

Visual Artists Workspace Scheme 2020

Guidelines for Applicants

Deadline: 5.30pm, Thursday 6 June 2019

Visual Artists Workspace Scheme: application checklist

Use the checklists below to make sure that your application under the Visual Artists Workspace Scheme is complete.

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

- I have reviewed fully the contents of this document and understand the responsibilities of my workspace in making this application.
- I have filled in all of the sections of the application form that are relevant to my application.
- I have prepared supporting documentation that includes further details as required, and have these ready to upload.
- I have prepared a detailed budget setting out proposed income and expenditure for the workspace, 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.

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
- Our proposal involves working with animals, and I have submitted a copy of my/our *Animal Welfare Protection Policies and Procedures*.

Second opinion (check this item)

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

Getting help with your application

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

1. About the Visual Artists Workspace Scheme

1.1 Deadline for submission of applications

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

The deadline for receipt of applications is:

5.30pm, Thursday 6 June 2019

Definition of a visual artists' workspace for the purposes of this scheme

Visual artists' workspace: the scheme is open to workspaces that accommodate at least four professional visual artists working on site.

1.2 Objectives of the scheme

Objectives

The purpose of the Visual Artists Workspace Scheme is to support artists' workspaces throughout the country to provide the best possible working environment for visual artists and, where feasible, to enable a level of subsidy for the artists working in these spaces.

The scheme is in line with 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/>) which commits to ensuring 'a supportive working environment that addresses key points in the creative cycle by which art is made'.

1.3 Who is eligible to apply?

Applications are welcome from the following:

- Workspaces dedicated to the support of professional visual artists
- Workspaces that accommodate **at least four** professional visual artists working on site.
- Workspaces proposing to share resources for the benefit of the visual artists working there
- Workspaces that have applied to Arts Grant Funding 2020 or intend applying for Project Funding 2020 towards their public activities (e.g. exhibitions, productions, etc.), and NOT FOR STUDIO SUPPORT
- Workspaces that do not intend to apply for studio support through Arts Council Strategic Funding 2020.

Workspaces must be located in the Republic of Ireland.

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.

Who is the applicant?

The applicant is the workspace 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 ensemble or group – e.g. if you apply to the Arts Council for funding under the name EXAMPLE STUDIO, all documentation, including bank and tax details, must be in that name. Variations such as EXAMPLE ARTS COLLECTIVE are not acceptable.

1.4 Who is not eligible to apply?

Those who are not eligible to apply include the following:

- Individual artists
- Workspaces that intend to apply for studio support through Arts Council Strategic Funding 2020
- Workspaces that have applied to Arts Grant Funding 2020 for studio support
- Workspaces with fewer than four working visual artists on site
- Groups/collectives that do not yet have an established workspace.

1.5 What may you apply for?

The maximum amount awarded to each successful application is:

€40,000

The scheme will award grants of up to €40,000 towards core costs – i.e. the running costs of the workspace such as light, heat, rent, administration and/or appropriate management costs.

Note: a grant of this scale will only be made in exceptional circumstances.

A proportion of support up to a maximum of 20% of the total request may be directed towards essential repair and maintenance.

Applications under the Visual Artists Workspace Scheme must be accompanied by a detailed budget setting out all income and expenditure that relates to it.

- **Total expenditure** should include the core costs of maintaining and running the workspace (these costs may not include those used to support public activities – e.g. exhibitions, productions, etc.)
- **Total income** should include all income relating to the workspace – this must include any income from Arts Council funding, other funders, artist rental fees, sponsorship, fundraising and any commercial revenue.

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

Note on in-kind support	If you expect to receive in-kind support, you need to put a financial value on it so that the contribution it makes to the real value of your proposal is clear. You should think of in-kind support both as expenditure and as income: whatever amount you declare on the expenditure side, you should also declare on the income side. Time contributed by administrators or committee/board/artist members may not be reckoned as an in-kind cost.
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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.

Overall responsibility for the management of funds for the workspace will be taken on by the applicant.

1.6 What you may not apply for

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

- Major capital costs cannot be applied for under this funding scheme (e.g. building work, purchase of major equipment, etc.)
- Funding for public activities (e.g. exhibitions, productions, etc.) cannot be applied for under this funding scheme
- Funding for core costs relating to non-workspace facilities (e.g. electricity or heating costs for a gallery) cannot be applied for under this funding scheme
- Activities that have already taken place or that will have commenced before a decision is made cannot be applied for under this funding scheme
- Activities that have already been assessed by the Arts Council cannot be applied for under this funding scheme. 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.
- Amounts greater than €40,000 cannot be applied for under this funding scheme.

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 Visual Artists Workspace Scheme, you **must** submit the following support material **online**:

- You must provide a copy or evidence of your **tenancy agreement/lease for the workspace** for 2020 (e.g. formal tenancy agreement or letter of agreement from landlord)
- **A maximum of five images** of the workspace (please note that these images do not need to be of professional quality – however, they should clearly show the workspace and provide evidence of the facilities). All images should be accompanied by corresponding captions underneath the images.
- **For workspaces with greater than twenty studio members (e.g. print studios/Facilities, etc.),** You **must** submit a list of members along with highlights of the activities of **a maximum of ten member artists** – e.g. exhibitions, projects, outreach or exchanges, etc.
- **For all other workspaces:** You **must** submit highlights of the activities of **a maximum of ten member artists** to correspond with the list of member artists provided in section 4.4 of the application form
- Detailed up-to-date **CV** (max. three pages) of the people who oversee or manage the workspace
- **A list of the facilities** available to artists using the workspace
- **A brief description of any shared resources and/or developmental services** available to member artists
- **A separate detailed budget** setting out proposed income and expenditure for the workspace. PLEASE NOTE: this must be in addition to the budget information provided in the application form.
- **Documentary evidence of any financial assistance** (in cash or in kind) itemised within your proposal budget.

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

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 itself. OpenOffice Writer is free software that can be downloaded here:

<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:

2.2 Workplace mission statement	Please state clearly the mission statement for your workspace, outlining your ethos and ambitions. This is an overarching guiding statement for your workspace.
3.1 Summary of your workspace proposal	Give a summary of the purpose of your application and the key items that you are requesting support for (up to three short bullet 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 be accessible to the public.
4.1 Details of your proposal	<p>What you write here is a key part of your proposal, and should help those involved in assessing your application to understand the full scope of what you want to do, how and why. It might include entries such as:</p> <p style="padding-left: 40px;">A practical explanation of the supports and facilities you are requesting funding towards, your ambitions, the wider context in which you are making the proposal, and any other information you consider relevant.</p>
4.2 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 in the guidelines below .
4.5 Artists/members activities	<p>For workspaces with greater than twenty studio members (e.g. print studios/facilities, etc.): you must submit a <u>separate</u> full list of members along with highlights of the activities of a <u>maximum of ten</u> member artists (e.g. exhibitions, projects, outreach or exchanges, etc.) This <u>must</u> be uploaded as part of your supporting documents.</p> <p>For all other workspaces: you must give a full list of studio members and their disciplines/practices. In addition, you must submit highlights of the activities of a <u>maximum of ten</u> member artists. This <u>must</u> be uploaded as part of your supporting documents.</p>

4.6 Occupancy management

You should include information about how you advertise vacancies, the types of tenancy agreements that you offer (e.g. project, short term, long term), as well as the selection process used when deciding who will be offered a studio within your workspace.

4.8 Unique need for this provision in your locality

Describe why your workspace is particularly needed in your locality. Here you may refer to the number of visual artists working in your local area and how your workspace may assist with demand. You may also wish to give a picture of the needs of visual artists in terms of demands for equipment, production facilities and requirements relating to specific practices, etc. You may refer to other visual-artist provision and support in your area and how your workspace relates to these.

2.3 Prepare any supporting material required for the application

You are required to include supporting material with your application. See section **1.7 What supporting material must you submit with your application?**

You must submit all such supporting material online; if necessary, you should 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.

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 – i.e. 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 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 you specify the expenditure and income related to your proposal and the amount of funding you are requesting. The final figures you enter here should be the same as those you enter in section 5 of the application form and in your detailed budget.

Note: total income should include the amount being requested from the Arts Council.

3. Upload application form and supporting material

Follow the prompts to upload your filled-in and saved application form, the description of your workspace, and any **mandatory** and/or other 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, which is then scored by the executive.
- 4 The executive reviews all applications and recommendations, and makes decisions based on the scores.
- 5 Recommendations go forward to Council for decision.
- 6 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 approximately twelve weeks from closing date to decision.

3.3 Criteria for the assessment of applications

- **Level of activity**
Evidence that member artists are actively participating in exhibitions, programming and projects.
- **Support of member artists**
Evidence of the extent to which the proposed grant is needed to assist the workspace to support its member artists and evidence of the quality of these supports (facilities, conditions and/or developmental support).
- **Unique need for this specific provision in the locality**
Evidence of the unique need for this specific provision in the locality, referencing, where appropriate, other similar organisations in your area
- **Governance and management**
Evidence of good governance and management of the workspace, appropriate to scale (e.g. profile of the committee or board and the existence of an appropriate management structure).
- **Budget feasibility**
Clear evidence of the ability of the workspace to deliver the proposed activities within the budgetary plans provided in the application.

3.4 Scoring process

The Arts Council will score applications for the Visual Artist Workspace Scheme 2020. This scoring system is intended to provide clarity to applicants in terms of how their application has been evaluated against the assessment criteria. The scores offer an indication as to the extent to which applications are deemed to have met each criterion.

Assessors will consider applications using their professional judgement based on the information provided within the application, their knowledge of your workspace, their knowledge of the wider arts landscape, and the competitive context in which all applications are evaluated.

Assessors may award a score against the criteria to the nearest 0.5.

The scores to be used are as follows:¹

Numeric score	Word value	Explanation
6	Exceptional	The application addresses all relevant aspects of the criterion comprehensively and in an exemplary manner. There are no shortcomings whatsoever. This score is reserved for the very best elements of applications and will be used very sparingly.
5.5		At the top end of 'Excellent'.
5	Excellent	The application addresses all relevant aspects of the criterion convincingly and successfully. It provides all the information and evidence needed, and there are no concerns or areas of weakness.
4.5		At the top end of 'Very good'.
4	Very good	The application addresses the criterion very well. It gives clear information on the evidence needed. Any concerns or areas of weakness are minor.
3.5		At the top end of 'Good'.
3	Good	The application addresses the criterion well, although some improvements could be made. It gives information on nearly all of the evidence needed, although there are some gaps.
2.5		Between 'Sufficient' and 'Good'.
2	Sufficient	The application broadly addresses the criterion, but there are weaknesses. It gives relevant information, but there are several areas where detail is lacking or the information is unclear.
1.5		At the bottom end of 'Sufficient'.

¹ These explanations have been adapted from the EU's Creative Europe Cultural Projects Assessment Guide.

1	Poor	The application provides very little evidence or relevant information in the context of the criterion, and is not compelling or persuasive in a competitive-funding context.
0	Inadequate	The application fails to address the criterion or cannot be judged due to missing or incomplete information.

How do scores relate to funding offers?

Scores will play a significant part in the making of funding offers, with the scores determining which applications are recommended for funding. Funding amounts will reflect the overall budgetary context in which the Arts Council is operating, along with the competitive nature of the scheme.

As part of our ongoing relationship-management process, scores will also be used to inform discussions with workspaces on areas where they are doing well and where there might be scope for improvement. We do not disclose the identities of other applicants or share information with applicants about the scores achieved by other applicants.

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. 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.

You may request assessment feedback from Arts Council staff.

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.