and track record of the seminar leaders or of the body running the seminar.
- If you are applying for an award to take up a training opportunity (such as a residency, workshop or masterclass), you must include a letter of acceptance from the training provider showing clearly that you have been offered a place.
- In the case of applications under the Creative Europe (Culture Sub-programme) Travel Award strand, you must submit:
 - Company profiles of all proposed partner organisations

- Evidence that you are currently at an advanced stage in developing an application to the Creative Europe Programme (detailed description of the project to be submitted for Creative Europe funding)
- Evidence of the current level of engagement with proposed partners.

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.

1.8 The complementary roles of the Arts Council and Culture Ireland

The Arts Council's Travel and Training Award is not designed to support the international presentation of Irish arts. Where an Irish artist or arts organisation wishes to present their work to international audiences or participate in events abroad that will lead to opportunities for further presentation of their work internationally, they should contact Culture Ireland, the state body that promotes Irish arts worldwide.

Culture Ireland also operates *See Here*, a scheme that supports Irish artists and arts organisations who wish to invite international programmers, presenters, curators, promoters or critics to see new Irish work (usually where a range of work is being presented – e.g. at a festival) with a view to subsequent international presentation.

The Arts Council and Culture Ireland liaise on matters of mutual concern to ensure efficient use of resources, and normally they will not both award funding to a single project or event unless it is a joint initiative. The responsibility rests with the applicant to identify the primary purpose of the project and to apply to the appropriate agency: the Arts Council for professional development, and Culture Ireland for presentation and promotion of work. Culture Ireland's contact details are:

Culture Ireland
Third Floor, 23 Kildare Street
Dublin 2

Telephone: 01 631 3905
Email: info@cultureireland.gov.ie
Web: <http://www.cultureireland.ie>

1.9 Priorities and assessment criteria for individual artforms, art practices, festivals and venues

The following describes the criteria or priorities for particular artforms or arts practices within the Travel and Training Award.

Architecture

In Architecture, we will prioritise applications from architects wishing to attend recognised courses, training workshops or masterclasses that will contribute to the development of their creative practice. Architects may also apply for funding to present at a conference where it is demonstrated that such participation is relevant to the development of their creative practice.

The maximum award available under Architecture is €1,000.

Festivals

In Festivals, we will prioritise applications for outbound awards from festival representatives, such as programmers, festival curators and directors, who can demonstrate how their proposal will enhance their festival-programme development.

For inbound awards we will prioritise applications that allow festivals to establish relationships abroad with the aim of developing their programming, marketing and/or operational capacity.

The maximum award available under Festivals is €1,500.

Note: a festival (whether an individual festival representative or organisation) may receive only one Travel and Training Award in any one calendar year.

Film

In film, we will prioritise applications from

1. Professional film artists where there is demonstrable evidence that the proposed activity would develop their creative practice as artists.
- OR
2. Individuals engaged in developing audiences for cultural cinema – e.g. as programmers/curators in not-for-profit organisations or venues in Ireland. Applications must have a strategic basis.

Applications to support the business of film-making (attendance at film markets, etc.) will not be considered. Applications to present film screenings at festivals abroad should be directed to Culture Ireland.

The maximum award available under film is €1,500.

Literature

In Literature, we will prioritise applications from professional writers who wish to attend recognised courses, residencies or conferences abroad that will demonstrably contribute to their creative development. Proposals from writers who wish to travel to research a literary project are also eligible. Applications for readings abroad and attendance at industry book fairs should be directed to Culture Ireland.

Note: in Literature, applications for formal postgraduate training abroad are not eligible for support.

The maximum award available under Literature is €1,500.

Opera

In Opera, we will prioritise applications from professional singers and other opera practitioners (e.g. répétiteurs, directors and conductors) seeking to avail of high-level training and professional development abroad. Applications relating to international opera studios will be a particular priority.

Where applicable, applicants must submit audio files of their work.

Academic activities are not supported unless they relate specifically to the development of a professional arts practice.

The maximum award available under Opera is €3,000.

Theatre

In Theatre, we will support applications that will enable professional theatre artists with a demonstrable track record to develop their ongoing practice by experiencing international work – e.g. to travel to international festivals/events to acquaint themselves with, and/or refresh their knowledge and understanding of, contemporary international theatre practice; to spend time observing international artists'/companies' work in progress; to take up an opportunity to participate in a workshop/residency/masterclass. Priority will be given to applications from artists working outside a funded-company context who can clearly demonstrate the relevance of the identified festival/event to their practice and their professional development.

NOTE: in Theatre, applications for formal postgraduate training abroad will not be considered.

The maximum award available under Theatre is €1,500.

Traditional Arts

In Traditional Arts, we will support applications from professional performers and other practitioners (e.g. promoters, composers) to pursue high-level training and professional development abroad that will be of benefit to the traditional arts in Ireland. We will prioritise applications from individuals who clearly demonstrate how the travel they propose will enhance their artistic and career development.

The maximum award available under Traditional Arts is €1,000.

Venues

In Venues, we will prioritise applications for inbound awards that will help venues develop their programming, marketing and/or administration expertise; and for outbound awards, we will prioritise applications that will allow venues to create relationships abroad with the aim of developing their programming, marketing and/or administration expertise.

The maximum award available under Venues is €1,000.

Visual arts

In Visual Arts, we will prioritise applicants with an independent practice who have identified unique opportunities that they believe will develop their artistic practice. Applicants must clearly explain how they believe the opportunity will influence the approach they take to their work. Postgraduate education, unaccredited higher education and internships are not eligible for support.

The maximum award available under Visual Arts is €3,000.

Young People, Children and Education (YPCE)

In arts practices involving Young People, Children and Education, applicants must be professional artists and/or arts practitioners with demonstrated experience in developing and/or delivering high-quality artistic experiences for, by, or with children and young people. Applications are also welcome from young emerging

artists/practitioners (aged eighteen and over and not in full-time education) with demonstrated experience in engaging with the arts as young participants, and who now wish to develop their professional experience in developing and/or delivering arts experiences for, by, or with children and young people. Priority will be given to applications that clearly demonstrate how the opportunity will support the individual's ongoing practice, work and/or professional development, as well as benefit current and future artistic initiatives involving children and young people in Ireland.

The maximum award available under YPCE is €1,500.

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.

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

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, in particular, should take note of the section that deals with the issue of downloading version 4.0.1 onto 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 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 Travel and Training Award 2019 application form. This is a Word document that you fill in offline (on your own computer). You must complete all sections of the application form – the 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 Summary of your proposal	Give a summary of your proposal (up to three short points).
2.2 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. Do not assume that assessors or panellists will be familiar with your work.
2.3 Your application and the assessment criteria	Describe how your application meets each of the assessment criteria for this award – see section 3.3 Criteria for the assessment of applications .
4. Expenditure, income and amount requested	The details you enter here will be used in the assessment of the feasibility of your application.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. Typically, this includes samples of your current work – e.g. text, video, images, or sound recordings.

You must submit all supporting material online. If necessary, you should scan or save material in electronic format.

The following table shows which file formats are acceptable as part of an application for a Travel and Training Award:

File type	File extension
text files	.rtf/.doc/.docx/.txt
image files	.jpg/.gif/.tiff/.png
sound files	.wav/.mp3/.m4a
video files	.avi/.mov/.mp4
spreadsheets	.xls/.xlsx
Adobe Acrobat Reader files	.pdf

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

Submitting YouTube links

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

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

Check that the link works from within the document you upload – 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. Please do not flag your material as ‘private’ as it will not be accessible to Arts Council assessors.

Naming files appropriately

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

Please submit supporting documents in separate, appropriately named files.

Good filenames for an applicant called Jack Russell	russelljack travel application.doc
	russelljackWIP.doc
	russelljack dance clip.mp4
	russelljack Child Protection Statement.pdf
	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 bursary 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.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, your CV 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 and recommend whether or not to support it.
- 4 Decisions are communicated in writing to applicants.

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 will take up to four weeks from the time of submission before decisions are communicated.

Declaration of interest

In order to ensure fairness and equity in decision-making, all those involved in assessment of applications (or other aspects of the decision-making process – e.g. shortlisting, sign off, budget setting) 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 staff member/advisor becomes aware of it. The Arts Council will ensure that the staff member/advisor is not involved in any aspect of the decision-making process relating to the particular application.

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 material submitted. All applications are assessed against criteria of **a)** artistic merit, **b)** how they meet the objectives and priorities of the scheme or award, 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/arts practice, and which may, in certain instances, ask for a secondary assessment from another team.

Artistic merit

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

- The quality of the idea and the proposed arts activity as outlined on the application form
- The track record of the artistic personnel involved in the project as demonstrated through CV(s) and other supporting material submitted
- The potential of the artist(s) or applicant(s) 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 artist.

Meeting the objectives and priorities of the award or scheme

Applications are assessed on how well they meet:

- The objectives and priorities of the award or scheme – see section 1.2 for details of these
- The particular priorities and assessment criteria relating to individual artforms, art practices and venues – see section 1.9 for details of these.

Feasibility

The assessment of feasibility (where appropriate) considers the extent to which the applicant demonstrates capacity to deliver the proposed activity within the time period indicated. This includes consideration of:

- The expenditure, income and amount-requested details you enter in section 4 of the application form.

3.4 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.